

NAPLES NATO YACHT CLUB

Operational Regulations

References:

- A. JFC MWA TORs dated 9 January 2014
- B. NNYC Constitution dated 16 July 2014
- C. NNYC Standard Operating Instructions

INTRODUCTION

These regulations are drawn up and approved by the NNYC Executive Committee in accordance with above References and with prescriptions required by hosting Italian Navy authorities. They can be amended or altered only with the authority of the Executive Committee. Their purpose is to regulate the operations of NNYC activities, the use of Club property, being on a military establishment, and the conduct of Club members for the general good of all. They should be interpreted in that light. The following further articles define the non-elected offices of the club and further definitions and rules for the best conduct of the Club.

1 - OFFICES

The Governing Body of the NNYC Offices is the Executive Committee. In application of article 5-3 of the NNYC Constitution and of Section V. 06 of the SOI, the Executive Committee appoints a 'Board of Rear Commodores' that acts as advisory board and supervises – upon delegation by the Governing Body – the day-to-day activities of the Club. The Board comprises NNYC members who can contribute – on a voluntary basis - specific expertise in the following areas:

- Racing
- Dinghy Maintenance
- Facility maintenance
- Sailboard training and racing
- Sailing training and racing
- Social activities
- Keelboard moorings
- Publicity

A Rear Commodore will be appointed to coordinate and supervise activities in the respective area. Additional Rear Commodores may be appointed to meet new requirements. The above "Board of Rear Commodores" is chaired by a senior NNYC member bearing the title of 'Commodore' appointed by the Governing Body as delegated to supervise the day-to-day activities of the Club. No member of the Board of the Rear Commodores can assume – on behalf of the NNYC – any financial or legal obligation towards external organizations without the approval of the Governing Body.

2. - THE COMMODORE

1. The Commodore is the Chairman of the NNYC Board of Rear Commodores and represents the Club in external activities. His duties are:
 - a. To supervise the day-to-day Club activities as delegated by the Executive Committee.
 - b. To convene – on behalf of and in coordination with the President - a monthly planning meeting of the members of the Executive Committee and the appointed Rear Commodores.
 - c. To advise the Executive Committee on the activities to be planned, the associated funding requirements, and of changes that may be required to the present regulations.
 - d. To represent the NNYC **with Navy National Authorities**, external sailing organizations like the Italian Sailing Federation and other sailing clubs, to assist in the organization of or the participation to common activities.
 - e. To supervise, assisted by the NNYC Secretary, the procedures related to NNYC membership application and renewal, **the** to access procedures for the members to the Nisida Compound and to applications for mooring.
2. The Commodore holds office for 1 year and may be re-appointed.

3 – SECRETARY

1. The Secretary of the Executive Committee performs administrative tasks for the Club and acts also as Secretary to the Board of Rear Commodores.

4 - REAR-COMMODORES FOR OTHER ACTIVITIES

1. The Executive Committee, upon proposal by the Commodore, may appoint one or more members in charge of sailing races, sailing and sailboard training, maintenance of buildings and boats, social activities and publicity.
2. The Rear-Commodores act as volunteers and will perform their activities under the vigilance and control of the Commodore in compliance with the directives established by the Executive Committee.
3. Rear-Commodores are interchangeable in the sense that if one is absent or temporary unable to perform his/her duty, the senior Rear-Commodore will assume the functions of the former. They remain in office for one year and may be re-appointed.
4. The Board of Rear Commodores may appoint ad-hoc committees of volunteering NNYC members to assist in the conduct of complex activities like endorsement of new associate or honorary members, assignment of moorings, maintenance of dinghies and facility etc.

5 - REGULATIONS GOVERNING SAILING ACTIVITIES

1. Regulations governing the correct conduct of sailing activities by members of the Club shall be issued and approved by the Executive Committee. In particular, the establishment of sailing courses for junior and senior members shall be supervised.
2. A Sailing Member who is also a "Sailing Instructor" shall hold each course. The title of Sailing Instructor will be recognized to all Sailing Members:
 - a. whom posses a license issued by the Armed Forces of any NATO Country;
 - b. whom posses a license issued by the Sailing Federations of each Country.
3. "Sailing member" is a member who holds a helmsman's qualification recognized by the Club. Such recognition is recorded in a list posted at the NNYC club house. Members may be checked-out as a sailing member by a Rear Commodore as approved by the Commodore. Only

sailing members are qualified to use – without supervision – the Club dinghies. Additional rules about helmsmen qualification are at Appendix 1.

