



Trent Rowing Club

Club Rules

As amended
12th March 2015

Trent Rowing Club

Club Rules - as Amended 12th March 2015

© Trent Rowing Club 2015

Contents

| Rule | | Page |
|------|---|------|
| 1 | Name | 2 |
| 2 | Object | 2 |
| 3 | Club Colours | 2 |
| 4 | Membership | 2 |
| 5 | Equal Opportunities Policy | 2 |
| 6 | Participant Welfare, Child Protection Procedures and Anti-bullying Policies | 3 |
| 7 | Safety | 3 |
| 8 | Management | 3 |
| 9 | Roles and Responsibilities | 4 |
| 10 | Committee Meetings | 5 |
| 11 | General Meetings | 5 |
| 12 | Property of the Club | 6 |
| 13 | Liability | 6 |
| 14 | Auditor | 6 |
| 15 | Annual Subscriptions | 6 |
| 16 | Election of New Members | 7 |
| 17 | Cessation of Membership | 7 |
| 18 | Grievance and Disciplinary Procedures | 8 |
| 19 | Opening Times | 8 |
| 20 | Guests | 8 |
| 21 | Purchase and Supply of Intoxicating Liquor | 8 |
| 22 | Trent Rowing Club Trust Fund | 8 |
| 23 | Supply of the Club Rules | 9 |
| 24 | Alteration of the Club Rules | 9 |
| 25 | Application of Income and Property | 9 |
| 26 | Dissolution | 9 |
| 27 | Power of Decision | 9 |

1. Name

The name of the Club shall be the "Trent Rowing Club", hereinafter known as **THE CLUB**.

2. Object

The object of the Club shall be the promotion and encouragement of rowing by amateurs as defined by British Rowing.

3. Club Colours

The Club colours shall be Royal Blue and White.

4. Membership

- a) Membership of the Club is open to the whole community without discrimination.
- b) The membership shall include:
 - A President and any number of Vice Presidents who shall be elected each AGM.
 - Competing Senior Members - over the age of 18 on the 1st of September immediately preceding and entitled to compete on behalf of the Club at any regatta or head race.
 - Non-competing Senior Members - over the age of 18 on the 1st of September immediately preceding but not entitled to compete on behalf of the Club at regattas or head races apart from at any home regatta or head race, i.e. any regatta or head race organised wholly or jointly by the Club and with the consent of the Management Committee. Non-competing Senior Members may, however, compete at any away regatta or head race, i.e. any regatta or head race not organised wholly or partly by the Club, by paying to the Club a competition levy, set in accordance with Club Rule 15, Clause f).
 - Junior Members J14 and younger - under the age of 14 on the 1st of September immediately preceding.
 - Junior Members J15 to J18 - over the age of 14 but under the age of 18 on the 1st of September immediately preceding.
 - Full Student Members - over the age of 18 and in full time education on the 1st of September immediately preceding.
 - Visiting Student Members - Student Members only using the Club's facilities during holiday periods.
 - Honorary Life Members - bestowed by the Committee upon a member or other person having provided extraordinary service to the Club.
 - Patrons - supporters of the Club, either individual or corporate. Patron's names will be placed upon a 'Roll of Honour' displayed within the Annual Dinner menu, and also distributed with the notice of the AGM.
 - Social Members - entitled to use the Club's Social facilities, do not have access to or use of the Club's boats or training equipment.
- c) All members of the Club are eligible to attend and to speak at General Meetings. All members who are 16 years of age or over, apart from Visiting Student Members, Patrons and Social Members, and subject to having paid the appropriate subscription for the current year, shall be entitled to vote at General Meetings.

5. 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 of 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.

6. Participant Welfare, Child Protection Procedures and Anti-bullying Policies

The Club accepts the policy and procedures relating to Participant Welfare, Child Protection and Anti-Bullying, as set out by British Rowing, and requires all members to accept them as a condition of membership.

These policies are available at the Boathouse and may also be found online on the British Rowing website.

7. Safety

The Officers and Committee have primary responsibility for safe practice within the Club and for observing guidance of water safety issued by British Rowing and through RowSafe.

A Club Water Safety Advisor shall be elected at each Annual General Meeting.

8. Management

- a) The Management of the Club shall be vested in a Committee, which shall consist of:
- The President
 - A Chairman
 - A Captain
 - No less than one and no more than four Vice Captains
 - An Honorary Secretary
 - An Honorary Treasurer
 - No less than one and no more than two Junior coordinators
 - A Club Welfare Officer
 - A Club Water Safety Advisor
 - The Trustees as defined in Rule No. 12
 - Other Officers as deemed necessary
 - No less than five and no more than eight ordinary Committee Members.
- b) With the exception of the Captain and Vice Captains, all of the above shall be elected at the AGM. At the request of i) the Committee, ii) the Captain or iii) any Vice Captain, election of the Captain and Vice Captains may take place at an Extraordinary General Meeting to be held during the month of September. If no such request has been received by the Honorary Secretary by the 1st of August, election of the Captain and Vice Captains shall be deferred until the AGM. The Captain and Vice Captains must, however, all be elected at the same meeting – if the extraordinary meeting is held in September as detailed above then there will be no election for a Captain or for Vice Captains at the AGM.
- c) In the case of casual vacancy among the Committee, the said Committee shall be entitled to appoint another eligible person to act until the AGM.
- d) The Committee shall have the power to co-opt any person or persons in the interest of the Club but co-opted members shall have no right to vote at Committee meetings.
- e) The term of office shall be for one year and members shall be eligible for re-election.
- f) The Committee shall have power to formulate and enforce such bye-laws as the Committee shall in its absolute discretion deem necessary for the good management of the Club.

