

CHRISTCHURCH ROWING CLUB CLUB RULES

1. NAME

The name of the Club is "Christchurch Rowing Club" hereafter known as the Club.

2. OBJECT

The main purposes of the Club are to provide facilities and to promote participation in the amateur sport of rowing in Christchurch and at all times to foster good sportsmanship.

The Club is a non-profit making organisation. All surplus income or profits are to be invested in the club. No surpluses or assets will be distributed to members or third parties except on dissolution, rule 26.

3. CLUB COLOURS AND BADGE

The Club colours are gold, blue and green.

The badge to be of the design approved by the 1958 AGM and eligibility to wear the badge shall be as follows:

A. Members shall become eligible to wear the Club badge during their second year of membership.

B. The management committee shall have the power to award the right to wear the Club badge at their discretion.

4. MEMBERSHIP

A. Membership of the club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

The club has different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

B. There shall be the following categories of membership:

i. FULL ROWING MEMBER who shall be entitled to all privileges and benefits of the Club, subject to voting restrictions in rule 16b (ii), 16b (iii) and 16b (v).

Note 1. The Rowing Membership is divided into various categories for subscription and voting purposes i.e. according to age and/or status, at the discretion of the management committee and in accordance with rule 6(b)

Note 2. The subscription for rowing members under 16 years of age shall also include Family Membership.

ii. RECREATIONAL ROWING MEMBER who shall have demonstrated previous rowing experience to the Rowing Committee and then shall be entitled to all privileges and benefits of the Club except that they may only use nominated Club rowing boats once per week and may not compete on behalf of the Club at open regattas. They shall be subject to voting restrictions in rule 16(ii) and 16(iii).

iii COXSWAIN who shall be entitled to all privileges and benefits of the Club except they will not have any voting rights whatsoever or be eligible to row.

Coxswains aged 16 years or under must have written parental consent before participating.

iv. NON ROWING MEMBER who shall be entitled to all Club privileges and benefits of the Club, except that they may not use the Club racing boats or sporting equipment and may not vote for the Club captains.

v. SPOUSE who shall be the partner of a bona fide member residing at the same address, and shall be entitled to all privileges and benefits of the Club, as non-rowing members except those related to Life Members and Vice Presidents.

vi. FAMILY MEMBERSHIP which shall include in each case a maximum of three persons under 18 years of age and a maximum of two adults one of whom shall be their parent or legal guardian. Family members shall be entitled to all the privileges and benefits accorded to non-rowing members. Only the two adult members are entitled to vote at General Meetings. Family members under 12 years of age shall be allowed to participate in the sporting activities of the Club, under supervision, at the discretion of the rowing committee.

vii. FAMILY ROWING MEMBERSHIP

Is a special membership for families where all members would be due to pay a rowing membership subscription and is applied at the discretion of the management committee at a charge to be agreed. Family rowing members shall be entitled to all the privileges and benefits of the Club subject to voting restrictions as per Rule 16. Only adult members are entitled to vote at General Meetings.

viii. HONORARY LIFE MEMBER who shall be proposed by the management committee for election at a general meeting, but there will not be more than fifteen honorary life members at any one time. However, honorary life members shall be entitled to all privileges and benefits of rowing membership.

ix. HONORARY TEMPORARY MEMBER who may be elected for a period of up to two weeks on being duly proposed and seconded. Forty eight hours shall elapse between nomination and election by three members of the management committee and the nomination shall remain on the notice board from the time of proposal until the end of such membership i.e. headed sheets for names and spaces for three committee members signatures, The management committee shall have the power to rescind the election of a temporary member or to terminate his membership at any time. Temporary members shall be entitled to all privileges and benefits as non-rowing membership, except the right to vote or to be eligible for election as officers of the Club or members of the management committee. Temporary membership shall not exceed one period during one Club year, unless by special permission of the management committee.

x. VICE PRESIDENT shall be proposed by the management committee for election at a general meeting. There shall be a maximum of ten vice presidents at any time, and they will be entitled to all the privileges and benefits as non-rowing members.

xi. ASSOCIATE CLUB MEMBERS shall consist of persons who are registered members of a bona fide Club registered with Christchurch Rowing Club and who are entitled to restricted privileges and benefits of the Club which are reviewed annually and approved by the management committee, excluding the right to use Club boats or Club sporting equipment, vote for the Club captains and the right to vote for, or be eligible for, election as officers of the Club or members of the management committee. The management committee shall have the power to terminate the registration and membership at any time.

xii. ASSOCIATE ROWING MEMBER shall consist of persons who are members of a bona fide Club registered with Christchurch Rowing Club who shall be entitled to the privileges and benefits of the Club, excluding the right to use any Club equipment without prior consent of the rowing committee or as stated in a written agreement signed by Christchurch Rowing Club and the registered Club. They shall abide by any request made by an officer of the Club. The right to vote for the Club captains and the right to vote for, or be eligible as, officers of the Club or members of the management committee shall also be excluded. The management committee shall have the power to terminate the registration and membership at any time.

xiii. TEMPORARY ROWING MEMBER, COXSWAIN OR COACH shall consist of persons who are potential new members to allow them to have an introduction to rowing, coxing or coaching at the Club. This temporary membership shall normally be for a period of four weeks except where the temporary member is undertaking a prearranged rowing course run by the Club, when it will last for the duration of the course. This membership is without charge following the expiry of this initial period a full membership application form must be completed and payment made in accordance with rule 4(B)

Temporary membership cannot be extended or renewed and cannot be used by past members of the Club with the exception of those returning to consider coaching.