4. "Non Sailing members" are those members not qualified as above.

6 - REGULATION GOVERNING CLUB ACTIVITIES

Regulation governing the correct conduct of Club activities shall be issued and approved by the Executive Committee. The right and obligation of members are defined in the Club Constitution; in particular the following further definitions apply:

- a. Members are responsible for the conduct of their guests and children; members and their guests are not entitled to enter the Italian Navy HQ area.
- b. Guests must be invited, authorized and accompanied and be bona fide casual visitors.
- c. Guests may enjoy the range of Club facilities, including sailing as crewmembers in the presence of their hosts.
- d. The Club House and the associated areas are available for collective use by the members, no unauthorized private activity can be conducted; the whole area must be kept clean at all time and members are to bring away with them any waste they may produce (of note, no garbage collecting service is available within the compound).
- e. Safety and mooring rules are at Appendix 1 and 2.

7 - REGULATIONS GOVERNING USE OF YACHTS

1. Yacht regulations will be proposed by the Commodore for approval by the Executive Committee. Members are to bear in mind that the NNYC is hosted by a military headquarters and regulations will reflect this fact. Current mooring regulations are at Appendix 2.
2. Yachts, including NNYC boats, are not to berth alongside the HQ waterfront at any time unless in an emergency or when, for a particular reason, permission has been granted beforehand.
3. NNYC Yachts may berth alongside the Club fended waterfront for loading, unloading water supply and bunkering not exceeding 20 minutes time. However, club dinghies have first priority and Keelboats and powerboats should minimize the period they are berthed alongside.
4. Visiting Yachts may moor off the Club waterfront as agreed by the Club Commodore, subject to the following:
 - a. berthing is subject to Italian Navy HQ approval for security reason;
 - b. the request to get this approval should be presented to the Commodore in writing 20 days in advance and providing all boat/crew details;
 - c. the Club retains the right to clear the berths for whatever purpose at any time and no more than one Yacht may moor at the same time.

8 - BOAT STORAGE ASHORE

1. Space on the waterfront is at a premium. Club boats, windsurfs and small private powerboats will be stored between the work shed and the water. In summer, the area between the Clubhouse and the water should be left clear as a member's recreational area.
2. All boats and boards on Club premises are to be identified by name or number and details kept up to date in the Clubhouse. The Club reserves the right to dispose of any unidentified boats, boards and equipment not belonging to members.
3. Use of Club facilities for the maintenance and repair of member's private boats can take place only if approved by the Commodore and in appliance of Italian laws and regulations. If such maintenance is approved, it has second priority to the maintenance and repair of the Club boats and boards. Tools and equipment of Club property will be used only for maintenance

and repairs for Club's fleet.

4. Only boats owned by members may be on Club premises. The Board of Rear Commodores will consider annually the number of boats that can be winter/summer stored on the waterfront area.

9 - USE OF CARS

1. The NNYC membership card does not by right allows the holders car access into the Nisida military compound. Members bringing cars into the Italian Navy HQ must abide by the base parking regulations as may be in force. To be allowed to enter the Italian Navy Compound NNYC members must obtain an Italian Navy HQ car pass.
2. Generally, cars should be parked on the marked out Club park area. In particular members are not to obstruct:
 - access through the inner gate to/from the NISIDA car park;
 - access to the Club entrance.
3. Cars may not be left for prolonged periods (more than 24 hrs) without Italian Navy HQ approval. This will require assurance that the vehicle could be moved at a short notice if required. Members are also to note that car maintenance and washing is not allowed on base.
4. By applying for a car pass, NNYC members accept Italian Navy access and parking regulations, to include the following:
 - a) Speed limit on base is 10 Km/h
 - b) Parking is only allowed on spots marked with white stripes, without creating any obstacle to circulation
 - c) The car pass must be visible through the windshield at all times
 - d) Vehicles will be personally driven by the authorized pass holder and the same pass will not be used on any other vehicle
 - e) The pass holder assumes full responsibility for whatever happens to him/herself, to any other person on board of the vehicle and to the vehicle as a consequence of accidents on base; the Italian Public Administration cannot be attributed any current or future responsibility and any damage caused by accident or misbehavior to Italian Navy properties or to third parties will be a sole responsibility of the pass holder
 - f) The car pass will be returned to the Italian Navy HQ in case the holder no longer meets the requirements to retain it (i.e. in case of end of tour of duty)
 - g) The car pass holder acknowledges that the vehicle may be towed away at any time in case the Italian Navy authorities decide this is required to allow traffic flow or to meet security needs. The Italian Navy holds no responsibility for damage caused during the above operation.
 - h) Not respecting any of the above rules will cause immediate withdrawal of the car pass.

