

RULES OF GRAVESEND ROWING CLUB

These rules are in addition to the provisions provided for in the Constitution of Gravesend Rowing Club.

1. Equal Opportunities Policy

Gravesend Rowing Club (“the Club”) is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member, volunteer, employee or job applicant receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, social status, sexual orientation or political belief.

2. Application of Members

Any persons wishing to become a member must first complete one of the prescribed forms. The completed form together with the appropriate fee must be sent to the Membership Secretary or other authorised member of the Club.

All rowing applicants are required to be able to swim at least 100 meters in light clothing and must declare their ability at the time of application. If the Safety Advisor or any other senior officer or member has any doubt as to this ability, the applicant may be asked to demonstrate such skills at a mutually agreed swimming pool within 14 days and may not enter a rowing boat until such a test has been taken.

Rowing applicants under 18 years of age must have their application form countersigned by a parent or guardian certifying their ability to swim the minimum distance and agreeing to their joining the Club and accepting the attendant responsibilities that membership entails.

3. Subscriptions

The Club Trustees will recommend for approval by the AGM rates of subscription for the ensuing year which, if approved, will become payable on January 1st of that year. Any subscriptions not paid for six months will result in termination of membership, and the individual may be asked to pay an entrance fee on rejoining or may be refused membership.

No lapsed member may enter the Club premises or use Club equipment until outstanding fees have been paid.

4. Resignation and Expulsion

Any member wishing to resign membership shall send a written resignation to the Membership Secretary. Failure to do so will result in the member being liable for subscription fees until notification of resignation is received. The Trustees reserve the

right to terminate all classes of membership for breach of the Club's rules or constitution, or any conduct adverse to the best interests of the Club, in line with the provisions set out in Clause 9, sub-clause 4 of the Constitution.

5. Grievance and Disciplinary Procedure

An individual or member with a complaint about treatment by the Club should set out their grievance, in the first instance to the Club Chairman. 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.

6. Patron, President and Vice Presidents

The Trustees may appoint a Patron, President and Vice Presidents and shall have power to terminate such offices. Subject to consent the President of the Club shall be the Mayor of Gravesham whilst in office. These offices are honorary and incur no subscription obligation, though it is hoped that these officers will continue to support the Club by financial or other means to the best of their endeavours.

The Patron, President and Vice Presidents may vote at general meetings if their subscriptions equal or exceed that of a full (rowing) member, or if acting as the Chairman of such meetings.

7. Auditors

An auditor or auditors shall be appointed at the AGM or, if not available at the time required, by the Trustees.

8. Trustees

Trustees, and those appointed by the Trustees to oversee the Club's assets in the event of winding up or dissolution, shall be indemnified against risk or expense out of the Club property.

9. Annual General Meeting and Special General Meetings

These shall be held in accordance with the provisions set out in Clause 11 of the Constitution. An Annual General Meeting of the Club shall be held each year to transact the following business:

- a) To receive and, if approved, adopt the Club's accounts and annual report for the financial year ending Sept 30th.
- b) To consider adopting the Honorary Secretary's Report for the preceding year.
- c) To appoint an Auditor or Auditors.
- d) To appoint the Trustees for the ensuing year.
- e) To deal with any business which may be brought before the meeting by the Trustees or members, providing that no less than 14 days' notice in writing

is given to the Honorary Secretary of any resolution to be proposed. Only Full Members over the age of 18 years whose subscriptions are fully paid shall be eligible to vote at such meetings.

The minutes of any General Meeting shall be kept by the Honorary Secretary and shall include:

- a) The names of all people present at each General Meeting, and
- b) All resolutions, acts and proceedings of the Meeting.

The minutes of any General Meeting shall be presented at the next meeting of Trustees, and if approved as a correct record shall be signed by the Chairman of that meeting and regarded as evidence of a correct record.

10. Rules

Every member shall be furnished with a copy of the Rules which shall not be altered except at the AGM, or Special General Meeting called for that purpose.

11. Bye-Laws

The Trustees shall have the power to make, rescind or alter such Bye-Laws as circumstances shall require, provided they accord with the Rules and Constitution of the Club. Any Bye-Law made, rescinded or altered by the Trustees shall be posted in the principle office of the Club, and laid before the next General Meeting.

12. Colours

The Colours of the Club shall be light red, dark red, and white. It is a requirement of the British Rowing (BR) Rules of Racing that competitors shall wear the correct colours and members are reminded of this obligation.

13. Damage to Property or Equipment

No property/equipment belonging to the Club is to be borrowed or removed without prior permission for the Club Captain, Chairman or Trustees.

Any member who loses or damages any property belonging to or hired by the Club shall be reported to the Club Captain, Safety Advisor and Boathouse Manager using the method damage log kept for this purpose. The question as to whether the damage was accidental shall be decided by the Trustees from such evidence as they shall be able to obtain. Accidental damage shall be made good at the expense of the Club, but wilful or negligent loss or damage shall be paid at the expense of the member concerned and the Committee reserve the right to apportion blame for any such damage.

14. Conduct of Members

The Club follows the BR Codes of Conduct for:-

1. Rights of individuals

2. Code of conduct for participants and competitors
3. Code of conduct for parents/carers involved in rowing
4. Code of conduct for rowing coaches
5. Code of conduct for coaches of juniors

These will be displayed on the Club notice boards.

The Chairman, the Captain or, in their absence, any Senior Trustee (Honorary Secretary, Honorary Treasurer or Safety Advisor) present shall have the authority to control the conduct of members on the Club premises.