Only the captains or officers of the Club shall grant temporary membership.

xiv. COUNTRY MEMBERSHIP which shall have the same entitlement as 4B (vi) FAMILY MEMBERSHIP but for persons residing more than fifty miles from the Club.

5. APPLICATION FOR MEMBERSHIP

Nomination for each class of membership except vice president and honorary life member should be made on the appropriate application form, which is obtainable from the secretary. This form duly completed shall, with the appropriate subscription, be passed to the secretary at least two days before the next management committee meeting when it will be considered. The management committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Successful applicants will be sent a membership card, but if membership is refused the candidate will be notified of the management committee's decision and the subscription returned. Appeal against refusal may be made to the members in accordance with the Club's Grievance Procedure.

A person who has been expelled from, or refused, membership of the British Rowing, shall not be eligible for membership of the Club.

6. SUBSCRIPTIONS

a. Subscriptions for all members, excluding honorary life members, vice presidents and temporary members, will become due annually on 1st October.

b. The rate of subscription will be that determined by the management committee, and displayed on the Club notice board.

7. PAYMENT OF SUBSCRIPTIONS

a. All members shall pay their annual subscription on the first day of October each year without demand.

Rowing members only may agree to a payment plan approved by the Management Committee before the last day of October. The subscription for new rowing members shall be calculated pro rata from the date of joining, in the first year of membership only

Non-rowing members elected after the 1st June in any year shall pay only half the annual subscription. This facility shall only apply on the first application for membership. If elected after 1st August they shall pay the full annual subscription and shall be excused any further payment on the 1st October for the following year.

b. If any member shall be in arrears with their subscription after the 1st November they shall be barred temporarily from all privileges and benefits of the Club. If their subscription remains unpaid at 1st December they shall cease to be a member.

8. TERMINATION OF MEMBERSHIP

a. Membership may be terminated by non payment of subscription under clause 7(b).

b. A member may resign his membership by giving notice to the secretary, in writing, at any time.

c. The management committee may terminate a membership, in accordance with the Club's disciplinary procedure giving written notice thereof by recorded delivery, to the address of that member appearing in the secretary's register.

9. REGISTER OF MEMBERS

a. A register, showing full details of membership, shall be maintained by the Club secretary and a record kept at the Club premises showing the names and class of each member.

b. The names and telephone numbers of the officers of the Club and the members of the management committee, with the respective office held, will be displayed on the Club notice board.

c. Every member shall, as soon as possible, give written notice to the Club secretary of any change of their address.

10. OFFICERS

a. The officers of the Club shall consist of the President, Chairman, Club Captain, Secretary and Treasurer.

b. The officers, with the exception of the Club Captain, must have been members of the Club for the preceding year prior to election. They shall be elected only at a general meeting of the Club and shall hold office until the next AGM, being eligible for re-election in accordance with rule 13(c).

The Club captain must be an active rowing or past rowing member of a rowing Club.

They shall be elected as defined in rule 16, and confirmed at the AGM.

11. TRUSTEES.

a. There shall be a minimum of three trustees of the Club who shall be elected by the management committee. They shall hold office for a maximum period of 5 years, being eligible for further terms, unless removed from office by a resolution of the management committee or upon death or resignation.

b. The property of the Club (other than cash) shall vest in the trustees who shall deal therewith as directed by the resolution of the management committee, subject to rule 26.

c. The trustees shall be indemnified by the Club against all liabilities or expenses arising out of the Club property.

d. Additional trustees may be appointed at the discretion of the management committee.

e. The trustees may be ex-officio and entitled to attend meetings of the management committee but shall not be entitled to vote, unless duly elected as an officer of the Club or a member of the management committee. Trustees will be required to attend a minimum of two meetings each year.

12. CLUB COMMITTEES

The committees of the Club will comprise management, rowing, social and bar. Each will be elected annually in accordance with rule 13-16. Only members entitled to vote are eligible to sit on a club committee.

13. MANAGEMENT COMMITTEE

a. The affairs of the Club in all matters, except those reserved for the Club in general meetings, shall be conducted by the management committee.

b. The management committee shall be composed of the officers of the Club and six other members. At least six members of the full committee must be active or past active rowing members of the Club. The six members will take up the positions of lounge manager, social chairman, public relations officer, bar manager, and the men's and women's co-ordinators who will have been elected in accordance with rule 16. The management committee will, immediately following election, hold a meeting to determine the duties and responsibilities of each of its members.