10 – FEES

1. In application of Article 10 of the Constitution, the yearly membership fee must be paid by 31 December for the following year.
2. Article IV of the SOIs states that all members must remain in good standing; a member in good standing shall be defined as one whose dues are paid in full. In order to vote at the AGM, members must have paid their subscription fee. A new arrival (i.e. a person starting tour of duty after 1 June) will pay half the annual dues.

3. The fees approved by the Executive Committee are, effective 1 January 2014, the following:

- Membership:
 - Full/Associate/Retired - €100
 - Junior - €50
 - Honorary - €220
- Mooring Fees (per meter):
 - Full/Associate - €30
 - Honorary - €100

11 – ADOPTION

These regulations are effective from 24 January 2014 and supersede earlier by-laws.

Signed: _____ Date: _____
President

Signed: _____ Date: _____
Vice President

Signed: _____ Date: _____
Secretary

Signed: _____ Date: _____
Treasurer

SAFETY RULES

1. EMERGENCY CONTACT NUMBERS

- a. Ambulance- dial 118. The nearest hospital is the San Paolo located in Fuorigrotta. From Nisida go up to JFC and turn right. Go over 2 sets of lights (passing GS) turn left at the roundabout by the Max cinema go 500 yards up the hill turn right. Go along 500 yards and the hospital is on your left.
- b. US Naval Hospital Gricignano. The hospital does have an ambulance service. 081-568-4911.
- c. Capitaneria di Porto Naples 081-55-36-017. This is the number for the maritime rescue and surveillance centre within the port's organisation. It has links to other ports and harbours and the maritime rescue services. You may also dial 1530 on your mobile and they will connect you with closest Capitaneria di Porto.
- d. For police emergency tel. 112. To call for an ambulance tel. 118.

2. GENERAL RULES

All Club membership are responsible for the correct use of authorized facilities or infrastructures means. Children and teenagers under the age of 16 must have parental or guardian supervision either afloat or on the NNYC premises.

Swimming and diving in the Nisida area are not allowed (as ordered by the Port Authority).

Club members are to stay within the confines of the Club delimited areas and may use the landing wharf only for embarkation. No one may use tools handle NNYC infrastructure electrical means or enter into the maintenance hangar if not authorized. Children under the age of 12 are not authorized to handle the electrical crane or any other mechanical or electrical tools.

Children up-to 6 or not able to swim, on their staying on the area of the Club, are under their parents responsibility and must wear a life jacket.

3. ABILITY TO SWIM AND WEARING OF LIFE JACKETS

All personnel must be able to swim before they embark in the dinghies, sail boards or rescue boat. All personnel must wear an NNYC lifejacket when in the dinghies sail board or the rescue boat.

4. HELMSMAN QUALIFICATIONS

The international membership of the club together with local safety issues means that all helmsmen must obtain a local qualification, see paragraph 4 below, before they may helm and be responsible for a boat on their own. Unqualified helmsmen may helm a boat only when they are supervised by a qualified helmsman, in which case the qualified helmsman retains overall responsibility.

An “NNYC qualified helmsman” is a person who has demonstrated to one of the NNYC examiners that they are safe to sail a boat at the club and operate the rescue boat. A NNYC qualified helmsman is required to have a practical knowledge of: rigging the boat, launching the boat, sailing the boat in up to a force 3, capsize drill, launching and operating the rescue boat, knowledge of the safety rules contained in this guide; basic knowledge of the local area and a basic knowledge of what to do in an emergency. An NNYC qualified helmsman must also be a member of the club in order to use the facilities and be covered by the club’s insurance. A person holding a valid national sailing certificate must still be examined on the safety items above but is exempt the sailing test.

A list of NNYC examiners and qualified helmsmen is held by the NNYC committee. This list will be updated periodically and at least every 6 months.

5. WEATHER DEFINITIONS AND LIMITATIONS

In these safety rules Force 3 means when the wave height in the middle of the harbour reaches 30 cms and wind is assessed at 15 kts. Force 4 is when the wave height in the middle of the harbour reaches 40 cm and the wind is assessed at 20 kts.

All NNYC qualified helmsmen may sail up to force 3. Only regular regatta sailors who have demonstrated their proficiency to their national representatives may sail above this wind force. If, during sailing, the weather suddenly deteriorates a Red flag will be hoisted to indicate that all sailors are to return quickly to the club.

