

CLASS OWNER'S GROUP FRAMEWORK for ADOPTED CLASSES

Preamble

It is MYA Council's intention to allow a high degree of authority and responsibility for the administration of an adopted class to rest with the owners in that class by way of a Class Owner Group. As the UK body to which the administration of radio sailing is delegated by the RYA, and the body which administers Free Sailing, the final authority of the MYA as exercised by its Council is retained. To this end the framework is intended to define those authorities and responsibilities.

It is inevitable that use of the framework will reveal deficiencies and areas where improvements can be made. It is, therefore, a working document that may develop as the need arises, either from the COGs themselves or Council.

A Class Owner Group comprises, at a minimum, the owners of an adopted class who can communicate by electronic means (e mail, class website, class forum, MYA forum). As no other requirement applies, COGs always exist. In the absence of a Class Captain, or a Class Owner Group Administration, the MYA Council will use this document to guide its administration of its classes by working with the members of the COG as described.

1 General

- 1.1 Where the term 'class' is used in this document, it refers to the adopted class relevant to the Class Owner Group (COG) in question.
- 1.2 Except where a separate COG framework has been approved by the MYA, this document provides the working framework for the Class Owner Group Administration (COGA) acting on behalf of class owners.
- 1.3 A COGA is a preliminary stage of administration that shall be shown to function well before any application is made to the MYA to act as an independent National Class Association (NCA).
- 1.4 Affiliated classes are invited to use this document for guidance.
- 1.5 In the absence of a COGA the document guides the work of the MYA acting as the CC, COGA or NCA.
- 1.6 The term Class Captain shall be taken as synonymous with the term National Class Secretary (NCS) used in other documentation.
- 1.7 The term "shall" refers to a mandatory action. The term "will" refers to an intention. The term "may" refers to an optional action.

2 Abbreviations

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| CC | Class Captain |
| COG | Class Owner Group |
| COGA | Class Owner Group Administration |
| ICA | International Class Association |
| IRSA | International Radio Sailing Association |
| MYA | Model Yachting Association |

NCA National Class Association
NCS National Class Secretary
RYA Royal Yachting Association

3 Objectives

- 3.1 To promote and publicise the design, construction and racing of class boats in line with the current Class Rules, Racing Rules of Sailing as amended for radio racing by Appendix E, Free Sailing Yacht Racing Rules, the RYA charter and MYA principles.
- 3.2 To assist the MYA in its role as delegated by the RYA, and as the governing body for Free Sailing, by providing appropriate administration of the class for the benefit of the class owners.
- 3.3 To organise and oversee MYA class ranking events, where applicable, and the MYA National Class Championship under the delegated authority of the MYA.

4 Membership

- 4.1 Eligibility for membership of the COG is restricted to any individual Member of the MYA who is the registered owner of a class boat.
- 4.2 Membership of the COG shall be automatically granted to eligible owners who can communicate as in 12.1.
- 4.3 Membership of the COG may be granted to an individual Member of the MYA by the Class Captain. Such members shall have no vote in COG matters.

5 Class Owner Group Administration

- 5.1 The COG shall be managed in the interests of the COG members by the Class Captain who, assisted by other members appointed as required, the Class Registrar and, where one exists, the Class Technical Officer, form the Class Owner Group Administration (COGA).

Class Captain

- 5.2 Except as in 5.5 or 5.6 the Class Captain shall be elected by the COG members, by a simple majority of votes cast, providing 25% of members vote in the ballot.
- 5.3 The Class Captain shall serve for a term of not more than 3 years. A term shall end in the month of December. The Class Captain shall retire at the end of their term, but may be nominated for re-election.
- 5.4 A COG member wishing to stand for Class Captain shall be nominated by a COG member and seconded by at least two COG members from different MYA member clubs.
- 5.5 If there are no candidates for Class Captain, the existing Class Captain may serve for a further term without election.
- 5.6 If there is only one candidate, they shall be deemed to be elected.
- 5.7 If there is more than one candidate, an election shall be organised by the COGA.
- 5.8 Nominations under 5.4 shall be made to the Class Captain before the end of October in the last year of the Class Captain's term of office. An election under 5.7 shall be carried out before the end of December.
- 5.9 The process for mid-term elections shall be as defined in 5.2 to 5.7.