In the absence of the chairman at a management committee meeting the other members present shall, provided a quorum exists, elect a temporary chairman who shall hold office for the duration of that meeting only.

c. The management committee shall be elected at the AGM of the Club for a period of one year, being eligible for re-election.

Nominations for election to the management committee, under specific headings for lounge manager, social chairman and public relations officer and bar manager, shall be submitted in writing, on the Club notice board, by two members of the Club holding voting rights at least seven days before the AGM. The nominee shall confirm their willingness to stand by signing their nomination.

No officer of the Club, or elected member of the management committee, may serve in more than one position of the management committee at the same time.

In the absence of the chairman of the social and bar committees their elected vice chairman may take their place at management committee meetings with full voting rights.

In the absence of the club captain, men's co-ordinator or woman's co-ordinator their places may be taken by other members of the rowing committee at management committee meetings with full voting rights.

d. The management committee shall meet at least once a month. An officer or any two members of the management committee may require the secretary to summon a meeting at any time.

e. The management committee shall have the responsibilities of managing the Club assets, premises and finances, and shall have the power to give orders for goods and services to be supplied and for work to be done as may be necessary for the general running and upkeep of the Club.

They shall arrange for the supply of intoxicating liquor by the Club to the members and to other persons on the Club premises, and to secure the due observance of the provisions of the Licensing Acts 2003 (Part 4) and of any conditions attached to any licence held, for and on behalf of the Club, for the supply of intoxicating liquor or by the

“Club Premises Certificate” granted in respect of the Club by the Local Authority.

The management committee shall have responsibility for all other legislation applicable to the Club, including those relating to health and safety, fire precautions, employment, human rights, food safety and discrimination on the grounds of race, sex or disability.

f. The management committee shall be empowered to take any decision on behalf of the members of the Club in their meetings except:

i. Alteration of the Club rules, for which approval of a general meeting of the Club shall be required.

ii. The dissolution of the Club.

iii. Disposal of Club property for which the approval of the trustees’ shall be required. If this is not given by the trustees’ a decision by the Club in general meeting shall be required.

iv. Change the established use of Club property without the consent of a general meeting of the Club.

v. Make expenditure on capital assets in excess of 25% of the cash reserves of the Club, as stated in the previous years closing accounts, without the consent of a general meeting of the Club.

g. Five members of the management committee shall form a quorum.

Decisions of the management committee shall be taken by a straight majority on a show of hands unless a secret ballot is requested by two members.

In the event if a tied vote the chairman shall have a final casting vote.

h. The management committee may delegate such duties and responsibilities, as they deem desirable to sub-committees appointed by them for special purposes.

The committee or sub-committee shall be empowered to co-opt other members of the Club, but at least one member of the management committee shall always be a member of any sub-committee.

Members co-opted to the management committee shall have no voting rights.

The proceedings of the management committee will be recorded by the secretary in a minute book and a copy of each meeting minutes distributed to all members of the committee and to the trustees. A member may request to see the minute book by making written application to the secretary.

i. The management committee is empowered to appoint a member of the Club to fill a casual vacancy until the next AGM of the Club except in the positions of officers of the Club (Ref. Rule 10.b).

j. The management committee shall be empowered to take up overdraft facilities up to 7.5% of the Clubs annual turnover for the day to day running of the Club. This to be reviewed and monitored on a regular basis. Any further overdraft or borrowing requirements will be permitted, only on approval by the members of the Club at a general meeting.

k. No supplier shall have commercial influence over the Club affairs.

No person shall be paid commission, percentage or similar payment on or with reference to the purchase of intoxicating liquor or any other goods or services, nor directly or indirectly derive any pecuniary benefit from the supply of liquor, by or on behalf of the Club to members or guests apart from the benefit accruing to the Club as a whole .No member of the Club may be paid a salary any part of which is related to the financial performance of the Club. This includes any commission, bonus or similar payment in kind.

l. Honoraria may be paid to officers of the Club at a rate determined by the management committee and approved by the members at a general meeting.

m. Members of the management committee must always declare any vested interests when discussing and/or voting on matters at committee meetings.

Salaried members of the management committee and connected persons may be excluded entirely, or for voting purposes only, from committee meeting matters where they have a vested interest. The elected chairman shall decide if this is necessary. In all cases a salaried member of the committee will be excluded from all discussions, and voting, on matters relating to their contract of employment with the Club.

14. SOCIAL COMMITTEE

a. A social committee shall be elected consisting of the social chairman from the management committee, two active rowing members and four other members. At their first meeting they shall elect a vice chairman.

b. The members shall be elected for a period of one year, being eligible for re-election. Nominations of members shall be dealt with in the same manner as rule 13(c) second paragraph.

c. The social committee, with the approval of the management committee shall arrange and promote social activities and special functions in the Club.

d. The social committee shall meet at least once a month. Written minutes of these meetings and a financial statement will be maintained and a copy submitted to the management committee with any recommendations that require confirmation or otherwise.

