



## **Newark Rowing Club Rules**

### **Name and Club Colours**

The name of the Club shall be Newark Rowing Club and the colours shall be cardinal red and Navy blue.

### **Objects**

The objects of the Club shall be the participation in and the promotion of the sport of rowing.

We will aim to provide the best facilities possible for the Club members. This will enable the members to develop in the sport of rowing to the highest possible standard.

To further provide social and recreational facilities within the Club.

To operate a safe, responsible, effective and friendly club for adults and young people on a non-profit making basis.

### **Headquarters**

The Headquarters of the Club shall be at The Clubhouse, Farndon Road, Newark on Trent, Nottinghamshire.

### **Opening and Closing**

The boathouse and grounds shall be open at all times for the convenience of members, but access to the Clubhouse may be regulated by the General Committee from time to time at their discretion.

## **Management**

### **General Committee**

The overall responsibility for the management of the Club, premises, property and bar is vested in the General Committee which shall consist of the following:

The President	The Vice-Captains
The Captain	The Honorary Treasurer
The Assistant Treasurer	Two Senior Members
One Junior Representative (under age of 18)	The Honorary Secretary
The Life Vice-Presidents	The Club Welfare Officer
The Premises Manager	The Rowing Safety Advisor
The Bar Manager	The Communications Officer

None of whom, except the Junior Representative, shall be under the age of eighteen years and who, with the exception of the Life Vice-Presidents shall hold office until the next Annual General Meeting, unless any of them shall retire or cease to be members when the General Committee may appoint any member or members to fill such vacancy or vacancies. The President may, at his discretion, elect any member of the General Committee to be Chairman in his absence.

The General Committee shall meet at least once every quarter and the quorum at a General Committee Meeting shall be five.

The General Committee shall have the full power to elect a sub-committee to deal with such matters as they think fit and shall be entitled to appoint members to act on such sub-committees, although they are not members of the General Committee. The President, at his discretion, may invite other members of the Club to the General Committee Meetings.

Four clear days notice of the Committee Meetings shall be given by the Secretary.

### **The Captain and Coaches Team**

The Captain and Coaches Team whose function is to manage all rowing activities including competition, coaching and development, recruitment and health and safety.

It will operate within a budget agreed annually by the General Committee. The Captain will chair the Captain and Coaches Team meetings and will report on the activities of the Club at each General Committee Meeting. The Captain and Coaches Team will comprise the following:

- The Captain;
- The Vice-Captains;
- The Coaches

The President has the right to attend Captain and Coaches Team meetings as deemed necessary.

### **Annual General Meeting**

The Annual General Meeting shall be held in the months of November and December in every year and seven days notice in writing of the Annual General Meeting shall be given by the Secretary.

The Secretary's Annual Report and the Treasurer's Statement of Accounts for the preceding year, signed by the Auditors shall be presented to the Club and the members of the General Committee and the Auditors shall be elected for the ensuing year.

Ten Senior Members present at the Annual General Meeting or Special General Meeting shall form a quorum. Nominations for the Committee must be made to the Honorary Secretary in writing not later than the last day of October of the year in question, with the exception of the office of Chairman, who will be elected in accordance with the rule below titled 'The Chairman'.

### **Special General Meeting**

A Special General Meeting may be called by the Honorary Secretary by order of the Committee, or upon written request of no less than ten full members or one fifth of the number of full members, if it should fall below fifty, stating the object of such a meeting. A minimum of fourteen days notice shall be given for a Special General Meeting and no business other than that stated in the notice shall be transacted.

### **The President**

The President shall be responsible for the efficient and harmonious running of the Club and shall be fully supportive of its activities during his term of office. The President shall act as Chairman of the Annual General Meeting, General Committee Meetings and Special General Meetings of the Club.

### **The Secretary**

The Secretary shall take and preserve correct minutes of all proceedings of the Club, both at General Meetings and General Committee Meetings in a book provided for that purpose and such book shall be produced at every meeting.

