

Meteor Waterski Club Ltd

Operational Rules and Procedures

Version: 4.0
Effective from 2 May 2023

Table of Contents

1. Introduction	4
2. Ski or Board Procedure	4
3. Advance notice to rota Drivers	6
4. Monday Evening Open Skiing	6
5. Visitors	7
6. Private Lake Bookings	7
7. Arranged Events	7
8. Member skiing outside of duty driver times	8
9. Driver Approval Process	8
10. Rota Driver Duties	9
11. Additional Lake Activities outside of towed Water Sports	10
12. WhatsApp Groups and Board communication	10
13. Fishing policy	11
14. Annual subscriptions	11
15. Member Grievance Procedure	11
16. Discipline	12
17. Bullying Policy	12
18. Returning to ski after injury policy	13
19. Appendix 1 - Bullying Investigation Procedure	14
20. Appendix 2 – Associate Membership definition	16
21. Appendix 3 - Membership category changes	16

Document Change Log.

1/08/2021 – Approved by Meteor Board

Sections

- All Minor grammar amendments throughout.
- 2.10 Amended to extend use of Plus Sheet to Non slalom skiers.
- 5 Amended to clarify visitor rules.
- 7.4d Addition of - Event Safety Planning
- 9.2 Amended to require mandatory inclusion in *Meteor Drivers* WhatsApp group.
- 9.12 Amended to clarify Driver competence required for slalom at 58km.
- 11.2 Amended to permit Associate members to participate in SUP activities.
- 14 Amended to be consistent with the Articles of Association.
- 17 Addition of - Bullying Policy.
- 18 Addition of - Return to skiing after injury Policy.
- 19 Addition of - Appendix 1 - Bullying Investigation Procedure.
- 20 Addition of - Appendix 2 - Associate Membership definition.
- 21 Addition of - Appendix 3 – Membership Category Changes.

02/05/2023 – Approved by Meteor Board

- 11 Addition of - Swimming rules and advice.

1. Introduction

Meteor Waterski Club Ltd ('the Club') is a not for profit private membership club and a Company Limited by Guarantee. It is governed by its Articles of Association and the Operating Rules and Procedures detailed in this document (which the Board of Directors ('the Board') makes pursuant to Clause 49.1 of its Articles of Association). These Operating Rules and Procedures replace and supersede any previous such Rules and Procedures.

The Club's objective is to provide a safe and equitable environment for members of all abilities, to enjoy water sport at Lough Henney.

This document sets out the rules, procedures, and standards that the Club operates to and all members are required to abide by these rules and procedures.

In all matters relating to the Club's business the Board shall, to the best of their ability, operate in a fair and reasonable manner ensuring all members have equal access and equal benefit from their membership.

References to 'member' or 'members' are paid up members of the Club and references to 'boat' are to the boat owned, operated, and provided by the Club at Lough Henney. 'Driver' or 'Approved Driver' refers to a Club driver of the boat (see Section 9 below).

2. Ski or Board Procedure

The below procedure outlines the general, rules, procedures, and etiquette on how the Club run ski sessions. Ski sessions refer to and include all towed water sports including wakeboarding and all ski disciplines as referred to at 7 below. The term 'skier' applies to all people who take part in towed on-water activities and the term 'ski' or 'skiing' refers to all towed on-water activities.

1. When you arrive at the Club, write your name down at the **end of the daily ski list** (Ski List).
2. The Ski List is worked through **from top to bottom**.
3. You **cannot** add someone's name who is not physically at the Club.
4. You are permitted to **swap places** with another skier on the Ski List.
5. To keep waiting times to a minimum you must be **on the dock** and ready to ski when the boat arrives back to collect you.
6. If you are **not ready on the dock** to take your turn, you miss your turn.
7. Commencing skiing upon your turn on the Ski List **commits you to one full 'Ski Set'**. A Ski Set is defined below and refers to the permitted duration the skier can remain out on the water for one set.
 - A Ski Set is defined as either.
 - **6 Slalom passes.**

