

PORT OF PLYMOUTH SAILING ASSOCIATION CONSTITUTION

As modified and agreed at the PPSA Annual General Meeting

Monday 26th February 2024

CONSTITUTION

CONTENTS

Section

1	Title
2	Aim
3	Objectives
4	Membership
5	Management of the PPSA
6	Committee Meetings
7	Sub-committees and Individual Appointments
8	Subscriptions
9	Representation on other bodies
10	Dissolution

1 Title

The name of the Association shall be the Port of Plymouth Sailing Association. (**PPSA**)

2 Aim

The aim of the Association shall be to coordinate, support, encourage and promote all sailing activity which takes place within the Port of Plymouth and the surrounding area.

3 Objectives

The objectives of the PPSA are:

1. To serve and protect the interests of all who sail in the Port of Plymouth and surrounding area and, wherever possible, seek to improve available facilities.
2. To represent all affiliated member organisations as and when required.
3. To promote the Port of Plymouth as a venue for dinghy and yacht championships and other major sailing events.
4. To organise the running of the Port of Plymouth Dinghy and Yacht Regattas.
5. To coordinate and produce the annual sailing programme for the Port of Plymouth and the surrounding area.
6. To arbitrate between individual clubs to resolve any conflicts which may arise.
7. To foster and monitor race management training including the training of race officers, mark layers and judges.
8. To determine and promulgate handicaps for use in the Port of Plymouth and the surrounding area.

4 Membership Full Membership of the PPSA is open to any Sailing Club based within the Port of Plymouth, as defined in the Dockyard Port Order 2020 and the surrounding area. Any Organisation that actively promotes or supports the development of the Sport of Sailing within the Port may also become an Associate Member, with the approval of the Committee.

5 Management

5.1 The Association shall be managed by the Officers and a Committee.

5.2 The Officers of the PPSA, all of whom are honorary, are:

1. President
2. Vice President
3. Treasurer
4. Secretary

5.3 The Officers shall be elected by the members at the Annual General Meeting (AGM).

5.4 The President and Vice President shall serve for two years following the AGM at which they were elected to the post.

5.5 The Committee shall consist of:

1. President (Chairman)
2. Vice President (Vice-Chairman)
3. Treasurer
4. Secretary
5. Port of Plymouth Regatta Director
6. Port Handicapper
7. Plymouth Race Series Manager
8. Sailing Secretary (or Flag Officer or equivalent manager) representing each of the affiliated member organisations.
9. Nominated representative of each affiliated member organisation who shall attend Committee meetings if those Committee members at 4.5.h, above are unable to do so.

Further persons may be co-opted by the Committee for any period of not more than twelve months who, by virtue of their skill, expertise, qualification or experience may be able to render assistance to the Committee.

5.7 Ex officio, non-voting, members of the Association may be nominated by:

1. The King's Harbour Master, Plymouth
2. The Cattewater Harbour Commissioners
3. Plymouth City Council
4. RYA
5. Mount Batten Centre

5.8 Voting:

1. All Officers and members of the Committee are voting members of the Association and have one vote each regardless of how many appointments they may hold.
2. Associate member organisations have one vote each.

6 Committee Meetings

6.1 Committee meetings shall be held during the last week of the months listed below. The venue will rotate between affiliated club premises, the venue being decided by the Committee not later than the previous meeting.

6.2 A quorum of the Committee shall consist of five voting members.

6.3 In addition to the general business of the Association certain Committee meetings will concentrate on specific matters as indicated below:

February AGM

April Overview of future events for the year ahead

June

September Programme for following year. Approve principal awards, Proposed amendments to the Constitution.

October Prizegiving

November Venues for next year's Committee Meetings

6.4 Any member wishing to put forward a resolution for inclusion in the agenda for a regular Committee Meeting shall forward such resolution to the Secretary no later than two weeks before the date of the meeting.

6.5 Changes to Terms of Reference, Operating Procedures and Guidance may be approved by the Committee.

6.6 There shall be one Annual General Meeting (AGM) of the Association every year normally held before the routine Committee meeting in February.

6.7 Members shall be given not less than twenty-eight days clear notice (not including the date of posting /e-mail and the date of the meeting) of the date, time and place of the AGM.