15. BAR COMMITTEE

a. The position of bar steward will be appointed by the management committee and be co-opted on to the bar committee.

b. A bar committee shall consist of the bar manager, social chairman and the lounge manager from the management committee, the co-opted bar steward and up to two other elected members of the Club. The bar manager shall automatically be the chairman of the bar committee, and at their first meeting they shall elect a vice chairman.

c. The members shall be elected at the AGM of the Club for a period of one year, being eligible for re-election. Nomination of members shall be dealt with in the same manner as rule 13(c) second paragraph.

d. The bar committee, with the approval of the management committee, shall arrange all matters relating to the bar. This shall include arranging adequate staffing, purchasing and storing of sufficient stock to avoid shortages, maintaining stock in the bar, and carrying out necessary improvements in the running and layout of the bar.

e. The bar committee shall meet as and when requested by the bar manager. Written minutes of these meetings shall be maintained and a copy submitted to the management committee with any recommendations that require confirmation or otherwise. No more than two sets of bar keys shall be in circulation within the bar committee, including the set held by the bar manager.

16. ROWING COMMITTEE.

- a. The rowing committee shall consist of the Club captain, men's co-ordinator, women's co-ordinator, men's novice co-ordinator, women's novice co-ordinator, junior co-ordinator, entries secretary, rowing treasurer, welfare officer, boats and equipment manager, minutes secretary and one other whose duties will be allocated by the rowing committee, plus the appointed safety adviser.
- b. Election of candidates will take place at an active members meeting which shall be held prior to October 1st. All candidates shall be elected subject to the conditions set out below:
 - i. The Club captain shall be elected by the entire rowing membership aged 18 years and over.
 - ii. The men's co-ordinator shall be elected by the male rowing members aged 18 years and over.
 - iii. The women's co-ordinator shall be elected by the female rowing members aged 18 years and over.
 - iv. All other posts on the rowing committee shall be elected by the entire rowing membership aged 18 years and over. Nominations for election to a post on the rowing committee shall be submitted in writing on the Club notice board, by two members holding voting rights, at least seven days before the active members meeting. The nominees shall confirm their willingness to stand, by signing their nomination. Voting shall take place by secret ballot and candidates elected by simple majority.
 - v. Junior rowing members under 18 years are not entitled to vote at the Annual General Meeting or any other General Meeting of the Club.
- c. Members of the rowing committee shall hold office for a period of one year, attend monthly co-ordinators meetings and shall be eligible for re-election.
- d. Members of the rowing committee, under the direction of the Club captain, (and with the approval of the management committee) shall organise the rowing activities of the Club.
- e. The rowing treasurer shall submit a financial statement to the Club captain at the monthly co-ordinators meetings.
- f. The Club captain shall submit a monthly report and financial statement to the management committee with any recommendations for confirmation or otherwise, together with minutes of the rowing committee meetings.
- g. Matters concerning crew selection will be delegated to a sub-committee comprising of a minimum of three people. The sub-committee shall consist of the Club captain and any of the following: the men's and women's co-ordinators, the men's and women's novice co-ordinators and a lead coach for the squad concerned.

17. ACCOUNTS

- a. **Annual.** The treasurer shall keep proper accounts, comprising an audited trading profit and loss account and a balance sheet checked by an independent qualified accountant. These will be presented to the members of the Club at every AGM, or at any time if required (given reasonable notice) by the management committee. If required by two officers of the Club, or 3 members of the management committee, or by written application to the Club secretary from ten members, the accounts will be submitted to an independent qualified auditor for checking and for a report on the findings.

- b. **Monthly** At each meeting of the management committee the treasurer shall produce all bills and accounts due for payment, and give a report on the state of the Club's finances including the position of the Club's bank accounts, in relation to the Club's cash book, and all savings and investment accounts.
- c. It shall be the duty of the bar manager each quarter, to take stock of the liquor and other goods for sale at the bar, either personally or by an agent duly appointed by the management committee for that purpose, in order that the treasurer or agent may prepare a quarterly trading account.
- d. All cheques drawn upon the accounts of the Club shall be signed in accordance with a mandate to the bank for four authorised signatures. For cheques up to the value of £400 two signatures from four, and for cheques over £400 three signatures from four will be required. In each case one of the signatures must be that of the treasurer.

18. INTOXICATING LIQUOR

- a. The permitted hours for the supply of intoxicating liquor shall be such as may from time to time be determined by the management committee in accordance with the provisions of the Licensing Act 2003 as notified to the Local Authority
- b. No person under the age of eighteen years shall be supplied with intoxicating liquor of any description.
- c. No person under the age of eighteen years shall be directly or indirectly involved with the supply of intoxicating liquor of any description.
- d. In compliance with the Licensing Act 2003 any member's bona fide guest or visitor to the Club shall be entitled to purchase intoxicating liquor. (See also Rule 19)
- e. Alcohol must not be brought into the Club by members, guests or visitors for consumption other than for a special function of which the Management Committee is aware and corkage charged.