The Secretary shall conduct all correspondence relating to the affairs of the Club under the directions of the Committee.

### **The Treasurer and Assistant Treasurer**

The Treasurer shall be responsible for:

The payment of all approved Club expenses;

The collection of all subscriptions, boat and other storage charges;

The monitoring and collection of all income from the marina and other sources, including the Captain's entries account;

The production of an Annual Budget for approval by the General Committee;

Drawing to the attention of the General Committee all items of unusual or large expenditure and to seek approval thereto before payment;

To keep full and proper records of all monetary transactions of the Club;

To produce a Statement of Account for the year ending 30<sup>th</sup> September and to obtain the Club Auditor's signature thereto.

### **The Premises Manager**

The Premises Manager shall:

- Cause maintenance work to be carried out on the fabric of the Club premises, the Club land and water areas;
- Supervise the construction and costs of capital expenditure items;
- Inspect from time to time all services to the Club (gas, electricity etc) and monitor their costs;
- Seek approval from the General Committee for all work and costs referred to above.

### **The Bar Manager**

The Bar Manager shall:

- Be responsible for the staffing and running of the Clubhouse Bar, stock ordering and control, pricing stocks and the banking of bar proceeds;
- Provide all necessary records, invoices and vouchers for the Treasurer;
- Ensure that the Bar operates within the permitted Licensing requirements of the District and to maintain the requisite levels of hygiene and cleanliness.

### **The Captain**

The Captain shall:

- Be responsible for the co-ordination of all rowing within the Club, the allocation of boats and equipment and the Captain and Coaches Team;
- Select and enter crews for regattas;
- Organise the provision of coaching;
- Ensure the adherence by all members to Row Safe;
- Organise the transportation of boats and equipment to and from regattas;
- Collect all entry fees and transportation costs;
- Maintain and repair all boats and equipment;
- Nominate his Vice-Captains for approval and ratification at the Annual General Meeting of the Club.

In addition, the following positions shall be elected into on an annual basis at the Annual General Meeting:

### **Rowing Safety Advisor**

The Rowing Safety Advisor shall:

- Ensure that measures are in place to ensure the continued safe operation of the fleet, equipment and premises;
- Promote the safe and responsible use of Club facilities by all members;
- Understand and advise on the British Rowing's Row Safe guidance;
- Ensure that risk assessments for all Club and competition activities are completed, maintained and updated as necessary to ensure the continuing safe operation of the Club;
- Ensure that a policy exists for the management of health, safety and welfare at the Club, and that it is maintained and reviewed as required by Law.

### **Club Welfare Officer**

The Club Welfare Officer shall:

Ensure the Club's supervising adults and coaches accept responsibility for the welfare of the young people in their care in accordance with the British Rowing's policies;

Ensure the Club and its members take all reasonable steps to protect young people from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.

### **The Communications Officer**

The Communications Officer shall be responsible for maintaining the Club website and social media presence, and promoting the Club through the Club Website, Social Media Channels, conventional media, and to endeavor to build a positive reputation for The Club with our members, other Clubs, suppliers, and potential sponsors, as well as the local community and public.

The Communications Officer will also support internal and external communication as directed by The General Committee, which may include writing and disseminating publicity material, responding to enquiries from the public and media, and helping to coordinate with Newark Rowing Club events.

### **Membership**

Membership of the Club shall be open to anyone interested in the sport of rowing on application in accordance with the Equal Opportunities Policy. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

The Club may have 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.

Applicants for membership and members renewing their membership, will abide by the Rules and Codes of Conduct of the Club and the sport of rowing.

If it is considered by The Club Committee that the granting or renewal of membership would be detrimental to the aims and objectives of the Club, by virtue of conduct or character likely to bring the Club or the sport of rowing into disrepute or for some other similar good cause, the Club Committee shall be entitled to refuse or withdraw such membership. In doing so the Committee shall provide full reasons for their decision and grant a right of appeal to the members.