Or

- **10 minutes** from dock to dock, **including skier drop time**, for: -
 - **Trick ski** (single or double)
 - **Free skiing** (single or double)
 - **Wake board**
 - **Barefoot**
 - **Wakesurf**
 - **Knee Board**
 - A skier may use their 10 minutes to traverse the slalom course.
 - If you do not use your full entitlement, you **do not receive credit** for unused passes or minutes except for exceptional circumstances, where the Driver, at his or her sole discretion, determines it is unsafe to continue driving the Ski Set e.g., thunder & lightning, heavy rain, etc. The Driver has ultimate responsibility for the conduct of all skiing operations and for safety on the water. Their decision regarding any aspect of skiing on a particular occasion shall be final.
 - In the event of **poor environmental conditions** e.g., low sun, rain, rough water, etc but where the Driver determines it is safe to drive then the skier decides whether they start their Ski Set or not.
 - In the event of **low sun on the course**, skiers may agree with the Driver to ski from one end of the course, taking 4 competitive passes with the sun at their back; giving a total of 7 boat passes of the course. The 3 return passes shall be at a lower speed and cannot be slalom skied. Any **additional passes** (Plus Passes) must be recorded on the Plus Sheet (See 9 below). Plus Passes are not available if there are other skiers waiting for their Ski Set.
8. Slalom skiers **falling at or before buoy 1.5**, for the first time, may re-run that pass once more. Only one re-run per Ski Set is permitted. Falling after buoy 1.5 counts as a full pass.
9. A slalom skier is permitted to do **more than 6 passes** provided no one else is waiting to ski.
- Plus Passes must be noted on the **Plus Sheet** and when 6 Plus Passes have accumulated, they must be paid for with an additional ski ticket.
10. A non-slalom skier is permitted to do **more than 10 minutes** provided no one else is waiting to ski.
- The additional time shall be in **100 second increments**.
 - Plus Time must be noted on the **Plus Sheet** and when 6 Plus Times have accumulated, they must be paid for with an additional ski ticket.
11. Slalom skiers can **choose to drop** after.
- **two consecutive** passes or for **rope shortening**.
 - If no other skiers are **waiting for their Ski Set**, a skier may drop after each pass.
 - The down time in the water shall be no more than **two minutes** irrespective of the environmental conditions.
12. A skier may use **one extra drop ski** to assist them and if it is their intention to attempt the slalom course the drop ski must be dropped within the boat turning area at one end of the slalom course. The skier must return to the drop ski if they

- intend to use it again. It is the skier's responsibility to recover the drop ski as it drifts. The boat shall not be put in danger to recover a ski from the shoreline.
13. After completing your Ski Set, members should place a ski ticket over their name as **payment**.
 14. Non-members or visitors (see Sections 4 and 5 below) should pay the member in charge who will note the **payment** amount on the Ski List.
 15. After completing your Ski Set you can add your name to the **bottom** of the Ski List again.
 16. It is the **Drivers' duty** to ensure the correct number of passes taken are agreed with the slalom skier and recorded on the Ski List or on the Plus Sheet, as applicable.
 17. Lifejackets, ski vests or a **suitable buoyancy aid** (hereafter collectively referred to as 'Buoyancy Aid') must be worn for all on-water activities. Any person who chooses not to wear a Buoyancy Aid does so at their own risk and absolves the Club from any liability from potential injury or death that may result from such decision. Children and beginners must always wear Buoyancy Aids when on the water.
 18. The towing of **water toys** is not permitted, including the use of,
 - a. Rings and tubes
 - b. Banana boat
 - c. Air chair / Hydrofoils
 - d. Paragliding
 19. Non-swimmers and children (decision taken at the discretion of the parent or guardian based on age and capability) are to wear a **Buoyancy Aid when in the boat**. Unless at the discretion of the Driver, children in the boat are to be accompanied by a responsible adult.
 20. The number of observers or **passengers allowed in the boat** for a Ski Set is at the sole discretion of the Driver.