Sailing may only take place above force 4 when the rescue boat is launched.

6. GEOGRAPHIC LIMITATIONS FOR SAILING

Limitations on the insurance and rescue cover mean that helmsmen are limited to sailing within the geographic limits in the diagram below. Helmsman are to stay within the confines of the harbour and their proximity to the club is dependent on their experience levels and the prevailing weather.



7. USE OF THE RESCUE BOAT

The rescue boat complete with a life-ring and rope, and a spare lifejackets is to be launched, secured to the pontoon and a rescue crew (1 qualified instructor plus 1 expert helmsman), nominated whenever organised sailing events take place for example groups, races or training courses. The rescue boat is to motor in the vicinity of the sailing boats during training courses with novices at all times and for expert group sailing when wind speed is in excess of force 4.

8. SAILING OPERATIONS

Sailing may take place from dawn until one hour before sunset.

Training courses. Training courses must be run under the responsibility of a qualified instructor and there must be an adequate ratio of teachers to students to ensure there is safe supervision of novice sailors. The rules in par 7 for the use of the rescue boat apply and guidance below refers to winds up to force 3. Above force 3 the numbers undergoing training at any one time should be reduced according to skill levels and the prevailing weather.

- a. Picos, Toppers and Optimist. 1 qualified instructor plus one NNYC qualified helmsman in the rescue boat may instruct up to 6 students in 6 boats. (3 students in 3 boats.)
- b. Bosuns. One qualified instructor and one qualified helmsman in the rescue boat may instruct up to 7 boats. Each boat must have an NNYC qualified helmsman and up to 2 students.
One qualified instructor plus one qualified helmsman in the rescue boat may instruct up to two boats each with two students.
- c. Windsurfers. 1 qualified instructor plus one NNYC qualified helmsman in the rescue boat may instruct up to 6 windsurfers.

Group sailing. When 3 or more boats are out for an organised event, for example during regattas or group sailing activities then the activities need to be supervised by an experienced

NNYC helmsman and the safety boat launched and operated as previously stated in par. 7.

Individual Sailing Individuals (expert) may sail without a rescue boat under their responsibility, taking into account their own experience level, the prevailing weather circumstances and means of returning to the club in the event of gear failure.

9. CHILDREN and TEENAGERS

Children and teenagers under the age of 16 must have parental or guardian supervision either afloat or on the NNYC premises. The minimum age for sailing is 8 but account must also be taken of a child's ability to swim, size and strength. In general terms a child can crew or helm under supervision when strong enough to sail a topper in a force 2. A child can helm when he or she has passed the "NNYC qualified helmsman" requirements in par. 4.

10. BOAT CAPABILITIES AND LIMITATIONS

The capabilities and limitations of the NNYC club boats are as follows:

- a. Bosuns Max load 3 people. Max wind force 6 depending on experience level.
- b. Picos. Max load 2 people. Max wind speed force 3 depending on experience level.
- c. Toppers. Max load 1 Adult or 2 children. Max wind force 3 depending on experience level
- d. Windsurfers/Optimist. Max load 1 person. Max wind force 3 depending on experience level.
- e. Canoes. Only to be used under the close supervision of a committee member. Only those who have completed a course including capsized drill may use.

11. INSURANCE

The club's insurance is valid for the NNYC premises and within the sailing area at par 6. The insurance covers: personal injury, death, 3rd party cover. The insurance does not cover loss or damage to own property (mobile phones, cameras etc).

The club's insurance is valid only for club members. Guests of club members must be registered and approved as temporary associate membership and must pay a small fee in order to be covered by the insurance and authorized to sail.

12. SIGNING FOR A BOAT

Before taking out a boat the NNYC qualified helmsman is to sign for his boat and report any defects. In signing for the boat you are acknowledging that you are taking responsibility in accordance with these safety rules. Please look after the boats and equipment as if it were your own.

13. LIFE SAVING

1. The guidance outlined below has been copied from documentation and advice from the UK medical doctor. It is for information only and use in an emergency.

Drowning.

2. Call for Ambulance 118 and call for help. Get casualty out of water onto safe area. When carrying keep head lower than chest to allow water to flow out of lungs and stomach and avoid risk of re-inhalation. Lay casualty on back on towel or soft surface and check AIRWAY, BREATHING and CIRCULATION as follows: Gently tilt head well back. Check mouth clear of obstructions. Check for breathing by placing ear near casualty's nose and mouth, look for chest movement and listen for sounds. Check for signs of circulation ie pulse and colour.

