



GUIDANCE NOTES ON STARTING A BERTH HOLDERS' ASSOCIATION

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GUIDANCE NOTES

STARTING A BERTH HOLDERS ASSOCIATION

WHAT TO DO FIRST?

Before going any further you will need to establish from other boat owners just what support there is to form a BHA. A good way to do this is to gather together a small working group (Steering Committee) to help establish the views of other boat owners.

If there is enough indication that a BHA would be helpful then the next step might be to call a meeting of boat owners to form the BHA and determine what the collective issues are that need to be progressed. Before doing so, try to establish who might be prepared to do the future work! The BHA will need Officers (see Specimen Set of Rules attached) and someone to take on other areas such as the newsletter. This may appear difficult at this stage but we have found that when BHAs have a genuine following “volunteers” make themselves known, even if sometimes they have to be gently persuaded!!

In the interests of good future communications we would recommend that, at this stage, your Marina or Mooring operator should be advised that there is support for forming a BHA. Increasingly we find that good working relationships are more easily established if operators are brought into the picture as soon as possible. This can lead to helpful co-operating, such as the circulation of information to boat owners.

This first meeting is important in establishing both the future structure and tone of the BHA. At the end of this meeting don't forget to sign every body up as a member!

The following recommended start up documentation has been put together to help your Steering Committee guide the BHA through this first meeting.

If you require further assistance, please contact the RYA Legal Team on 0844 556 9519 or legal@rya.org.uk

STARTING A BERTH HOLDERS ASSOCIATION

MODEL CONSTITUTION

Although it is impractical to draft a set of general rules which will apply to every Berth Holders' Association, the RYA Model Constitution goes a long way to guiding those who are preparing to put a new constitution to a Berth Holders Association.

It is not necessary to adopt this Model Constitution to the letter. Providing the spirit and democratic nature of the rules are maintained they can be altered to suite your Association's size and activities.

The Model Constitution is divided into the following sections:

- Name and Objectives
- Officers
- Membership
- Management Committee
- Meetings of the BHA
- Dissolution of the BHA

When amending any rule to suit a particular Berth Holders' Association's purpose, care should be taken that such amendment does not vary the meaning or intent of any other rule.

The RYA Model Constitution for Berth Holders' Associations is available on the RYA website at:-

<http://www.rya.org.uk/infoadvice/clubsclass/berthholders/Pages/BerthHoldersAssociations.aspx>

NOTICE OF MEETING

MEMBERS OF THE NEWLY FORMED STEERING COMMITTEE OF THE

..... BERTH HOLDERS' ASSOCIATION

INVITE YOU TO ATTEND THE INAUGURAL MEETING OF THE
ASSOCIATION WHICH WILL TAKE PLACE AT:

..... [Location]

on [Date] at [Time]

AGENDA

- (1) The Steering Committee will recommend the adoption of a Constitution prepared from guidelines provided by the RYA
- (2) Election of Officers of the Association
- (3) To propose members initial annual subscription fee
- (4) Local issues - An opportunity for those attending to discuss issues and ideas for the [] Association to progress
- (5) Any other business
- (6) Date, time and venue of the next meeting

NOTE:

1. **To help in the formation of this Berth Holder Association please complete and return the attached information form to the address given**
2. **At the conclusion of the meeting you will be given an opportunity to join our newly formed Association**

INFORMATION AND COMMITTEE ELECTION FORM

Please complete the appropriate sections on this form:-

Name **Boat name**

Address **Berth/mooring No.**

..... **Phone number**

.....

..... **Post Code**

1. I am interested in joining the Berth Holders Association **YES/NO**
2. I hope to attend the inaugural meeting **YES/NO**
3. I agree to stand for election as one of the following Officers of the Association:

POSITION	PROPOSER	SECONDER
CHAIRMAN
VICE CHAIRMAN
SECRETARY
TREASURER
COMMITTEE MEMBER

If you have any item you would like the Association's Committee to discuss or progress please briefly outline below:-

.....

.....

Please return this form to the Secretary of the Association's Steering Committee as soon as you can prior to the inaugural meeting but no later than

.....

Please return to:-

.....

.....

.....

Post Code Telephone number

All information will be held in confidence and in accordance with the Data Protection Act

MEMBERSHIP APPLICATION FORM

..... **Berth Holder Association**

Following the formation of the Association at the recent inaugural meeting, I now wish to become a member at the agreed annual subscription of £.....

MY DETAILS:

NAME

ADDRESS

POST CODE

TELEPHONE NUMBER - Daytime
 - Home
 - email address

MY BOAT DETAILS:

NAME

BERTH /MOORING NO.

I enclose Cash/Cheque for £ made out to:-
 " The Berth Holders Association"

HELPING THE ASSOCIATION:

Please indicate which of the following activities you could help with:

- (1) Being a Committee member
- (2) Producing the Association's newsletter
- (3) Additional secretarial help, word processing, recording membership details
- (4) Being part of a working group to organise social events etc

WHAT BERTH HOLDER ASSOCIATIONS ACHIEVE

Over the last few years, many Berth Holders' Association (BHA) representatives report that relationships with their marina or mooring operators have steadily improved and, as a result, members' ideas and suggestions are increasingly well received. This current environment of general improvement has taken time to develop and the groups who achieve most are those who set out to seek a "Win Win" in meetings with their Marina or Mooring operators. We would all like to see improvements to facilities where we keep our boat, but it is important to remember that these may cost money which, if vigorously pressed, will inevitably be reflected in fee increases.

Associations who achieve most for their members are those who provide operators with suggestions and ideas for improving value for money from the facilities and services that already exist. Some examples reported by BHAs include:-

- Improved marina security by the introduction of Association "Pontoon Watch" schemes
- The removal of restrictive trading by marina based companies
- Better use of marina facilities, e.g., flexible lock opening times and group boat hoists
- Marina operators co-operation with Association mailings and communications
- Local supplier discounts for Association members
- Representing members views to local authorities
- Organising cruising and social events
- Organising lectures and demonstrations
- Advising operators on facility improvement priorities
- Encouraging loyalty discounts
- Suggestions for improving Health, Safety and the Environment
- Developing a system to monitor and act on boat owners suggestions and complaints
- Maintaining discussions on how to increase value for money for berthing and facilities

THE RYA AND AFFILIATION

Berth Holders' Associations are entitled to affiliate.

To be eligible an association must:

1. Be a bona fide berth holder association operated for the benefit of its members.
2. Provide on application the written constitution of the Association, which must contain no provisions inconsistent with the Articles of Association of the RYA.

Benefits available to affiliated organisations:

RYA Co-ordinator	Access to the co-ordinator in forming and developing the association
Voting	A representative of the organisation may vote at the RYA's AGM
Publications	Special discounts on all publications in the RYA catalogue
RYA Magazine	An affiliated organisation will receive a copy of each issue of the RYA Magazine
Catalogue	RYA books and other publications may be selected from the RYA catalogue, one copy of which will be sent annually
Free advice	The full RYA range of advice and information available from our expert legal, technical, cruising, racing and training teams
Address List	The name of the affiliated organisations, together with that of its contact name, will appear in annual RYA publications and on the RYA website

Application forms

Application forms for affiliation to the RYA are available from the website: <http://www.rya.org.uk/infoadvice/clubsclass/Pages/HowtoAffiliatetotheRYA.aspx> or email: member.services@rya.org.uk