19. VISITORS

- a. Any member of the Club, except honorary temporary members, may introduce visitors to the Club. The introduction shall be made in person and the visitors' book signed by both member and their guest(s). No member may introduce more than two guests in any one day, or introduce the same guest more than twice in any one calendar month. These limits may be extended only at the discretion of the management committee. At special Club functions the number of guests permissible per member is raised to four. The member introducing a guest(s) shall be responsible for the guest(s) strictly observing Club rules and byelaws, and shall not leave the Club premises before the guest(s). No person whose membership has been suspended or terminated under rules 7(b) or 8(c) or whose application for membership has at any time been rejected shall be introduced as a guest. Visitors may enjoy the privileges of the Club except as debarred by these rules and byelaws.
- b. No person under the age of 15 years shall be allowed in the Club lounge or committee room after 9pm unless accompanied for the whole time by at least one parent or responsible relative.

20. FUNCTIONS

Notwithstanding anything previously mentioned, intoxicating liquor may be supplied during the hours specified to members and non members of the Club attending at the Club house when functions are authorised by the management committee, provided that always:

- a. Such function is a function of a rowing club or association; or

- b. Such function is promoted by and the responsibility of a member of the Club who is present at the function and shall not leave before the guest(s); or
 - c. Such other function not provided by paragraph a) or b) above, and is the subject of a Temporary Events Notice (TEN) issued by the Local Authority's licensing officer allowing alcohol to be supplied for consumption on the premises for a specific time according to Section 100 of the Licensing Act 2003.
 - d. The Club's bar must not be opened by members for the provision of alcohol without the approval of the Management Committee or at least three officers of the Club.
 - e. The management committee reserves the right to declare a function "closed" when:
 - 1. The Club has been privately hired
 - 2. The Club has a ticket only function.
- The dates of the closed functions will be displayed on the notice board in advance.

21. LIABILITY

The management committee shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of their office shall not however, be the personal liability of the committee, but shall be the responsibility of the Club as a whole.

22. ANNUAL GENERAL MEETING

The annual general meeting of the Club shall be held before the end of November each year, on a day to be determined by the management committee. The business of the meeting shall be the election of officers, the passing of the annual accounts and any other business of which notice shall be given to the secretary, in writing, at least 21 days before the meeting.

23. EXTRAORDINARY GENERAL MEETING

The management committee may, and shall (a) on their own motion or (b) upon the requisition of ten members, summon an extraordinary general meeting, stating the business for which the meeting is required.

24. PROCEDURE AT GENERAL MEETINGS

a. The secretary shall, at least 14 days before any annual or extraordinary general meeting, send to every member at their address in the Club register, a notice of such meeting, stating the time and place and the business as far as it is known, but any accidental omission to send such a copy or non receipt of the same shall not invalidate any proceedings or resolution.

b. At every general meeting, the chair shall be taken by the club chairman or in his absence by the club president, or if neither of the above is present by a member elected by the meeting.

Every resolution, unless otherwise provided for by these rules, shall be decided by a majority of votes of adult members (i.e. over 18 years) present in person, as indicated by a show of hands unless five members request a secret ballot. The quorum at a general meeting shall be 25 members present in person.

c. At any meeting, unless a poll is demanded, a declaration by the chairman that a resolution has been carried shall be conclusive.

d. At any meeting, the chairman or any five members may, before a motion is put to the vote, demand a poll of all members entitled to vote. If the poll be ordered it shall be taken within seven days in such a way as the chairman may direct, and the results of the poll declared by the chairman to the management committee. It shall be deemed to be a resolution of the general meeting at which the poll was demanded and the result shall be displayed on the Club notice board for 28 days.

In a poll votes may be given personally or by proxy. The instrument appointing a proxy may be in such form as the management committee shall determine.

e. Prior to the conduct of a secret ballot or poll, two consenting members shall be elected by the meeting to scrutinise and count votes. They shall report the results to the chairman.

25. ALTERATION OF RULES.

These rules may be revoked, added to or altered by the majority of the members present and entitled to vote at any general meeting of the Club of which notice has been duly given under rule 23 and 24(a) specifying this intention together with full particulars.

Notice of alterations shall be exhibited on the Club notice board for at least 7 days prior to the general meeting.

Any alteration to rules shall take immediate effect.

Written notice of any amendment of rules must be given by the secretary to the Chief Officer of Police and to the Clerk of the Local Authority's Licensing Department within 28 days of such alteration becoming effective.