3. Advance notice to rota Drivers

1. To avoid the situation where rota Drivers travel to the Club only to find no members turn up to ski,
 - a. Rota Drivers may **post a message** on the 'Meteor Waterski' WhatsApp group asking if any members are intending to ski with the rota Driver that day.
 - b. The message must be posted **at least two hours prior** to the rota start time.
 - c. If within an hour of the ski start time no members indicate they wish to ski that day, the rota Driver can cancel that day's ski session and must post a subsequent message stating they **will not be in attendance**.

4. Monday Evening Open Skiing

1. Non-members can use the Club on **Monday nights from 6:45pm** until sundown.
2. Monday night operates on a **first come, first served** basis for non-members.
3. **Visitors have priority**. Members must wait until all visitors have skied before skiing.
4. A visitor is limited to six visitor **skis per season**.

5. Visitors

1. Members are permitted to invite a **maximum of 2 guests** at any one time.
2. Apart from the Monday evening open ski session, **members have priority** over guests who must allow members to ski even if the member arrives after the guest.
3. Visitors are **limited to six** visitor skis per season.
4. It would be helpful if members posted the date and time they intend to invite their guest(s) on the Meteor Waterski WhatsApp group at least 24 hours in advance to avoid multiple visitors being onsite at the same time.
5. Visitors who are not invited by a member (i.e., Drop-in visitors) may be accommodated subject to 5.2, 5.3, 5.6.
6. Visitor contact details must be recorded in the visitor log.

6. Private Lake Bookings

1. Private bookings provide **exclusive lake use** and are available to both members and the public. Fees for bookings are published each year.
2. **Applications** for private bookings from a member must be communicated to a Board member who will seek approval from the Board via the 'Meteor Board' WhatsApp group. Approval or rejection will be communicated to the requesting Club member.
3. Private **bookings must:**
 - a. Give at least 24 hours' notice.
 - b. Have approval by at least 3 members of the Club Board.
 - c. Have identified an Approved Driver for the booking.
 - d. On approval enter the booking in the Meteor Website diary.
 - e. Assigned driver must post notice of the booking on the Meteor Drivers WhatsApp group.

7. Arranged Events

1. Each year the Club usually organises a series of **Club events** aimed at promoting the sport for different groups, for example, a community day, ladies' day, children's day etc.
2. **In addition to** these federation promoted events, other events can be proposed by members or outside organisations for the Board's approval and execution. Previous years "Get Wet" days and dedicated ski coaching clinics are examples of this.
3. **A request for** the Club to support an arranged event must be communicated in writing to the Club secretary (secretary@meteorwaterski.com) who will then seek approval from the Board, either at the next Board meeting or via the Meteor Board WhatsApp group. For member requested events, approval or rejection will be communicated to the requesting Club member when the Board arrives at a decision.
4. Event **proposals must:** -
 - a. Give at least 14 days' notice.
 - b. Propose the event date, start/end times, purpose of event, expected participant numbers, expected costs, and proposed fees.
 - c. Have identified an Approved Driver(s) for the event.

- d. Include an 'Event Safety Plan' if the Board perceives there may be additional risks over and above the normal skiing activity risks.
- e. Arrange for the booking to be entered into the Meteor Website diary when approval is granted.
- f. Assigned driver must post notice of the booking on the Meteor Drivers WhatsApp group.

8. Member skiing outside of duty driver times

1. Outside of the duty rota times, private bookings and Club arranged events, members are free to **arrange to ski together** provided a Driver is included as part of the group to drive the boat.
2. These informally arranged sessions are not "dedicated" ski sessions and if other members arrive at the lake, they **should be accommodated** provided the Driver is willing to stay and drive.
3. As a rule, **dedicated lake sessions** are only available to "Private Lake bookings" and "Club Arranged Events" otherwise the lake is always available for all members.