6.8 Any member wishing to put forward a resolution for inclusion in the agenda for the AGM shall forward such resolution to the Secretary no later than two weeks before the date of the meeting.

6.9 An alteration or addition to the Constitution shall be proposed and voted on at the AGM or at an Extraordinary General Meeting (EGM). An EGM may be called by the Committee whenever they consider it necessary, giving not less than twenty-eight days clear notice.

7 Sub-committees and Individual Appointments

7.1 The Committee shall be empowered to delegate details of management to Sub-committees and to individuals, whose terms of reference shall be determined by the Committee.

7.2 Sub-committee chairperson and individual appointees should produce short written reports for Committee meetings at which they wish to report. Reports are to reach the Secretary before the meeting for which they are intended.

7.3 Sub-committee chairperson and individual appointees are responsible to the Committee.

8 Subscriptions

8.1 An annual affiliation fee shall be paid by each member club with the subscription agreed at the Annual General Meeting. Member Clubs/Associations whose main focus lies with charitable activities will have a reduced subscription rate set at the Annual General Meeting.

8.2 Rates may be altered at any PPSA Annual General Meeting, one month's prior notice being given to member clubs.

8.3 Annual Affiliation fees are payable by the last day of April annually. Any club which has not paid the fee by then will be given a written reminder and, if the fee remains unpaid by the end of May, the name of that club will be removed from the list of PPSA affiliated clubs. The club may be restored to the PPSA on a satisfactory explanation being given and by resolution at any general meeting of the PPSA.

9 Representation on other bodies

9.1 The Association may be represented by members of the Committee on the following bodies:

1. Port of Plymouth Marine Liaison Committee (**PPMLC**)

2. RYA SW Regional Team

10 Dissolution

10.1 Should the Management Committee, by a simple majority, decide at any time on the grounds of expense or any other reason, that it is necessary to dissolve the Association, it shall call a special meeting of the Association. The management committee shall recommend closure to all the members at this Special General Meeting; this meeting must be quorate and must formally approve the decision. Any assets remaining after the satisfaction of any proper debts or liabilities shall be given or transferred equally to any organizations with similar aims and objectives to the Association.

PORT OF PLYMOUTH SAILING ASSOCIATION

TERMS OF REFERENCE FOR OFFICERS AND SUB COMMITTEES

OPERATING PROCEDURES AND GUIDANCE

TERMS OF REFERENCE FOR OFFICERS AND SUB COMMITTEES

Officers

President (Chairperson)

Treasurer

Secretary

Chairpersons of Sub-committees and Other Duties

Fixtures Sub-committee Chairperson

Port Handicapper

Plymouth Race Series Manager

Regatta Director

Radio Network Manager

Terms of Reference for Officers

These Terms of Reference (ToR) are not intended to limit initiative or inhibit developments which are encouraged. ToR should be examined and regularly amended to reflect current requirements.

All Officers are appointed by and accountable to the Committee.

President

The President shall:

Direct the activities of the Association to fulfil its aims and objectives.

Chair regular Committee meetings, Ordinary and Extraordinary General Meetings and shall have a casting vote.

Ensure that the business of the PPSA is conducted in accordance with these rules.

He will be assisted by a Vice President who, in his/her absence or incapacity, will deputise in all respects.

Treasurer

The Treasurer shall:

Manage the finances of the PPSA.

Make and account for disbursements as required and accept and account for any monies for the Association coming into the hands of any member.

Make a report on the finances of the PPSA at Committee meetings and at Ordinary General Meetings of the PPSA.

Close and present the accounts for Audit annually in January.

Secretary

The Secretary shall:

Deal with correspondence addressed to or requiring action by the PPSA.

Maintain a record of proceedings and actions at Committee, Ordinary or Extraordinary General Meetings of the PPSA, drafting and distributing

agenda and minutes of the meetings for acceptance by the Committee at any subsequent meeting.

Maintain an historic record of the business of the PPSA.

Act as the PPSA's Trophy Officer maintaining a record of awards, obtaining receipts from recipients, and ensuring that the stock of trophies is maintained, secure and insured.

