

## Guide to Completing Membership Application Form



Dear Current/Prospective Boat Club Member,

Please find enclosed/attached a Membership Application Form with which you can apply for/renew your Club Membership for the New Season.

It would also be greatly appreciated, if you have not already done so, to include a photograph of yourself for the Boat Club records. Please download and complete the '**Photograph Agreement for GDPR Form**' and attach with your photograph and application form if you have not done so before.

### Note 1 About Your Boat

We require this information to:

- identify your boat
- assess the storage requirements onshore
- assess the launching requirements
- assess the mooring requirements

### Note 2 Your Equipment

Refers to any equipment on the hard standing e.g. an outboard motor, a trailer, tender or toolbox. We require this information to identify your equipment in the event of the loss or theft of your property and to establish what is our member's equipment and what has been stored or dumped illegally by the general public. Please ensure that all your equipment is clearly marked with your membership number and boat name as any equipment not marked or registered will be assumed to be illegally dumped and, after a reasonable period of quarantine, will be disposed of.

### Note 3 Your Boat Insurance

North Queensferry Boat Club and North Queensferry Community Trust require each & every boat owning member to keep their vessels insured while using North Queensferry Harbour (not limited to but including hardstandings / access roads / slipways / moorings & pontoons) against injury or damage which may be suffered by a third party caused by the owner's vessel or equipment whilst within the harbour area. The minimum cover for Public Liability and Third-Party Risk shall be £3,000,000.

Please note that, as a boat owning member, it is your responsibility to ensure you have up to date insurance as declared on the Membership Application Form. By declaring your insurance details and signing the Membership Application Form you are deemed to have accepted this responsibility. If your insurance lapses for any reason and is not renewed, you must forthwith remove your boat and equipment from the NQCT site if on land, or the NQBC moorings if on the water.

### Note 4 Type of Mooring / Boat Storage You Require

The club supports two types of mooring. The main being Fore & Aft in the Outer Bay Area which are allocated by the Mooring Team. A pontoon mooring is granted on a needs basis (Age and Health) by the current committee, but the actual Berthing Location on the Pontoon is allocated by the Mooring Team.

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The current Mooring Team is:

Dave Fulton  
Rab Jackson  
Chic McEwan  
Allan Thomson

Who can be contacted directly or through the Membership Secretary

[membership-secretary@northqueensferryboatclub.co.uk](mailto:membership-secretary@northqueensferryboatclub.co.uk)

Before any vessel can be allocated a Berth, the Owner of the vessel must fully complete the Mooring Agreement Form.

Please note the Member can launch their Vessel at any time on or after 1st April and must retrieve their Vessel on or before the 30th September in the same year.

### Note 5          Boat Storage

On shore boat storage is provided by the North Queensferry Community Trust who lease the land from Fife Council. If you wish to make use of this facility, we will advise the NQCT of your need for storage and your boat details on your behalf. The NQCT will send you an invoice for the storage fee which is based on the length of your vessel.

For more information, please contact the Harbour Management Group whose contact details are on the noticeboard at the harbour, or the North Queensferry Community Trust directly

<https://www.nqcommunitytrust.org.uk/>

### Note 6          Type of Membership Required

The membership Year runs from April the First in any year through to 31st March in the subsequent year. Members joining after the first day of October will pay a pro rata fee. Members shall pay their Club Fees to the Club on or before the first day of April in each year.

**Ordinary Membership** - Anyone aged 19 to 64 years & is a boat owner.

**Social Membership** – Anyone aged 19 to 64 years & is **not** a boat owner.

**Family Membership** - This entitles the applicant to include their immediate family (spouse / partner + any children under 18 years old. Please note that only the Member (Applicant) can launch a boat.

**Affiliated Club Membership** - This entitles the affiliated member club to elect one member to represent their club. At meetings, this representative can vote (1 Vote) on behalf of the group. This member must not be a present or past member of NQFBC, or have any conflict of interest. This membership does not allow affiliated members to launch any other boat(s) than those boat(s) listed.

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### **Terms & conditions of Membership:**

As a member of NQFBC and by signing the Application Form above, I agree to:

1. Have and maintain a Boat Insurance Policy (minimum Third-Party Liability of Three Million Pounds) for the duration of the period of my membership (applies to boat owners only).
2. Accept the terms and conditions of the NQBC Mooring Agreement (applies to boat owners only).
3. Comply with the NQBC Constitution & Byelaws (copy available on request).
4. Comply with the Fife Council Harbours Byelaws 1996 (ditto).
5. Comply with the NQ Community Trust / NQBC Harbour Rules and Regulations, and the NQ Community Trust Do's and Don't's for the General Public, Water Users and Workshop (ditto).
6. Comply with the Forth Port Authority General Directions for Navigation in the Forth and the Forth Byelaws regarding the operation of pleasure craft on in-shore waters. Available from the Forth Ports website:

<https://www.forthports.co.uk/marine/policy-legislation/>

7. Conduct myself, at all times, in a manner that is respectful to other Members and Harbour users.

### **Liability Disclaimer for use of NQFBC Equipment and Facilities:**

Only members over the age of eighteen (18), and with the permission of the Club Committee, are authorised to use any mechanical and/or lifting equipment provided by the club. Any member of North Queensferry Boat Club (NQFBC) using Mini Tractor and Trailer or any other Club Equipment must assume full responsibility for any and all damages, injuries or losses that may be sustained or incurred by themselves or any other person, property or animal whether associated with the NQFBC or not.

They must also understand that as there is a risk of associated injuries while using said equipment to themselves or others, they may be asked to certify that they are in good physical condition and have no known disabilities that might be otherwise detrimental to themselves or others well-being.

Members agree not to bring any claim against the organization known as NQFBC or any officer of said club should they suffer any type of injury while using or being in charge of such equipment.

Members agree to accept the rulings of the committee to the use and conditions and limitations on the use of said equipment.

Members will agree to undertake any training or induction course regarding any equipment that the committee designate and deem a requirement for using certain equipment, this will ensure each member will be able to use it responsibly and will comply with the requirements of the Statutory Clubs Public Liability Insurance.

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### **UK General Data Protection Regulation (UK GDPR):**

As you are no doubt aware, the General Data Protection Regulation came into effect on the 25th May 2018.

As a valued member of the North Queensferry Boat Club your details, submitted by you on a Paper Application Form are retained/stored on an Electronic Spreadsheet as a Database and this stored information forms the basis of our contact with you.

The information on the database is strictly confidential and is only used by the Boat Club for its' own administrative purposes. The information is never sold to others.

Best Regards

Membership Secretary

[membership-secretary@northqueensferryboatclub.co.uk](mailto:membership-secretary@northqueensferryboatclub.co.uk)

NQFBC Website

[www.northqueensferryboatclub.co.uk](http://www.northqueensferryboatclub.co.uk)