Premature end to term of office

- 5.10 A vote to prematurely end the Class Captain's term of office may be requested by Council or by at least five COG members from at least three different MYA member clubs.
- 5.11 In the event of a request to prematurely end the Class Captain's term of office a ballot of members shall be made by MYA Council in the stead of the COGA using the process in 9.1 to 9.6.

Extra-Ordinary election

- 5.12 An extra-ordinary election for the office of Class Captain may be requested by Council or by at least five COG members from at least three different MYA member clubs.
- 5.13 In the event of an extra-ordinary election for the office of Class Captain, a ballot of members shall be made by MYA Council in the stead of the COGA using the process as defined in 5.2, 5.4, 5.6 and 5.7.

6 Class Registrar and Class Technical Officer

- 6.1 The Class Registrar shall be appointed by the Class Captain from amongst the COG members.
- 6.2 The Class Technical Officer shall be appointed by the Class Captain from amongst the COG members.
- 6.3 Where no Class Technical Officer is appointed the role shall be assumed by the MYA Technical Officer.
- 6.4 Appointments may be terminated by the Class Captain at any time without reason.

7 Finance

- 7.1 There shall be no annual subscription for members.
- 7.2 The COGA may apply for funding as identified in Appendix C. Except where identified in Appendix C no other source of finding is permitted.

8 Changes to class rules or COG Framework

- 8.1 A proposal to change may be made by at least five COG members from at least three different MYA member clubs.
- 8.2 A proposal to change may be made by the Class Captain, Class Registrar, Class Technical Officer or MYA Council.
- 8.3 The COGA shall carry out a ballot in response to 8.1 or 8.2 and as in Section 9, and may seek assistance and guidance from the relevant MYA officer(s) to draft the ballot.
- 8.4 The COGA shall ask the MYA Council for ratification of the ballot and request the appropriate action.
- 8.5 Council reserves the authority to amend the COG Framework without a ballot.

9 Ballot of COG Members

- 9.1 The COGA shall submit any proposal made under Section 8 to all class COG members for comment within an appropriate period.
- 9.2 After this period the COGA shall hold a ballot on the proposal.
- 9.3 A ballot is valid if 30% of the COG members, as in 4.2, take part. The % to be based on the current MYA database of owners.
- 9.4 Each member is entitled to cast one vote only.

- 9.5 The outcome shall be determined by a simple majority of votes cast.
- 9.6 The COGA shall inform all COG members of the outcome.

10 Class Rules Amendments

- 10.1 Amendments to the class rule shall be made in accordance with the applicable class rules.
- 10.2 Class rule amendments required by a MYA adopted class rule interpretation shall be made before the interpretation expires.
- 10.3 Any MYA adopted class rule amendment shall be effective from 90 days after ratification by MYA Council unless determined otherwise.
- 10.4 Regardless of any other clauses in this document Council reserves the right to amend the class rules of an MYA Adopted Class where the COG has failed to respond to a clear need for class rule changes in an appropriate time frame.

11 Class Rules Interpretations

- 11.1 An interpretation of a class rule will be carried out in a way dependant on the content of the class rules, whether a COG, NCA and/or ICA exists, and/or who holds the final authority for the class/class rules.
- 11.2 An interpretation of a class rule shall be made in accordance with Appendix A.

12 Method of carrying out business

- 12.1 The business of the COGA will be carried out: by e mail; via the class website; via the class forum; and/or via the MYA forum.
- 12.2 The COGA may request space within the MYA website for class notices.
- 12.3 All votes will be carried out electronically.

13 Appeals

- 13.1 If class owners wish to question the application of this framework or a decision made by the COGA, this shall be put to the MYA Racing Officer, Technical Officer and Chairman for review and a decision on the matter.

14 Reporting and governance

- 14.1 The Class Captain shall maintain an annual record of hull numbers issued, new boat certifications and an assessment of racing activity in the class.
- 14.2 The Class Captain shall submit a report annually to MYA Council, no later than the first Monday in September, on COG and class activities and the achievement of COG and class objectives.
- 14.3 Where no report(s) is/are made, or the report(s) is/are deemed unsatisfactory, MYA Council may at its sole discretion:
 - a) Assume direct management of the class;
 - b) Appoint a replacement Class Captain;
 - c) Suspend the COGA;
 - d) Dissolve the COGA.
- 14.4 In extreme circumstances MYA Council may invoke any of the actions listed in 14.3.

END

Ratified by MYA Council February 2021.