Ensure that the Association's insurance policy is maintained.

Terms of Reference for a Sub-Committee Chairperson and other duties

These Terms of Reference (ToR) are not intended to limit initiative or inhibit development which are encouraged. ToR should be examined and regularly amended to reflect current requirements.

Fixtures Sub-Committee Chairperson

The Fixtures Sub-Committee Chairperson shall:

Form a committee to produce the racing programme for the port. which shall collate the requirements and proposals of PPSA clubs and Associations, coordinating and deconflicting fixtures for the following season. While the Sub-committee has no authority to veto clashes it may draw attention to such problems and seek a consensus agreement as to how they can best be resolved.

Convene an annual meeting(s) of club sailing secretaries to produce the draft racing programme in time for ratification at the October meeting of the PPSA Committee.

Advise the Main Committee on the type and conduct of racing that should be encouraged in the Port of Plymouth and keep abreast of developments and initiatives in yacht racing.

Port Handicapper

The Port Handicapper shall:

Be responsible for advising on rating, handicapping, stability and structural safety assessment matters, and Offshore Special Regulations. The aim shall be to make the business of obtaining a rating, or handicap, or stability safety screening factor or structural safety assessment as easy as possible so that skippers (especially new-comers) are encouraged to take part in racing in the port, whilst ensuring these matters are handled on a consistent and equitable basis across the port.

Tasks shall include:

- Provision of advice on rating, handicap, stability safety and structural screening matters and Offshore Special Regulations to affiliated club sailing officers, race officials and yacht owners.
- Calculation of temporary provisional YTC numbers, when appropriate to encourage and enable entries for PPSA and club events. For example, when there are delays in provision of a formal YTC certificate.
- Coordinating feed back to the RYA on the YTC scheme.
- Where it becomes apparent that a YTC rating of a particular yacht significantly mismatches the speed potential of that yacht, the Port Handicapper is available to assist the owner in making a case to the RYA/RORC YTC Technical Committee for an adjustment of the formal fixed YTC rating so that the boat may compete fairly with other yachts in the port.
- Assistance with, and calculation of, Stability Safety Screening Base Numbers (SSSN) of yachts taking part in PPSA-organised ISAF Category 3 races (eg cross-Channel events) and higher, when other standard stability data (such as STIX etc) are not available for a particular yacht.

Note: The Port Handicapper's tasks do not extend to dinghies. The RYA continues to maintain and update a Portsmouth Yardstick List for dinghies. Therefore, PPSA affiliated clubs are encouraged to use current dinghy PY numbers as published on the RYA website.

Plymouth Race Series Manager

The Plymouth Race Series Manager shall:

Run a coastal yacht racing series made up from races organised by PPSA affiliated clubs.

Tasks shall include:

- Select open passage races organised by member clubs and associations which have been promulgated in the PPSA race calendar.
- Publish a notice of race for the series and promulgate results as required.
- The procurement of prizes and engraving of trophies for the series, to be presented at the PPSA annual prizegiving.
- Seek sponsorship to cover expenses, including the printing of NoR, procurement and engraving of any trophies and any incidental prizes presented on completion of each race.

Port of Plymouth Regatta Director

The Regatta Director shall:

Chair a Sub-committee to organise and deliver annual open dinghy and yacht regattas in the Port of Plymouth.

Radio Network Manager

The Radio Network Manager shall:

Deal with all matters of Radio Communications where they concern the PPSA.

Manage the PPSA outfit of hand-held VHF transceivers.

Hold the license to operate VHF channel 89A and control the sub-delegation for its use.

PORT OF PLYMOUTH SAILING ASSOCIATION

OPERATING PROCEDURES AND GUIDANCE

OPERATING PROCEDURES AND GUIDANCE

A Mandatory Sailing Instructions

B Yacht Handicap Schemes

C Water Events Information Document (WEID)/Liaison with Longroom

D Water Events Diary

E PPSA Radio Network

F PPSA Trophies

G Affiliated Clubs and Associations

H Insurance

I Universal Race Marks

J Universal Class Signals

A Mandatory Sailing Instructions for PPSA Affiliated Clubs

A1 While race management is a matter entirely for the organising club the following rules and procedures have been agreed for universal application and inclusion in Sailing Instructions as applicable:

A2 Interference with the safe navigation of large vessels

Where boats are racing within the boundaries of a port they shall comply with such regulations as may be in force within that port. In particular, regulations regarding the safe navigation of large vessels shall be strictly observed. Competitors are referred to the Dockyard Port of Plymouth Order 2020, a copy of which is displayed on the Club notice board, and to Local Notices to Mariners. When the Race Committee believes that such regulations have been broken so as to bring the sport into disrepute it will act under RRS 60.2(c) requesting the Protest Committee to act under RRS 69.1(a), Allegation of Gross Misconduct.

A3 Notification of Retirements

Any boat which retires from a race shall inform the Race Committee at the finish or as soon as possible and in any case within hours of the expiry of the time limit. Retirements may be reported by hail, or by telephone to, or by VHF on Ch Call Sign, or by any other available means. A boat/competitor which/who fails to comply with this sailing instruction or

fails to provide a satisfactory explanation of failure to report retirement, will receive a caution from the PPSA. A record of such cautions will be kept by the General Secretary. A boat/competitor which/who receives a second caution within a two-year period from the date of the original caution may be refused entry to races run by any club affiliated to the PPSA, subject to the requirements of RRS 76.1, to any further races starting within a two-year period from the date of the second caution.

A4 Exclusion Zone in the Cattewater

Between 1 April and 31 October boats, whilst racing, boats are prohibited from entering the Controlled Mooring Area located north of Mountbatten peninsula and south of the Plym navigation channel. Boats must remain north of a line extending from the westerly mooring buoy positioned on the south side of the Plym navigation channel, east through each mooring buoy on the northern boundary of the Controlled Mooring Area and west of a line extending from the most westerly mooring buoy on the south side of the Plym navigation channel due south to the Mountbatten peninsula.

The prohibited area defined above ranks as an obstruction to sea room under RRS.

A5 The Bridge

Racing is not permitted through The Bridge passage.

A6 Code Red

While safety management is a matter entirely for the organising club, the '**Code RED**' procedures have been agreed for universal application and inclusion by PPSA affiliated clubs and organisations in Sailing Instructions and safety policies as applicable. Please see below:

1. Whether training, racing or general sailing where an emergency arises (e.g. First aid emergency, entrapment situation or sinking) where outside professional medical assistance may be required, the attending safety boat/support vessel must contact the PSO/group leader using the designated code words:

"Code RED", "Code RED" and location, ie at the windward mark or other geographical position. The nearest safety boat/ vessel should

immediately proceed to support the incident and inform the PSO/group leader of the situation who will then take over co-ordination, receiving details of the incident and alerting the appropriate support services.

1. On hearing the words 'Code RED' ALL other craft, including other groups operating in the vicinity or in VHF range on that channel, are to maintain radio silence until the situation has been resolved. This can be re-enforced by the co-ordinator of the incident transmitting a reminder that radio silence is required due to the 'Code RED' who will also confirm when radio silence has been lifted. It must be stressed that outside assistance should not be called except by the PSO/group leader or representative.
2. If outside assistance is required for a previously non-code RED incident, the procedure outlined above would be implemented or the PSO/group leader initiate a MAYDAY call.

B Yacht Handicaping Schemes

For consistency across the port, the PPSA recommends that the RORC's IRC rating scheme is used for high level racing events. Similarly, the RYA's Yacht Time Correction (YTC) system is recommended for club cruiser racing, used either on a fixed rating basis or, if a club prefers, used on an adjusted handicap basis to develop "club" YTC numbers. Club YTC numbers should only be used in events run by the issuing club.

The Plymouth Yacht Regatta generally will include IRC and YTC divisions, the latter being run on formal "fixed" YTC ratings. Exceptionally, and to ensure fair competition, the Plymouth Yacht Regatta director may, in consultation with the Port Handicapper, allocate a special temporary "regatta" YTC number to a yacht where it is apparent that her formal fixed YTC rating significantly mismatches her speed potential.