### **Senior Members**

Such members shall be entitled to use the Club boats and take part in the management of the Club and vote at the Annual General Meeting or a Special General Meeting.

### **Junior Members**

Junior members shall be those under the age of eighteen years; such members may not vote.

### **Life Vice-Presidents**

Shall be those elected to such office at an Annual General Meeting of the Club. They are life members, with no liability to pay an annual subscription and shall have full voting rights.

### **Honorary Life Members**

At the discretion of the General Committee, distinguished members may be nominated for Honorary Life Membership of the Club. Such nominations shall be submitted for approval at the Annual General Meeting of the Club.

### **Patron/ Social Members**

The Committee may elect patron or social members. Such members shall pay an annual subscription at whatever level is considered appropriate for this category of membership. Such members are not entitled to use the Club's equipment and shall not vote or take part in the management of the Club, but shall be encouraged to participate in the activities of the Club.

### **Subscriptions**

The annual subscription for all classes of membership of the Club shall be such sum or sums as may be decided by the General Committee of the Club.

### **Equal Opportunities Policy**

The Club will ensure that the talents and resources of all members are utilized to the full and that no member receives less favourable treatment on the grounds of gender, disability, marital status, creed, social class, ethnicity, age or sexual orientation.

### **Child Protection Procedures**

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.

### **Cessation of Membership**

No person shall be deemed a member if their subscription is not paid by 31<sup>st</sup> December of the current year or within one month after the due date for payment, whichever is the later. Otherwise any person shall remain a member until written notice of resignation has been handed to the secretary. In the event of a lapse of membership the former member will have to re-apply for membership.

Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the Committee, be suspended or expelled. Any members suspended or expelled may appeal to an independent Hearings Panel if such an appeal is approved by two thirds of the Committee. The

panel may be drawn from the membership of the Club or from other Clubs in the region. The panel will hear and receive evidence, reach a conclusion, affirm or reject the sanctions imposed as appropriate.

Any Hearings Panel must give a fair and independent hearing to the appellant within an appropriate timescale. Hearings must not contravene the Human Rights Act (1998) or any other policies of the Club and British Rowing.

### **Grievance and Disciplinary Procedures**

An individual or member with a complaint about treatment by the Club should set out their grievance, in the first instance to the President. The Club will seek to deal with complaints in a fair and timely manner, with reference to British Rowing's Guidelines on Grievance and Disciplinary Procedures in Rowing.

### **Hiring of Mooring and Housing of Boats and Equipment**

The General Committee may let out moorings and arrange for the housing of private boats and equipment at such charges and conditions as they may decide from time to time.

### **Damage to Property**

Any member damaging or breaking property belonging to the Club, or for which it is responsible, shall bear the cost of any necessary repairs or reinstatement unless the Committee decide otherwise. Such damage must be reported to the Captain, Vice-Captain or most senior member present immediately on returning to the boathouse and details of the incident and damage to equipment shall be entered into the Damage Book kept in the Boathouse for this purpose. A written report must be sent to the Secretary prior to the next meeting of the General Committee.

### **Booking of Boats**

A member may engage a boat in the book provided, but unless it be claimed within fifteen minutes of the time stated, it shall be deemed to be at liberty. A boat shall not be taken out until the time of starting stated and the name of at least one member taking the same is entered into the boat book and shall not be kept out all night or longer than eight hours without the permission of the Captain.

### **Limit of Bookings in Advance**

No member or crew shall be allowed to book a boat in advance more than twice in one week, or more than seven days in advance except by permission of the Captain and then not more than ten days in advance.

### **Novice Oarsmen and Scullers**

No novice member shall be allowed in any craft without the permission of the Captain or Vice-Captains and shall not be allowed to book boats in advance.

### **Care of Craft**

All boats and equipment must be washed down after use and put away carefully in the boathouse.

**Oars and Sculls**

Oars and Sculls must not be propped against the boathouse but shall be put away immediately after use.

**Life Jackets**

Life Jackets shall be worn by all coxswains and users of the coaching launches on every outing. Junior members who have not completed a capsizing training drill shall wear a life jacket until such time as they have done so.