9. Roles & Responsibilities

President: The President shall represent the Club in the rowing community, ensure good communications with the local community and act as the ambassador for the Club. The President shall act as the ultimate internal arbitrator within the Club to ensure the continuing existence and smooth running of the organisation. The President shall preside at all General Meetings of the Club. However, in the case of the President being absent then the Chairman shall preside at such Meetings.

Chairman: The Chairman shall preside at all meetings of the Committee, and shall be responsible for guiding the activities of the Club in accordance with its general policy as expressed by the majority of its members. The Chairman shall ex-officio be a member of any other committee of the Club.

Captain: The Captain will be responsible for training, coaching and representation of the Club in competitions. The Captain has the right to deny a member use of rowing equipment and/or use of the Club's boating facilities if the member has broken the safety rules or if the member's behaviour or actions are considered to be detrimental to the Club or to other members. The Captain must, however, report any such action to the Committee for ratification at the earliest opportunity.

Vice Captains: The Vice Captains will assist the Captain, and will stand in for the Captain should the Captain be unavailable.

Honorary Secretary: The Secretary will be responsible for the organisation of meetings of the Committee and of the Club, and the recording of minutes relating to such meetings. He or she will be responsible for all correspondence relating to the general business of the Club, and also for the upkeep of the Club records and history. The Secretary will be responsible for ensuring that the Club complies at all times with the current requirements of the Licensing Act and that the Club is, at all times, in possession of a current Club Premises Licence.

Honorary Treasurer: The Treasurer will be responsible for the collection and disbursement of all monies belonging to the Club and will keep proper accounting records of all such transactions. He or she will present to the members at the AGM a balance sheet and income and expenditure account showing the Club's financial position and the results of its transactions for the preceding financial year. The transactions of the Club will be conducted through bank and/or savings accounts as deemed necessary, and as authorised by the Committee. The general current account will require the signatures of any two of three members of the Committee who have been designated for the purpose.

Junior Coordinator: The Junior Coordinator is the main organiser of the Club's junior squad participants, coaches and volunteers. The Junior Coordinator shall also act as a liaison with Sport England and British Rowing on all matters relating to Junior Rowing within the Club.

The Junior Coordinator may also stand in for the Captain should the Captain and Vice Captains be unavailable, but they must not hold any other position which may interfere with the running of the junior section of the club.

Club Welfare Officer: The Club Welfare Officer (CWO) is responsible for acting as a source of advice on child protection matters and for co-ordinating action within the Club on receipt of any concerns or referrals.

The Club Welfare Officer should endeavour to gain:

- Understanding of the British Rowing Good Practice in Rowing policy and procedures and its role and responsibilities to safeguard the welfare of children and young people
- Understanding of poor practice and abuse - behaviour that is harmful to children.
- Knowledge of the Club's role and responsibilities related to safeguarding children and young people
- Awareness of equity issues and child protection.

The Club Welfare Officer should be a figure well known in the club and approachable for young people but not someone involved directly in the coaching or day-to-day running of young people's or junior programmes. They should be a member of British Rowing.

If any member has concerns about a child, vulnerable adult or about the behaviour of another member in relation to these groups, they should report their concerns to the CWO or to British Rowing's Child Protection Officer (CPO). The CWO will not make decisions about whether action needs to be taken but will report concerns to British Rowing who will advise the CWO.

Club Water Safety Advisor

It is the responsibility of the Club Water Safety Advisor to understand the requirements of the British Rowing Code of Practice for Water Safety (*RowSafe*) and advise on their prominent display, their observation and their implementation at all times.

10. Committee meetings

- a) The Committee is responsible for the general conduct of the Club's business and activities.
- b) Committee meetings shall be held on dates to be arranged and, subject to the business to be dealt with, at such places as may be determined. Special meetings of the Committee will be called by the Honorary Secretary on instructions from the Chairman or not less than three Committee Members.
- c) Members of the Committee shall be notified at least 7 days before the date of any Committee meeting.
- d) A register of attendance shall be kept and any Committee Member failing to attend three consecutive meetings without a reasonable excuse shall cease to be a member of the Committee.
- e) Five members shall constitute a quorum.