26. DISSOLUTION

If the membership of the Club shall, at any time, fall below 25, or if the Club shall pass as the first resolution in general meeting, by a majority comprising two thirds or more of the members present entitled to vote, a resolution of its intention to dissolve, the management committee, or failing them the trustees, shall take immediate steps to convert into money all property of the Club with power to postpone or delay the conversion of any particular property if the Club in general meeting shall so authorise. Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

27. CHILD PROTECTION PROCEDURES

- a. The Club accepts the policy and procedures relating to Child Protection as set out by the British Rowing, and requires all members to accept them as a condition of membership.
- b. All new volunteers and employees working in a role that involves significant access to children/vulnerable adults, or where they have a position of trust, and/or existing volunteers or employees who change their role to work with these vulnerable groups will need to comply with the British Rowing's procedure to complete a Criminal Records Bureau disclosure application.

28. EQUAL OPPORTUNITIES POLICY

The Club will ensure that the talents and resources of all members are utilised to the full and that no member receives less favourable treatment on the grounds gender, disability, marital status, creed, social class, ethnicity, age or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

29. SAFETY

The Rowing Committee shall appoint a member to act as Safety Adviser whose duty will be to understand the requirements of the British Rowing's "Code of Practice for Water Safety" and advise on their prominent display, their observation and their implementation at all times.

30. BYE-LAWS

For regulation of the Club's affairs and conduct of members, the management committee can make, vary, and revoke bye-laws provided that they are not inconsistent with these rules.

31. INTERPRETATION

In these rules, unless the contrary intention appears, words denoting the masculine gender shall be deemed to include the feminine and vice versa. In the event of disputes these shall be determined under English law.

BYELAWS

1. EQUIPMENT

- a. The stroke generally shall be solely responsible for the care of Club equipment when in use. In cases where a new stroke is under trial the responsibility shall rest with other more experienced members of the crew, by agreement, before taking over the equipment.
- b. Notwithstanding the above, the management committee may hold any member responsible whose fault, neglect or mismanagement causes any of the property of the Club to sustain loss or damage.
- c. Notice of damage or loss must be given to an officer of the Club within 24 hours of its occurrence. Non compliance will mean that the offender will be deemed guilty of failure to observe rules and bye laws of the Club, and liable to disciplinary action as determined by the rowing committee and in accordance with the Club's disciplinary procedure. Any disciplinary action determined by the rowing committee must be approved by the management committee before implementation.
- d. Members using Club equipment shall be responsible for the safe handling, cleaning, drying and stowage. No member of a crew shall leave the Club premises until equipment has been washed and stowed.
When equipment is handed over, and accepted, these responsibilities are handed over automatically.

2. HOUSING OF BOATS

All Club boats, including coaching launches, are to be housed half an hour before lighting up time unless specifically authorised by the Club captain

3. CRUISING LIMITS FOR ALL BOATS

- a. These shall extend on the River Stour only: from Iford Bridge to The Run.
- b. No boats may proceed through The Run and out to sea unless permission has been granted by two members selected from the following:
 - i. Officials of the Club who are current rowing or past rowing members.
 - ii. Individuals nominated by the Club captain and approved by the management committee, whose names shall be exhibited on the Club rowing notice board.
- c. All novice crews must obtain permission to go afloat, at all times as defined in (b) above and may not go through The Run unless constantly accompanied by another more experienced crew or approved safety boat.
- d. Club coaching launches are to be used for coaching purposes or other approved Club uses only.
- e. The designated maximum speed limit for the river and the harbour must be strictly observed at all time.

The cruising limits are as defined in byelaws 3a unless the boat has been approved as a safety boat and is deemed seaworthy for use as described in 3c.

Use of the Club coaching launches is restricted to individuals nominated by the Club captain and approved by the management committee. These names shall be exhibited on the Club rowing notice board

4. REGATTAS

- a. Members racing must be present to assist with loading and unloading of boats on to the transporter.
The rowing committee may, at their discretion, impose fines or penalties on members failing to assist.
- b. When racing all crews / scullers must wear official Club vests (as registered with the Hants and Dorset ARA),

5. BOAT HOUSE

The Club captain shall superintend the management of the boathouse and all matters relating to the accommodation and housing of equipment; and shall decide the priority of the work to be done on the boats, equipment and the boathouse.

6. PAIR OARED AND SCULLING BOATS

A Novice who has not won a qualifying race, (run under British Rowing , Hants and Dorset, or Similar governing body racing rule) can only use a coxless pair boat if they have sufficient competence and with the supervision of their coach.

No Club sculling boat or coxless pair boat shall be used unless the member(s) has/have the approval of the rowing committee.

7. HOUSING OF PRIVATE BOATS

Rowing members may, on request and at their own risk, have boats racked if space is available after all Club boats have been satisfactorily housed. A fee, determined by the management committee, will be payable annually with the member's subscription and the conditions of rule 7(b), 8(c) and 21 shall apply.