9. Driver Approval Process

1. An Approved Driver ('Approved Driver') must be a **paid up member** of the Club who has been approved by the Board and is over 16 years of age.
2. Associate Membership **does not provide boat driving rights**. However, where exceptional circumstances exist, the Board may approve an Associate Member as an Approved Driver.
3. Each Driver must be **approved annually** by the Board, listed on the Meteor website and must agree to be a member of the **Meteor Drivers** WhatsApp group to insure they can issue and receive important relevant information.
4. **New drivers** must be proposed at a Board meeting by a Board member and approved by the Board.
5. New drivers shall be deemed **Trainee Drivers** until approved by the Board for award of Approved Driver status.
6. Trainee Drivers **must not drive** the boat unless accompanied by an Approved Driver.
7. Only an Approved Driver or Trainee Driver may drive the boat.
8. Approved Drivers must **comply with insurance cover** requirements and restrictions. Approved Drivers **must hold a ski Federation ski boat driver's award** (IWWF or other) or RYA powerboat award or equivalent.
9. Approved Drivers must participate in the **Driver Rota** ('Driver Rota') and cover at least 6 rota sessions per season.
10. Approved Drivers will be supplied with **clubhouse keys** to allow them to participate in the Driver Rota. All Club keys shall be issued by the Club Treasurer and must be returned to the Treasurer upon request, leaving the Driver Rota, unable to fulfil the Rota Driver Duties as detailed in section 10 or resigning Club membership.
11. Trainee Drivers shall **not be issued** with clubhouse keys.
12. Trainee Drivers shall be assessed to ensure they have **Club specific skills** before being awarded Approved Driver status.

They shall be assessed on their ability to,

- a. Drive all ski disciplines excluding jump, at all speeds, including slalom at 58Km.
- b. Perform a rescue pickup on the water.
- c. Navigate the slalom course turning areas.
- d. Wake mitigation knowledge.
- e. Safely dock the boat at the Jetty.
- f. Safely refuel the boat with petrol and gas.
- g. Management of passengers in the boat.
- h. Attach and remove the boom and fly high pole.
- i. Manage skiers on the boom and fly high pole.
- j. Use the boat computer, for all disciplines.
- k. Undertake the Rota Driver duties.

13. **Withdrawal of Driver status** shall be at the sole discretion of the Board.

10. Rota Driver Duties

1. **Open the clubhouse** and have the boat ready for members use at 18:45 on weekdays and 13:45 on weekend days.
2. **Unmooring the Boat**
 - a. When removing the cover do not allow bird dropping and pools of water from the cover fall into the boat.
 - b. Remove any bird dropping that do accidentally fall into the boat before members use the boat.
 - c. Where necessary clean the cover before reuse.
 - d. When unmooring the boat, ensure you run the 'engine compartment blower' on the boat for several minutes before starting the engine.
 - e. Allow the engine to heat up and switch to gas before heavy use i.e., towing skiers.
3. **Mooring and Lockup**
 - a. Ensure the boat is refuelled at the end of a session.
 - b. Ensure the cover is securely attached to the boat, below the rub rail and corners with the ratchets fully tightened.
 - c. Ensure the boat padlock is fitted and locked and the boat computer is switched off.
 - d. Ensure the clubhouse gas switch is off, curtains closed, showers and lights off, the ski store is locked, and roller shutter doors, container and carpark padlocks are all secured.
4. **Ski List**
 - a. Ensure all member and visitor Ski Sets are recorded on the Ski List.
 - b. Place all fees collected into an envelope and place in the ski store post box.
 - c. Ensure all additional passes are recorded accurately on the Plus Sheet.
5. **Drivers WhatsApp Group**
 - a. Inform other Drivers of any issues via the Meteor Drivers WhatsApp group.
 - b. If a buoy line is cut and you cannot replace it then inform other Drivers.
 - c. If you notice any unusual signs/noises when driving the boat, then inform the Meteor Drivers WhatsApp.

