

# Brussels International Sailing Club (BISC)



## House Rules <sup>1</sup>

### **1. Purpose – legal foundation**

The Statutes of the Brussels International Sailing Club (BISC) v.z.w., adopted by the founding members on September 22<sup>nd</sup> 2011, regulate the ways of working of the club and its statutory organs such as the General Assembly of members and the Board of Directors.

Under art. 21 of the Statutes the General Assembly should approve all house rules, drafted and proposed by the Board of Directors.

The following house rules, therefore, have been drafted and were proposed by the Board to the General Assembly of 19 March 2013 with the purpose of establishing a Coordinating Committee in charge of the organization of the Club's agenda and day-to-day activities. The General Assembly, duly convened on the aforementioned date, approved the house rules.

The objectives of the Club seek the active participation of its members, many of whom organize activities, training courses and events on a strictly voluntary basis.

The Board duly executes its powers as described under art. 19-22 of the Statutes, and the organization of the Club's agenda is undertaken by the Coordinating Committee.

### **2. The Committee**

A Coordinating Committee ("the Committee" for short) is composed of the Directors of the Board plus, as a general rule, between 6 and 9 members. Whereas the Directors govern, represent and commit the club in respect of third parties as stipulated by the Statutes, other Committee members have responsibility only to the Board of Directors, the General Assembly and the members.

To be elected to the Committee one must be a working member of the Club. Committee members other than the Directors shall be proposed by members present at the General Assembly and then elected to the Committee by the General Assembly after having indicated their willingness to serve.

The Committee members exercise their duties without remuneration.

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<sup>1</sup> Last amended at the 2015 AGM

The Committee will convene every 6 weeks as a general rule at a time convenient to most Committee members.

A quorum of half of Committee members is required to take a valid decision. Decisions are taken by majority of those present.

The Committee is chaired by the Chairperson of the Board, or in his or her absence, by one of the Board Directors.

Committee members other than the Directors are elected for a period of one year. They are eligible for re-election provided that they have had a satisfactory attendance at committee meetings during their year in office.

The Committee shall have the authority to co-opt members to serve on the Committee until the next General Assembly.

The Committee shall have the right to propose an agenda for the Board of Directors. The Board in turn shall submit all requests for the consideration of the coordinating committee, except those for which it is held solely responsible by the Club Statutes and the Belgian rules governing not-for-profit associations (v.z.w.) 2.0 The Committee shall agree on a division of tasks and assign officers to the tasks.

The Board of Directors appoints itself a Chairperson, a Secretary and a Treasurer (art. 18 of the Statutes). The Chair, Secretary and Treasurer take their seats on the Committee.

The Committee appoints an appropriate number of officers to posts as defined in its constituent meeting. Committee members may have no more than two responsibilities. Based on past experience, the following are examples of such responsibilities:

*Chief organizer:* in charge of editing, updating and publishing the events calendar, supporting the event organizers, and evaluating the events and attendance records.

*Social secretary:* in charge of preparing the social agenda, evaluating social events, and the organization of such events in coordination with the event organizers.

*Safety officer:* in charge of evaluating the association's safety rules, and instructing event organizers and skippers with regard to safety issues.

*Web master:* in charge of the daily upkeep of the website and liaising with the clubs external website service provider.

*Marketing officer:* in charge of external communications with the purpose of communicating with the public at large, the expatriate community in Belgium and attracting new membership.

The Club's agenda of activities will be established by the Coordinating Committee and published on the Club's website.

### **3. BISC policies and guidelines**

#### **3.1 Under what terms does BISC operate?**

Amongst other initiatives, BISC is providing an introduction service for organizers of, and potential participants in, waterborne activities (“sailing events”).

Members of BISC (only) are permitted to put forward proposals for sailing events to be listed on the BISC website. All proposals must identify the organizer or organizers, of the planned event and provide an outline of the activity to the BISC Committee. The Chair of BISC, acting with the Committee, reserves the right to accept or refuse to list a proposed event.

The organizer(s), not BISC, is/are responsible for the event.

Although the Club has its own safety rules, the Committee does not examine the organizer's/organisers' qualifications or experience, and makes no recommendation with regard to the suitability of an event that is listed.

Everyone participating in activities listed by the club does so at their own risk, and it is up to every participant to take all appropriate **measures to stay safe**.