15. Control of Boats

The Captain or, in his absence, the Vice Captain and/or Boathouse Manager, shall have entire control over the crews and boats. Crews selected for races have priority claim to boats. No member shall be permitted to compete in any public race in the name of the Club unless they have been chosen by the Captain or Vice Captain.

16. Visitors

Any member shall have the privilege of introducing a visitor to the Club provided that such a visitor has not been rejected as a candidate for membership or had their membership terminated in accordance with Clause 9 of the Constitution. The same visitor shall not, without the sanction of the Trustees, enter the Club premises or use the boats or training equipment more than three times during the year. Such visitor shall not use a boat if unable to swim 100 meters. Any member introducing a visitor shall enter their own name and the name, address and signature of the visitor in the visitor's book. The guest member is expected to pay the current fee as determined by the committee to use the Club equipment during their guest session at the Club.

17. Hours

Except by special permission of the Trustees, no members are permitted on the premises after 11.30pm.

18. Sale of Intoxicating Liquors

The sale of intoxicating liquors on Club premises shall only be permitted during such hours determined by the Trustees and within the licensing laws. At the time of the issue of these Rules the hours have been set as follows:

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| Monday to Saturday | 11.00 to 23.00 |
| Sunday and Good Friday | 12.00 to 22.30 |
| Christmas Day | 12.00 to 15.00 and 19.00 to 22.30 |

The Trustees can apply to the local magistrates if an extension is required for a special function. It is the duty of all members operating the bar to ensure that alcohol is not sold to, sold by, or consumed by any person under the age of 18.

19. Social Functions

The Club premises shall not be used for any social functions without the authority of the Trustees and completion of appropriate paperwork as required.

20. Alteration of the Rules

The Trustees shall have the power to alter the rules at a meeting of the Trustees, but not such alteration shall take effect until the same has been confirmed at a General Meeting.

21. Safety Advisor

British Rowing makes it mandatory for the Club to appoint a member as a Safety Advisor. It shall be the duty of the Safety Advisor to ensure that the BR Code of Practice for Water Safety, the Club Safety Rules and the Club Safety Plan are implemented by the members of the Club.

22. Safety Rules and Safety Plan

The Club has prepared safety rules and a safety plan which, in conjunction with the BR Water Safety Code, represent the principle elements for safe conduct of rowing and sculling in the area. The safety rules and safety plan are appended to the Club Rules and will as such be provided to each new member. The safety rules and safety plan may be amended at any time by the Safety Advisor, though these will not be effective until approved at a meeting of the Trustees.

23. Child Protection

In accordance with BR's policy and rules regarding child protection procedures the Club will appoint at a General Meeting

- a) A Head Junior Co-Ordinator who has gained a British Rowing Coaching Award to be responsible for the Club's Juniors on a day-to-day basis, and
- b) A separate and senior Welfare Officer to whom concerns or allegations regarding inappropriate treatment of Juniors may be made. It will be their duty to understand the requirements of the BR Child Protection Procedures and to act on them as necessary. The Welfare Officer must also ensure that there is a well-established complaints procedure and that parents and children have the relevant information and thus easy access to it.

BYE-LAWS

1. Races and Special Events

The Trustees, on the occasion of a Club race or special event, shall appoint members of the Club to take charge of and conduct all arrangements connected with the same.

2. Responsibility Afloat

The stroke member of any crew shall be responsible for the boat and immediately on returning shall enter into the Log Book the number or name of the boat, the names of the crew, the extent of the outing, whether the boat has been checked for damage, and any mishap that may have occurred. In the event that the person in stroke is an inexperienced oarsman, this responsibility will be overseen by the most experienced person in the boat.

3. Race Entries

All crew members entering a race are expected to pay the appropriate boat fee in advance – failure to do so may result in that entry being withheld.

All race participants have a responsibility to assist with boat preparation, safety checks, and the transportation of boats and equipment, both before and after races.

4. Failure to Race

A member, having entered their name for a race, and resigning or absenting themselves on the day of the race without a reason determined by the Trustees to be valid, shall incur such a penalty as shall be decided by the Trustees. All resignations, without reasons for such, shall be sent in writing to the Honorary Secretary who will note the date of receipt thereof.

5. Fitness to Race

It is the responsibility of each member of the Club entered for any event to ensure that they arrive at the venue on time and in a fit condition to compete. Every step should be taken to ensure that fellow crew members are not let down. Failure to comply without adequate reason may, at the Trustees' discretion, result in the offender being charged with the entire race entry fee.

6. Racing Rules

All open races shall be rowed under the current rules of British Rowing. Club races shall also be rowed under these rules with the exception that the Captain or other person responsible for racing on that day shall have the power to allow substitutes, shorten

courses, or make any other decision consistent with the best interests of competitor safety and the Club.

7. Loan of Club Equipment

A member wishing to borrow Club equipment shall do so only with the permission of the Club Trustee responsible. Equipment should be signed for and returned in good order by the specified time. Failure to do so may result in a fine decided by the Trustees, commensurate with the inconvenience caused to the Club and other members. If equipment is lost or damaged, the member may be asked to pay the cost of repair or replacement.

8. Private Property

Private property, boats or equipment may only be stored at the Club premises with the discretion of, and by prior arrangement with, the Trustees. It will be entirely at the owner's own risk and all boats housed in the Club shall be insured against Third Party Liability to the value of £1 million. The storage of private property shall incur charged such as rack fees as the Trustees shall determine. Permission for the storage of private property may be withdrawn at any time at which the unexpired term of the storage fee may be refunded.