- d. If any error messages are displayed on the boat screen that indicate a serious issue, the boat should be stopped immediately, and a notice sent to the Meteor Drivers WhatsApp.

11. Additional Lake Activities outside of towed Water Sports

1. **SUP/canoeing/kayaking/windsurfing activities** can take place anywhere on the lake when the ski boat is moored, however no more than four such craft shall be on the lake at the same time.
2. **Only paid up members can** SUP/canoe/kayak/windsurf on the lake. Any visitor, accompanying the member and participating in the SUP/canoeing/kayaking/windsurfing activities shall join as a day member, be recorded on the Ski Log, and pay the appropriate fee.
3. **When the ski boat is in operation** SUP/canoeing/kayaking/windsurfing activities shall be limited to designated areas of the lake, **as marked on maps** of the lake displayed in the clubhouse and be limited to stay within 25 metres of the shoreline.
4. SUP/canoeing/kayaking/windsurfing **equipment cannot be stored** in the clubhouse or container.
5. Water skiing activities shall always **take precedence over** SUP/ canoeing/ kayaking/ windsurfing.
6. All SUP/canoeing/kayaking/windsurfing lake users have a personal responsibility to ensure their own safety and should **wear a suitable buoyancy aid**.
7. When the boat is in operation, **members may swim** in the slipway area up to but not beyond the ladder on the pontoon.
8. When the boat is not in operation, members intending to swim more than 100 meters from the jetty, **must wear a swim tow float** to assist boat drivers to spot the swimmer before commencing boat operations.
9. Members are **advised not swim alone**, however, if swimming alone the swimmer should inform someone that they have entered and exited the water safely.

12. WhatsApp Groups and Board communication

1. Currently Meteor use **two main** WhatsApp groups: -
 - a. **Meteor Drivers:** This group is dedicated to Driver communication and all Approved Drivers and Trainee Drivers must be registered on the group to ensure they receive communications regarding the Club, bookings, and the boat.
 - b. **Meteor Waterski:** This is a more general group that members are eligible to register for. The purpose of this group is to ask and confirm, skier and Driver attendance, lake conditions. The Board shall also use this group to distribute information to members.
2. Members are **not permitted** to use any of the WhatsApp groups for topics outside of their stated purpose; failure to comply or use outside of intended purpose will lead to group administrators removing access.
3. Official communications with the Board **should not** occur via either of these WhatsApp groups as that is not their stated or intended purpose.

4. There are **3 Club emails available** which can be used for Board communications: -
chairman@meteorwaterski.com
secretary@meteorwaterski.com
treasurer@meteorwaterski.com
5. If a member wishes to address the entire Board, then that can be facilitated by emailing secretary@meteorwaterski.com requesting an item be added to the next Board meeting agenda.

13. Fishing policy

1. The Club **does not permit fishing** from the jetty or slipway area. These are private and owned by the Club.
2. Lough Henney is a **private lake** owned by the Club.
3. Fishing from **boats or other craft** is not permitted at any time.
4. Fishing may be permitted on **other land based areas** around the lake, not owned by Meteor, provided,
 - a. Fishing activities do not interfere with Club activities,
 - b. Permission is sought from the landowner by those intending to fish.
 - c. All rubbish and fishing items are removed from the property.

14. Annual subscriptions

1. The annual membership subscription is published on the Meteor website and becomes due annually on 1st January and must be paid before 30th April each year.
2. If requested the Club shall provide members with the option to pay their annual subscription by instalments provided complete payment is received by 30th April.
3. Members must advise the treasurer prior to 1st January if they wish to avail of this payment facility.