C Water Events Information Document (WEID) and Liaison with Longroom Port Control

C1 A Water Events Information Document is to be completed by organisers (or race officers) of recreational events to seaward of the Saltash and Laira bridges, and inshore of those locations when they plan to pass to seaward of those bridges. Copies of WEID can be obtained from KHM Plymouth website.

C2 Race officers shall liaise with other clubs to agree compatibility of proposed courses and with Longroom PCS (01752 836490)/ Flag PCS to obtain shipping movements and approval of their proposed courses. In doing so, reference should be made to the relevant WEID filed at Longroom. Channel 14 should be monitored during racing and Longroom/Flag informed when racing is finished.

C3 KHM must be informed early of events requiring special consideration and possible issue of Plymouth Local Notice to Mariners (PLNTMs) e.g. those involving exceptionally large numbers, youth sailors, lifting of speed restrictions.

D Water Events Diary

The Annual Water Events Diary, produced by KHM with the assistance of the PPSA, provides information on all types of recreational activity in the Port on a daily basis. Amendments are promulgated by KHM and, so far as sailing events are concerned, also by PPSA through monthly minutes. Amendments noted in these minutes but not yet included in a Change issued by KHM can be found on the PPSA website www.ppsa.org.uk. An updated copy of the diary should therefore be maintained by clubs and made available as an essential tool for race officers in liaising with Longroom Port Control and with the organisers of other waterborne events.

E PPSA VHF Radio Network

E1 The network uses a private channel 89a in the maritime VHF band that is exclusive to the PPSA. Additionally, all radios forming part of The PPSA network can operate on channel 37, and most of the sets have access to all international channels. Sets will of course be used only by or under the direct supervision of the holder of a maritime VHF radio operator's license.

E2 Channel 89a may not be fitted to any radio without the authority of the PPSA. It cannot be licensed without this authority and to have this facility available without license is illegal.

E3 OFCOM has, in the interest of safety, made a number of special dispensations to the basic radio license granted to the PPSA. The PPSA is permitted to establish a base station anywhere in the waterfront area with the proviso that OFCOM is advised of the programme in advance. PPSA hand-held radios may be used ashore for 'beach master' duties in the

immediate vicinity of the water. To permit instant contact between club start lines and Longroom Port Control, use channel 14 from ashore is permitted strictly for urgent and important communication which cannot be made by any other means. If necessary, Longroom is able to transmit and receive on channel 89a, but a constant watch on this channel is not normally maintained.

E4 The PPSA hand-held sets are made available to affiliated clubs who should request a booking with the Radiocommunications Adviser very early in the season. The cost of maintenance, replacement and licensing is high, and there is accordingly a charge for the use of the sets and for any uninsured loss or damage.

F PPSA Trophies

PPSA Trophies are as follows:

The PHILIP KEMP TROPHY is awarded for outstanding endeavour or achievement afloat by someone under 21 years of age and is in the gift of the RWYC.

The MOLLY HARVEY ROSE BOWL. is awarded to a female member of a PPSA affiliated club in recognition of involvement and endeavour in the sport of sailing

The PETER HARVEY MEMORIAL SALVER is awarded to a male member of a PPSA affiliated club in recognition of involvement and endeavour in the sport of sailing

The SIR FRANCIS DRAKE STATUETTE for the PPSA Yachtsman of the Year is awarded for conspicuous and outstanding achievement in the field of sailing.

The BECKERLEG SALVER is awarded for services to the Port of Plymouth Regatta.

G Affiliated Clubs

The following clubs, in alphabetical order, are currently listed as being affiliated to the PPSA. A list showing club officers, contacts, addresses and telephone numbers is held by the Secretary.

CCC Cattewater Cruising Club

CYC Cargreen Yacht Club

ECSP Eddystone Charity Sailing Pursuit

HPSC Hooe Point Sailing Club

HCSC Horizons Childrens' Sailing Charity

PDSSA Plymouth and Devon Schools Sailing Association

PYC Plym Yacht Club

PYSC Plymouth Youth Sailing Club

QSC Quay Sailing Club

RNSA Royal Naval Sailing Association

RPCYC Royal Plymouth Corinthian Yacht Club

RWYC Royal Western Yacht Club

SSC Saltash Sailing Club

TRSC Tamar River Sailing Club

TMSC Torpoint Mosquito Sailing Club

WHSC West Hoe Sailing Club

YYC Yealm Yacht Club

H Insurance

The PPSA has a modified RYA Club Insurance brokered by Heath Lambert Group in consultation with the RYA Legal Department. Apart from insuring its own trophies and VHF radio equipment it covers PPSA Public Liability and provides secondary cover for safety boats used in the Port of Plymouth Regatta in the event of a particular club's own insurance failing.