8. USE OF PRIVATE BOATS

The Club is unable to accept any responsibility for member's going afloat under their own initiative in privately owned rowing boats, without supervision and / or at times when a safety boat cannot be provided.

Junior members under the age of 18 years should also obtain parental consent.

Details of these activities must be entered on the Club's Outings Board, situated in the boathouse, in the normal way.

9. COXSWAINS

Club coxswains must wear a life jacket at all times when in Club boats. It is the stroke's responsibility to ensure this rule is observed.

10. SWIMMING

It is desirable that all rowing members using boats are able to swim 100 metres in rowing clothes.

11. DRESS CODE

All persons using the Club lounge must be suitably dressed at all times. No member shall enter the Club lounge in rowing or swimming clothes, and dry footwear must be worn.

All members, when rowing, shall wear appropriate clothing. Upper bodies must be clothed when rowing upstream of Christchurch Sailing Club.

12. CLUB NOTICE BOARDS

Only the officers of the Club, or delegated members, shall affix notices to the Club board, and no member shall add to, remove or alter any such notices. Advertisements for private / commercial services will not be displayed on the Club notice boards.

13. CLUB KEYS

- a. The bar and bar store keys shall be distributed as deemed necessary by the management committee. Rule 15(e) applies.
- b. The Clubhouse and / or boathouse keys may be held by any member upon payment of a deposit determined by the management committee. Deposits will be returned immediately on surrender of the keys.
- c. The Club secretary will keep a register of all keys issued. Keys are to be returned immediately to the secretary if required by the management committee.
- d. Any member allowing a Club key to be copied will be subject to disciplinary action.

14. SAFETY

All Members shall abide by the BRITISH ROWING safety rules and the safety rules of the Club as approved by the management committee and displayed on the Club "rowing" notice board.

15. CAR PARKING

The parking of motor vehicles belonging to members and officials and visitors of the Club only is permitted. Regular overnight parking, camping or sleeping is prohibited.

16. SMOKING

Smoking is prohibited within the Club premises including the balcony.

17. CAPSIZE DRILL

All active rowing members are required to have completed the approved British Rowing Capsize Drill within 6 weeks of joining the Club and the date to be recorded in the members' register. All junior members under 18 years of age cannot be allowed on the water without an accompanying safety boat, unless they have completed the above capsize drill.

DISCIPLINARY POLICY

The Club has introduced this policy to ensure that in the event of a situation arising that requires disciplinary action to be taken it has a procedure to follow that will ensure a fair hearing for all parties involved. In the event of a grievance a member will know their right to appeal.

Club members are expected to observe all Club rules and to behave in a reasonable way to other Club members, members of other rowing Clubs and members of the public.

The need for disciplinary action may arise for a variety of reasons but will be typically categorised as **Minor Offences or Gross Misconduct**. Examples are listed below but these are provided for guidance only and are not intended to be exhaustive.

1. MINOR OFFENCES

Failing to observe the Club rules.

Failure to follow a reasonable instruction from an officer of the Club.

Bad sportsmanship

Minor damage to or unauthorised use of Club property

Unacceptable conduct (including the use of bad language)

Endangering the health and safety of others

2. GROSS MINCONDUCT

Bringing the Club or the sport of rowing into disrepute

Theft

Fraud

Physical and mental assault, bullying, aggressive behavior or excessive use of bad language

Willful damage to Club or members property

Possession of or being under the influence of illegal substances on Club premises or when representing the Club

Carrying illegal or dangerous weapons

Discrimination on the grounds of sex, race or disability

Seriously endangering the health and safety of others.

3. PROCEDURE

a. Minor Offences

Minor offences may be dealt with by an officer of the Club at the time, or as soon as possible after notification of the incident. A first warning should be given clearly stating the reasons why this action is being taken.

If it is known that persistent minor offences are occurring the details should be written down and passed to the management committee for further consideration. The member should be informed that this course of action is being taken.

b. Gross Misconduct

In the event of gross misconduct or persistent minor offences, the management committee should be informed as soon as practicable. The management committee will form a disciplinary sub-committee comprising two officers of the Club and at least one other member. The committee may co-opt other members if required, to provide expert and balanced opinion. Written minutes must be kept and passed to the Club secretary after the hearing.

If necessary the member (s) may be suspended from the Club during the investigation (see 3c below).