**Responsibility for Boats**

The member of any crew who books a boat or strokes the boat shall be deemed to be in charge of the boat and shall be responsible for such boat, for leaving it, the oars/ sculls, life jacket and other equipment in the proper place on returning. In the case of junior members, the responsibility lies with the adult member or coach.

**Regatta Crews**

The Captain and Vice-Captains shall be responsible for selecting crews to represent the Club at Regattas, Head Races and other events.

All entry fees and transportation costs are to be paid to the Captain or their delegated official in advance of the crew competing in any event.

The Committee shall determine the level of contributions that crews shall pay towards the cost of transportation.

No member may represent the Club if they have outstanding debts.

**Regatta Trophies**

Any Regatta Challenge Trophies won by members or crews shall be held by the President of the Club if he so wishes, or for the time being by such member of the winning crew as he or the Committee shall decide.

**Rules**

All members shall be furnished with a copy of these rules and a copy shall be posted in the boathouse. All members shall comply with the British Rowing's Row Safe guidance and any provisions for Health and Safety required by the General Committee.

**Amateur Definition**

The definition of amateur oarsman is that defined by British Rowing.

**Committee powers for matters not covered in the Rules**

Any matter not covered by these rules shall be at the discretion of the General Committee.



### **Other Organisations**

Other organisations may be granted use of the Club property on such terms as the Committee may decide.

### **Legal Process**

In all legal proceedings the Club shall sue and be sued by the name of Newark Rowing Club and service shall be considered service on the Club.

### **Permitted hours for the sale of intoxicating liquor**

The hours for the supply of intoxicating liquor shall be the permitted hours for sale and supply in respect of the Licensed Houses and Clubs in the Licensing District. Intoxicating liquor shall not be supplied on the premises other than by or on behalf of the Club and at the Clubhouse.

### **Members and Officials of visiting clubs**

Members and officials of visiting clubs taking part in meetings, competitions or regattas with the Newark Rowing Club shall be temporary members for the day of the meeting, competition or regatta only and such temporary members shall be allowed to purchase intoxicating liquor for consumption at the Club premises.

### **Guests**

Members shall be entitled to introduce guests to the Club, provided that no person whose application for membership has been declined or who has been expelled from the Club shall be introduced as a guest.

In addition, the name of such guests shall be recorded in a book kept for that purpose at the Club Headquarters and such book shall also contain the name of the introducing members recorded against the name of his guest.

Guests shall not be permitted to purchase intoxicating liquor.

### **Alteration to Club Rules**

No rules shall be enacted, altered or repealed except at the Annual General Meeting or a Special General Meeting by a majority of three fifths of those members present and voting.

Every member shall receive at least seven days notice of the proposal.

### **Dissolution of the Club**

In the event of dissolution, any surplus funds, after meeting liabilities, shall be distributed between neighbouring rowing clubs to be chosen by the outgoing committee.

### **Trustees**

The General Committee shall appoint four Trustees for the Club.

**Liability**

The General 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.

**Safety**

The Club activities will comply with all statutory instruments which apply to the Club's activities and British Rowing's Row Safe guidance.

The Committee shall appoint a member to act as Water Safety Adviser whose duty it will be to understand the requirements of Row Safe and advise on their prominent display, their observation and their implementation at all times.

**Declaration**

Each member upon joining shall sign the following declaration:

Name: \_\_\_\_\_

Upon acceptance into membership of the Newark Rowing Club I understand that rowing is undertaken at my own risk.

I confirm that I do not suffer from any disability or medical condition which may render me unfit for strenuous exercise\*.

I confirm that I am able to swim 50 metres in light clothing.

Signed \_\_\_\_\_

Parent/ Guardian (if under 18) \_\_\_\_\_

\* should a medical condition exist, this will not necessarily preclude you from membership/ participation, but it must be declared. Should you be in any doubt, advice should be sought from your family doctor.