I Universal Code for Race Marks in the Port of Plymouth

Marks in the Sound

- A Inflatable Buoy (Laid in accordance with race instructions)
- B RAF White spherical buoy with yellow pole topmark
(Cattewater – north of Mount Batten Breakwater)
- C Asia Red can buoy
- D N Drake's Island Red can buoy
- E Melampus Red can buoy
- F Queen's Ground Red can buoy
- G New Grounds Red can buoy
- H Duke Rock Y-B-Y west cardinal buoy
- I Ash Green conical buoy
- J F Buoy Yellow Admiralty mooring buoy
- K Dunstone Yellow spherical buoy (Off Dunstone Point in Jennycliff Bay)
- L South Mallard Y-B south cardinal buoy
- M Yacht Haven Yellow Buoy (currently not laid)
- N St Nicholas Red Can Buoy
- O NW Winter Y-B-Y west cardinal buoy
- P South winter Y-B south cardinal buoy
- Q OSR South +Yellow spherical buoy - OSR (S) in Black

- R Knap Green conical buoy
- S East Tinker B-Y-B east cardinal buoy
- T Draystone Red can buoy
- U Kildare Rock Yellow spherical buoy (One cable north of Plymouth Breakwater)

V West Mallard Green conical buoy

W E Buoy Yellow circular mooring buoy

X NE Winter Red can buoy

Y Deadman Bay Port hand buoy with red vanes

Z Royal Marine Red spherical buoy with green pole topmark (Cattewater - north of MBC)

Force 4 Yellow spherical buoy(Cattewater North of Mountbatten Breakwater)

+ Movements Officer, Flagstaff, (Tel. 52413, 53004 or 53005) will advise whether likely to be in use for MOD purposes.

Marks in Tamar/Hamoaze

A Antony Passage Red port channel mark

B Bridges Yellow cylindrical buoy

C Camels Head SW Admiralty buoy (CST1)

D West Mud IALA lateral red port buoy

E Ernesettle E Tamar South IALA lateral green starboard buoy

F Ferry Mark White spherical buoy off TMSM moorings

G Brunel Yellow Cylindrical Buoy

H Hamoaze (No 8) Admiralty Buoy N8

J St Johns Lake No 3 3rd Green starboard channel buoy

K Cremyll IALA lateral red port buoy

L Lynher IALA lateral red port buoy

M Mudcotte Buoy at southern end of TRSC trots

N North Skinham Pt Yellow Cylindrical Buoy

O Torpoint (WMN) 1st Yellow mark south of moorings

P N3A 2nd Yellow mark south of TMSC moorings

Q St Johns Lake 1 Green starboard channel buoy

R Rubble Green starboard channel buoy

S Sandacre IALA lateral green starboard buoy

T Trot Admiralty mooring buoy

U St Johns Lake 2 2nd green starboard channel buoy

V Mobile yellow Laid in accordance with SIs

W Warren Pt E Tamar North IALA lateral green starboard buoy

X Mobile White Laid in accordance with SIs

Y N3 3rd Yellow spherical mark south of moorings

Z Mobile Green Laid in accordance with SIs

Triangle Bull Point 1 2nd Admiralty buoy south of TRSC trots

Square Bull Point 2 3rd Admiralty buoy south of TRSC trots

Infinity Bull Point 3 4th Admiralty buoy south of TRSC trots

J Universal Class Signals

IRC Class A Numeral 1

IRC Class B Numeral 2

IRC Class C Numeral 3

Cruiser/YTC Class A Numeral 4

Cruiser/YTC Class B Numeral 5

Cruiser/YTC Class C Numeral 6

J24 Flag J

Multihull Numeral 8

Squib Naval Numeral 9

RNSA Single - Handed Numeral 1