15. Member Grievance Procedure

Any member who feels they have a grievance should: -

1. **Inform the Board** in writing by either emailing the Club secretary or any Board members who shall circulate the grievance to the Board members.
2. Upon receiving a grievance complaint, the **Board will appoint** 3 Board members, which should comprise of the Club Chair, the Club Welfare Officer (CWO) and one other Board member to review the matter.
3. **If it transpires** a panellist is alleged to be implicated, they will be replaced with another Board member.
4. These appointed Board members shall **arrange to meet** with the member who raised the grievance to discuss the nature of the grievance and to assist them in investigating the grievance.
5. The member may also choose to have **another member attend** this meeting.
6. The appointed Board members may seek further information from any **other parties** as they see fit.

7. Upon gathering all the relevant information and completing any **investigation**, the appointed Board members shall determine the grievance and provide their decision to the member who raised the grievance.
8. The decision of the appointed Board members **shall be final** and there will be no appeal against same.
9. **Minutes should be taken** for clarity; these must be agreed and signed as a true account.
10. The appointed Board members will also communicate their decision to the Board for noting and, if relevant, so the Board may take any steps that are required to **implement any recommendations** made in said decision.

16. Discipline

1. As per Article 25.2 in the Meteor Water Ski Club Ltd Articles of Association the Board has **absolute discretion in relation to discipline**. The Board has the authority to apply sanctions to a member for any action the Board deems detrimental to a member, the Club, or the sport.
2. The Board has the **power to**,
 - a. **Suspend** membership for a defined period.
 - b. Permanent **expulsion** from the Club.
 - c. **Withdraw** of privileges for a defined period.
 - i. e.g., Skiing, Driving, use of premises.
 - d. Apply **any other sanctions** it deems appropriate.

17. Bullying Policy

1. Bullying is defined as.
 - Repeated unreasonable behaviour intended to hurt someone either physically or emotionally that creates a risk to health, well-being, and safety.
 - Repeated behaviour aimed at individuals or groups, for example because of age, race, religion, gender, or sexual orientation.
 - Its many forms and can include:
 - Physical or verbal abuse.
 - Teasing or constantly picked on.
 - Making threats.
 - Name calling.
 - Being treated unfairly.
 - Face-to-face, in writing, over the phone or by social media or email.
 - Being humiliated in front of other members.
2. Bullying has no place at Meteor, and should a member believe they are the subject of bullying by another member this concern should be reported to the Club Welfare Officer.
3. The Club Welfare Officer will report this issue to the Board and the Board may authorise an investigation. The investigation panel should comprise the Club Chair, the Club Welfare Officer (CWO) and one other Board member.

4. The investigation shall use the **Bullying Investigation Procedure** as defined in Appendix 1 in this document.

18. Returning to ski after injury policy

1. It is the sole responsibility of each individual member to determine if they are physically able to ski when returning after injury.
2. If a member believes they are unable to undertake a full ski set the member can decide to ski less than 6 Slalom passes or less than 10 minutes for all other disciplines.
3. No reduction or credit of ski ticket entitlement shall apply.

19. Appendix 1 - Bullying Investigation Procedure

1. A child alleging bullying by another child:

- 1.1. Reconciliation by getting the parties together should be attempted and it may be that a genuine apology and commitment that the issue will not reoccur solves the problem.
- 1.2. If this fails or is not appropriate, a panel should meet with the parents/carers and child alleging bullying to obtain exact details of the allegation. The panel should comprise of the Club Chair, the Club Welfare Officer (CWO) and one other Board member. If it becomes apparent that any of the panellists are implicated, they shall be replaced with another Board member. Minutes should be taken for clarity, and these must be agreed and signed as a true account.
- 1.3. The same panel should meet with the alleged bully and their parents/carers to put the allegation to them. They will be asked to answer and give their account of the allegation. Minutes should be taken for clarity; these must be agreed and signed as a true account.
- 1.4. To help with the investigation the panel can interview witnesses.
- 1.5. If bullying has, in the panel's view, taken place the person should be warned and put on notice of further action i.e., temporary, or permanent suspension should the bullying continue. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
- 1.6. In some cases, the parent/carer of the bully or victim of bullying can be asked to be present at the Club with the young person each time they attend, if appropriate.
- 1.7. The Club Board will monitor the situation for a given period to ensure the bullying is not continuing.
- 1.8. All Coaches/Instructors and volunteers involved with both parties should be made aware of the concerns and sanctions.