Amended by MYA Council September 2021

Amended by MYA Council July 2022

February 2021 revision to introduce concept of and define COGA – this version replaces all earlier versions of COG documents.

APPENDIX A - Class Rules Interpretations

A1 Responsibility for Class Rules Interpretations

A1.1 IRSA Classes *(currently IOM, M, 10R & A Class)*

These class rules specify that interpretations shall be made in accordance with the IRSA and, where applicable ICA, Regulations.

A1.2 Manufacturer Classes

These class rules are generally under the final authority of the manufacturer. The MYA has no control over their content and, therefore, neither the MYA nor any COGA/NCA can take any responsibility for their interpretation.

A1.3 Affiliated Classes that are not Manufacturer Classes

The MYA has no control over the content of the class rules and, therefore, the MYA can take no responsibility for their interpretation.

A1.4 MYA Adopted Classes *(currently 36", 6 Metre & Free Sailing classes)*

- a) Where the class rules specify a procedure, that procedure shall be followed.
- b) Where the class rules do not specify a procedure and no Class Technical Officer exists, an interpretation shall be made by the MYA Technical Officer.
- c) Where the class rules do not specify a procedure and a Class Technical Officer exists, an interpretation shall be made by discussion and agreement between the Class Technical Officer, Class Registrar and MYA Technical Officer and the FS Class Technical Officer where this is relevant.
- d) Where the class rule is clear a Q&A explaining the class rule shall be issued.
- e) Where the class rule is unclear an interpretation shall be issued.
- f) The interpretation shall be reported to MYA Council for ratification.
- g) Interpretations shall not be used to change an existing class rule.
- h) Unless otherwise stated in MYA adopted class rules, an interpretation shall have the status of a class rule and shall remain valid until superseded by a class rule amendment or for a maximum period of two years.
- i) Where a Class Captain exists, he shall post the outcome on the COG website. Where no Class Captain exists the MYA shall post the outcome on the MYA website.

END

APPENDIX B – Free Sailing

B1 Additions to the COG Framework for Free Sailing

B1.1 Changes to FSCRS or FSYRR

A proposal to change the FSCRS or FSYRR shall be made in accordance with Section 8.

B1.2 Interpretation of the FSYRR

- a) Interpretation of the FSYRR shall be made by the Class Captain with the Vane Racing Team and the MYA Racing Regulation Team.
- b) Where the FSYRR are clear a Q&A explaining the racing rule shall be issued.
- c) Where the FSYRR are unclear an interpretation shall be issued.
- d) The interpretation shall be reported to MYA Council for ratification.
- e) Interpretations of the FSYRR shall not be used to change an existing FSYRR.
- f) An interpretation of the FSYRR shall have the status of a FSYRR and shall remain valid until superseded by a FSYRR amendment or for a maximum period of two years.
- g) Where a Class Captain exists, he shall post the outcome on the COG website. Where no Class Captain exists the MYA shall post the outcome on the MYA website.

END

APPENDIX C – COG Funding

C.1.1 COG Funding

- a) The COGA shall at all times operate under the Constitution and Financial Regulations of the Association
- b) All COG/COGA income and expenditure will be accountable through the MYA bank account.
- c) The COGA shall name an officer responsible for all monies who shall be in turn responsible to the MYA Treasurer.
- d) A budget for the financial year commencing 1st October shall be prepared and presented to the MYA Treasurer for submission to Council at its June meeting. The budget will be incorporated into the MYA budget for the purpose of determining the annual affiliation fee and subsequent presentation to the Annual General Meeting.
- e) The budget shall provide for the running costs and promotional activity of the COG/COGA for the coming financial year.
- f) Following acceptance of the budget the COGA will be empowered to incur expenditure and raise income within that budget without further recourse to the Council for approval.
- g) All expenditure within the budget shall be reimbursed by the MYA Treasurer on demand based on prior arrangements with the individual COG.
- h) Additional expenditure incurred within the year which cannot be met from within the budget shall be approved by the MYA Treasurer in advance of incurring such expenditure.
- i) Additional income may be raised by the COG/COGA through sponsorship and shall be earmarked within the MYA accounts for the sole purpose of use by the COG/COGA.

- j) An annual statement of income & expenditure of the COG as at the 30th September shall be presented to the Treasurer and included in the COG report to the Annual General Meeting of the MYA.

END