3. If casualty is not breathing give 2 effective breaths. Pinch the casualty's nose closed and blow into the mouth until you see the chest rise. Water in the lungs can increase resistance so you have to do this at a slower rate than normal. Take your mouth off the casualty's mouth and watch the chest fall. Repeat for a second breath.

4. Now re-asses for circulation. If there IS circulation give 10 effective breaths for 1 minute then check again for circulation. Continue this cycle of 10 breaths then check for circulation until help arrives.

5. If there is NO circulation commence Cardio-Pulmonary Resuscitation (CPR). Place the heel of the hand 2 fingers widths above the point where the casualty's bottom ribs meet the breastbone. Bring down the other hand over it and interlock fingers. Keep your arms straight and depress the chest by about 4-5 cm. Release the pressure without removing your hands from their chest. Complete 15 compressions at a rate of approximately 100 per minute. Give 2 further breaths followed by a further 15 compressions. Continue giving CPR at this rate until the casualty shows signs of recovery or emergency help arrives.

6. The above procedures are for children over 7 and adults only.

7. A near drowning casualty should also receive medical attention because any water entering the lungs causes irritation and may cause swelling and secondary drowning some hours later.

HYPOTHERMIA

8. This occurs when the body temp falls below 35 deg C (95 degF) due to cold or immersion in cold water. The symptoms are: apathy, confusion, irrational behaviour, lethargy, shivering, cold pale, dry skin, slow/shallow breathing, slow weakening pulse, failing consciousness. The medical treatment is to prevent the casualty from losing more body heat, re-warm the casualty and evacuate to medical aid. This is achieved by insulation and shelter, replacing wet with dry clothing, gradually warming up, give sips of warm drinks (not alcohol).

RULES GOVERNING MOORING ASSIGNMENT

1. The rules governing the NNYC are contained in the NNYC Constitution and in the SOIs.
2. These rules apply to the NNYC members who do not have an already assigned mooring spot and request a mooring spot in the NNYC area.
3. The NNYC area can be identified in the one at sea, assigned for the keelboats, and that on the pier for the motor boats, partially used during the winter for simple keelboats maintenance.
4. The area at sea is organized to moor up to 31 keelboats. Only 29 can be assigned to NNYC members, the other 2 are at disposal of the Italian Navy. Among the 29 slots, assigned to the NNYC members, only 4 of them can be assigned to NNYC members owning a keelboat whose LOA is between 35 and 38 ft. The other 25 can be assigned to NNYC members owning a keelboat whose LOA is up to 35 ft.
5. Members authorised to use mooring slots have been informed, and agree, that the keelboat owners are responsible for the maintenance of their assigned mooring and for any damage caused to other while the boat is at mooring. They accept and release the NNYC from any responsibility for damages, injury or death arising as a result of participation in the use of mooring.
6. The area on the pier can host up to 40 motor boats. During the winter time, November-April, this area is organized to reserve space, up to twelve keelboats, for very easy maintenance.
7. Those NNYC members, to whom has already been assigned a mooring slot, should renew their request not later than 31 December of the ongoing year.
8. The NNYC member, looking for a new mooring spot to be assigned for the incoming year should apply not later than 31 December of the ongoing year, using the appropriate form . (i.e. apply by 31 December 2014 if you are looking for a spot in 2015)
9. The principle applying for the assignment of the mooring slots is " first in-, first served ", bringing in mind the following priorities:
 - Full Members have priorities over Associated Members
 - Associated Members have priority over Honorary Members
 - NNYC membership duration and contribution to the club are considered as priorities within each category.
10. The slots are assigned to the requesting NNYC members at the beginning of each new calendar year, not later than 15 February, by a Mooring Committee, nominated by the Board of Rear Commodores among the NNYC Committee members. Permanent member of the Mooring committee is the " Mooring Rear Commodore". New application for mooring, after 1 January of the new calendar year, join the waiting list unless space is available.
11. Keelboats owners are responsible for the maintenance of the mooring slot assigned to them, including lines and buoys.
12. The motor boat owners should ascertain that the tray, hosting the boat, is in an efficient status and has the boat's owner name written on the tray structure.
13. The NNYC will maintain the mooring area, including the main catenary, the buoys chains and will substitute where necessary, at the start of each new year, sunk buoys.
14. The keelboat/motor boat owners are responsible for damages caused by their boat to third part due to their inexperience, negligence or any other event (ordinary or extraordinary).