2. A child alleging bullying by an adult:

- 2.1. A panel should meet with the parents/carers and child alleging bullying to obtain exact details of the allegation. The panel should comprise of the Club Chair, the Club Welfare Officer (CWO) and one other Board member. If it becomes apparent that any of the panellists are alleged to be the bully, or implicated, they shall be replaced with another Board member. Minutes should be taken for clarity, and these must be agreed and signed as a true account.
- 2.2. The same panel should meet with the alleged bully to put the allegation to them. They will be asked to answer and give their account of the allegation. Minutes should be taken for clarity, and these must be agreed and signed as a true account.
- 2.3. To help with the investigation the panel can interview witnesses.
- 2.4. If bullying has, in the panel's view, taken place the person should be warned and put on notice of further action i.e., temporary, or permanent suspension should the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.

- 2.5. In some cases, the parent/carer of the victim of bullying can be asked to be present at the Club with the young person each time they attend, if appropriate.
- 2.6. The Club Board will monitor the situation for a given period to ensure the bullying is not continuing.
- 2.7. All Coaches/Instructors and volunteers involved with both parties should be made aware of the concerns and sanctions.

3. An adult alleging bullying by another adult:

- 3.1. A panel should meet with the person alleging bullying to obtain exact details of the allegation. The panel should comprise of the Club Chair, the Club Welfare Officer (CWO) and one other Board member. If any of the panellists are alleged to be the bully, or implicated, they shall be replaced with another Board member. Minutes should be taken for clarity, and these must be agreed and signed as a true account.
- 3.2. The same panel should meet with the alleged bully to put the allegation to them. They will be asked to answer and give their account of the allegation. Minutes should be taken for clarity, and these must be agreed and signed as a true account.
- 3.3. To help with the investigation the panel can interview witnesses.
- 3.4. If bullying has, in the panel's view, taken place the person should be warned and put on notice of further action i.e., temporary, or permanent suspension should the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
- 3.5. The Club Board will monitor the situation for a given period to ensure the bullying is not continuing.
- 3.6. All Coaches/Instructors and volunteers involved with both parties should be made aware of the concerns and sanctions.

4. If an alleged bully refuses or fails to attend a panel investigation

- 4.1. The panel will carry out an investigation, inviting the person alleging the bullying and the alleged person/s to provide statements/evidence for consideration.
- 4.2. To help with the investigation the panel shall interview anyone who may have knowledge of or have witnessed the alleged bullying.
- 4.3. The panel can ask for and review any associated written documents or electronic correspondence.
- 4.4. If bullying has, in the panel's view, taken place the person should be warned and put on notice of further action i.e., temporary, or permanent suspension should the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
- 4.5. The Club Board will monitor the situation for a given period to ensure the bullying is not continuing.
- 4.6. All Coaches/Instructors and volunteers involved with both parties should be made aware of the concerns and sanctions.

20. Appendix 2 – Associate Membership definition

The Articles of Association shall be amended as follows.

1. **24.8 (ii) Associate** *memberships are subject to the current **Meteor Operational Rules and Procedures** and by default they do not have any boat driving rights. However, where exceptional circumstances exist, the Board may approve an Associate Member as an Approved Driver.*

Associate members are entitled to:

1. *Use the **carpark, lawns, and clubhouse facilities** when open (changing room, shower, toilet, kitchen, wetsuits and equipment).*
2. ***Ski any day of the week** at the visitor rates, subject to the restricted number of visitor skis (6) per season.*
3. *Be included in club general **communication**.*

21. Appendix 3 - Membership category changes

1. A member **wishing to change** from one membership category to another requires Board approval.
2. This does not apply to members moving to a different category **due to age**.