BISC does not guarantee the accuracy or reliability of information provided on the website in respect of individual events.

Pictures taken at BISC events may be used for the BISC website. Club members who do NOT want their pictures to appear on the BISC website, should notify the Committee.

Organization by members of, and participation by members or potential members in, listed events represents acknowledgement and acceptance of the terms under which BISC operates as stipulated, in these House Rules and the BISC vzw Statutes.

#### **3.2. The Flemish Yachting Federation (“VYF”) and insurance matters**

BISC vzw is a paid up member of the Vlaamse Yachting Federatie vzw. BISC vzw and its members are insured through the Flemish federation against a number of risks related to the club's activities. An English translation of the respective insurance policy is available on our website (go to the «VYF Insurance» section).

#### **3.3. On members owning yachts**

BISC members may not offer their own yachts for hire or charter (i.e. profit) through BISC or the BISC list of sailing events,

A number of BISC members make their yachts available for BISC sailing events. This is done on a “not for profit/expenses only” basis. Skippers should make themselves aware of any possible consequences with regard to their own insurance coverage.

### **3.4 BISC guidelines concerning booking policy for boat charters for organizers and participants**

In principle the cancellation and payment policy of the charter company should be communicated to and carried by the members who participate in the event. Neither the club nor the organizer can absorb cancellation fees.

#### ***Frequently-experienced booking situations, and how to deal with them:***

##### ***⇒What if the advance booking and payment requirements of the charter company clashes with late reservation by members?***

This can be mitigated by

-Trying to shorten the advance booking period: Particularly in the low season, when a lot of boats are available the organizer can wait before committing to a firm booking and making an advance payment, until enough interest for the event has materialised.

-Shorten the subscription period: If an early booking is necessary, the subscription period for members should be reduced.

-Opening the event for Cercle Nautique des Communautés Européennes (CNCE) members: If an event is not fully booked on the basis of priority given to BISC members.

-A conservative assessment of the number of people subscribing and boats required at the start: If an organizer has the feeling he/she can possibly fill two boats, he/she may decide to book only one boat to reduce the risk in the first instance, and add a second later once more interest is confirmed.

-Raise awareness with members: explain how events are organized, what are the risks/responsibilities involved, re-send a « join-in » message to members, including how members can help the organizer.

##### ***⇒How can the financial exposure of the club and the organizer be reduced?***

The organizer calls for participants, making clear right from the start that availability of boats will depend on early booking and payment.

Before the first advance payment to the charter company is due and before any contract is signed, the participant(s) make an advance payment into the Club's account, the total of which should more or less cover the advance payment to be made to the charter company. All participants' payments will be paid into the BISC account, and any payments to the charter company will be made from that account.

If a participant has to cancel, in principle his:her advance payment is lost unless he:she can find a replacement, or the organiser has a waiting list from which a replacement can be found. Once a replacement has paid the required amount into the BISC account, the club will repay the advance payment to the person canceling. If no replacement is available, the organiser and/or other participants may wish, but are not required, to undertake the extra effort to actively search for a replacement. If a replacement is found and when s/he has paid the required amount into the BISC account, the person canceling is then entitled to a refund of two-thirds of her/his payment.

Usually charter companies require the final payment some weeks in advance of the event. As the payment will be made through the BISC account organisers will call on all registered participants, in time before the due date, to complete their payments. (This procedure also applies if there is only one single payment to the charterer.) Again, if at this late stage and having paid in full, the participant has to cancel, in principle the payment cannot be reimbursed except under the conditions explained in the previous paragraph.

In this way, it should be noted that the booking and cancellation policy of the charter company falls on the shoulders of the participants. By subscribing to the event the participants agree with the booking and cancellation of the charter company.

### **3.5 Safety guidelines for participation in BISC sailing activities.**

The Committee publishes safety related guidance on the BISC website (*see under « Frequently Asked Questions »*). These Safety Guidelines are provided as a support for organizers and for participants. They are guidelines, not instructions, and are not intended to be, or proposed as, comprehensive documents. They are complementary to, but are not to be considered as a replacement for, any guidance documents that are prepared by or used by, individual organizers. Members are welcome to put forward suggestions for extensions of, or improvements to, the guidelines.