- i. All aspects of the misconduct should be investigated as thoroughly as possible.
- ii. Written witness statements should be obtained if required.
- iii. Decide on the next course of action:-
 1. Close the incident - no case to answer.
 2. Close the incident with a verbal warning by an officer of the Club
 3. Suspend the member(s) for a specified (written) period.
 4. Call a disciplinary hearing at which the member(s) and all relevant witnesses should be present to give evidence. Members will be entitled to have a representative of their choice present at the hearing. The sub-committee should ensure the member(s) are aware of this right. Evidence may be given privately or with the witnesses present, at the discretion of the disciplinary sub-committee, who should ensure fairness, impartiality and safety for all those involved.
- iv. After hearing the evidence the committee should, as soon as practicable, make a decision regarding the incident. This should take account of the severity of the incident, the availability of the relevant facts and any remorse shown.
 1. Close the incident - no case to answer.
 2. Close the incident with verbal warning by an officer of the Club.
 3. Close the incident with a written warning explaining the reasons for this and warning the person(s) involved that further disciplinary action during the next 12 months may take this into account and lead to termination of membership.
 4. Apply an appropriate punishment to the person(s) concerned (e.g. specified boat work, repair of damage caused, and ban from a specified number of Club events). Personal apologies should also be given by the member(s) to others involved, if appropriate.
 5. Suspend the member for a specified period. This will include a written warning as described in 3 above.
 6. Terminate the membership of the person(s) concerned. Written notice must be given to the member of this decision.

All decisions of the disciplinary hearing and any appeals hearings will be binding on future management committees.

4. APPEALS

All member(s) subject to disciplinary proceedings will have the right to appeal. This right may be exercised by writing to the Club secretary who will call a full management committee meeting to hear the appeal. The rights of the member(s) at this appeal meeting are the same as stated above. The member(s) are entitled to a copy of the minutes of the disciplinary meeting.

GRIEVANCE PROCEDURE

Policy

The primary purpose of this grievance procedure is to enable employees and members to air any concerns that they may have about practices, policies or treatment from other individuals in the club, and to produce a speedy resolution where genuine problems exist.

It is designed to help all employee / members to take the appropriate action, when they are experiencing difficulties, in an atmosphere of trust and collaboration.

Although it may not be possible to solve all problems to everyone's complete satisfaction, this policy forms an undertaking by the Club that it will deal objectively and constructively with all employee / member grievances. Anyone who decides to use the procedure may do so with the confidence that their problem will be dealt with fairly.

This grievance procedure is not a substitute for good day-to-day communication in the Club, where we encourage employee / members to discuss and resolve daily issues in a supportive atmosphere. Many problems can be solved on an informal basis very satisfactorily if all employee / members are prepared to keep the channels of communication between themselves open and working well. This procedure is designed to deal with those issues that need to be approached on more formal terms so that every means to a satisfactory solution can be explored and any decisions reached are binding and long lasting.

Procedure

If an employee / member cannot settle their grievance informally, then they should raise it formally. This procedure has been drawn up to establish the appropriate steps to be followed when pursuing and dealing with a formal grievance.

Stage 1

In the event of an employee / member having a formal grievance relating to their employment / involvement they should, in the first instance, put their complaint in writing and address it to their manager or appropriate committee member. Where their grievance is against their manager or a committee member, then their complaint should be addressed to an alternative manager or committee member or to the club secretary. A manager or committee member (who may not be the person to whom their grievance was addressed) will then invite the employee / member to attend a grievance meeting to discuss their grievance and they have the right to be accompanied at this meeting by a colleague of their choice. Every effort will be made to arrange the grievance meeting at a time which is convenient for the employee / member and their colleague to attend. If this means that the meeting cannot be held within a reasonable period (usually within five working days of the original date set), we ask that the employee / member make arrangements with another colleague who is available to attend. Any employee / member who are chosen to accompany another in a grievance hearing should take all reasonable steps to attend the grievance meeting.

Following the meeting, the Club will Endeavour to respond to the employee / member's grievance as soon as possible and, in any case, within five working days of the grievance meeting. If it is not possible to respond within this time period, then the employee / member will be given an explanation for the delay and be told when a response can be expected. The employee / member will be informed in writing of the Club's decision on the grievance and notified of their right to appeal against that decision if they are dissatisfied with it.

Stage 2

In the event that the employee / member feels that the grievance has not been satisfactorily resolved, then they may appeal in writing to an Officer of the Club within five working days of the grievance decision.

On receipt of the appeal letter, an officer (who again may not be the person to whom the employee / member's appeal was addressed) shall make arrangements to hear their grievance at an appeal meeting and at this meeting the employee / member, may again, be accompanied by a colleague of their choice.

All reasonable steps should be taken to attend the grievance appeal meeting.

Following the meeting, the officer will endeavor to respond to the employee / member's grievance as soon as possible and, in any case, within five working days of the appeal hearing. If it is not possible to respond within this time period, then the employee / member will be given an explanation for the delay and be told when a response can be expected. The employee / member will be informed in writing of the Club's decision on their grievance appeal. This is the final stage of the grievance procedure and the Club's decision shall be final.

Former employee / members

Grievances may also be raised by ex-employee / members after their employment / membership has ended. In this case, the grievance procedure set out above will continue to apply, unless both parties agree in writing that a modified form of grievance procedure will apply instead. However, if the former employee / member's complaint relates to their dissatisfaction with a dismissal decision, then they should not invoke the grievance procedure but should instead appeal against that decision in accordance with the appeal procedure within the Disciplinary Policy.

END