11. General Meetings

- a) An Annual General Meeting shall be held no later than the 15th of December each year. The notice to the Members of the meeting shall include a copy of the Statement of Receipts and Payments for the financial year ending the 30th of September immediately preceding.
- b) Notice of any business to be included in the AGM Agenda must be in the Honorary Secretary's hands by the 1st of November.
- c) An Extraordinary General Meeting shall be called at any time by the Honorary Secretary on the instructions of a simple majority of the Committee, or upon receiving a requisition from not less than five of the members of the Club entitled to vote. Any such requisition must indicate the purpose for which the meeting is required.
- d) Not less than 14 days clear notice shall be given, specifying to all members the time and business of the General Meeting.
- e) At any General Meeting, a resolution put to the vote shall be determined by a show of hands of those entitled to vote, except when more than one nomination has been received for a position on the Committee in which case voting will be by secret ballot.
- f) At all General Meetings the President shall preside or, in his or her absence, the Club Chairman shall preside. In the case of both of these officers being absent, a Chairman for the meeting shall be elected from those present by the voting members present.
- g) At all General Meetings not less than 10 members of the Club entitled to vote shall constitute a quorum. In the event that Club has less than 10 members who are entitled to vote, then the quorum at General Meetings shall be 50% of the actual entitled membership at the time of the meeting.

- h) If after half an hour from the time appointed for the meeting a quorum is not present, the meeting, if called at the request of the members, shall be dissolved. In any other case, the meeting shall be adjourned until a time and place to be fixed by the Committee. If a quorum is not present within half an hour from the time appointed for an adjourned meeting, the members present shall be a quorum.
- i) Accidental omission to give notice of a meeting to or the non-receipt of notice of a meeting by any member shall not invalidate the proceedings of a meeting.

12. Property of the Club

The Land and Property of the Club shall be vested in three Trustees who shall be appointed at the AGM. These Trustees shall be indemnified against claim in respect of this or any other property. The Trustees shall ex-officio be members of the Management Committee.

13. Liability

The 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.

14. Auditor

At every Annual General Meeting an auditor shall be appointed who shall at the conclusion of the next financial year examine the accounting records of the Club, and report to the members on the income and expenditure accounts and balance sheet that are presented to the next AGM.

15. Annual Subscriptions

- a) The amount of the annual subscription shall be decided each AGM for the following year, and will fall due for payment on the 1st of October of the following year.
- b) Members being accepted into the Club part way through the year shall pay a subscription for the remaining full calendar months of the year of one-twelfth of the full annual subscription for their class of membership per full month remaining.
- c) A Member who has not paid their annual subscription by the 1st of November will not be allowed to compete on behalf of the Club in any event until their subscription is paid up to date.
- d) A Member who has not paid their annual subscription by the 1st of December will not be allowed to use any Club equipment until their subscription is paid up to date.
- e) A Member who has not paid their annual subscription by the 1st of January shall be deemed to have resigned from the Club in accordance with Rule No. 17, Clause c).
- f) The amount of the competition levy, as referred to in Rule 4 Clause b), shall be decided each AGM for the following year. Payment of the competition levy shall entitle a non-competing senior member to compete in any number of events at any number of away regattas or head races during a 5 day period stipulated by the member when making the said payment.

The competition levy must be paid in advance, either a minimum of 5 days prior to the first event covered by the competition levy or by the time of the closing of entries for the event, whichever is earlier. However, notwithstanding this, the 5 day period of validity of the competition levy may commence on the day of the first event covered by the levy.

- g) Regatta, head race or other competition or event entry fees will not be paid on behalf of any member unless that member has paid their fees to the Club Captain or his appointed representative in advance. Entries will still be made but risk being rejected for non-payment, or the levying of an additional cost for the entry by the event organisers. In the case of the competition levy, this should be paid to the Club Captain or his appointed representative either 5 days prior to the event or by the time of the closing of entries for the event (whichever is earlier). Entries will not be made while the competition levy is still outstanding.
- h) Members who own their own boat or other equipment may apply to the Committee for permission to store their equipment within the boathouse for which a charge will be levied as a racking fee. The Committee reserve the right to take appropriate action in the event of non-payment or late payment of racking fees including, but not limited to, the sanctions detailed above in Rule 15 clauses c, d and e.

16. Election of New Members

- a) Membership of the Club shall be open to anyone interested in the sport of rowing on application in accordance with the Equal Opportunities Policy (Club Rule No. 5). However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- b) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The different classes of membership are detailed within Club Rule No. 4. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- c) Applicants for membership, and members renewing their membership, will abide by the Rules and Regulations of the Club and the sport of rowing.
- d) A person desiring to become a member of the Club must make written application to the Honorary Secretary on the application form provided.
- e) The Honorary Secretary shall cause their name to be prominently displayed on the Club notice board for not less than forty-eight hours.
- f) 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 member or prospective member.

17. Cessation of membership

- a) Any member may resign giving one-month's clear notice in writing to the Honorary Secretary.
- b) i) 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 member so suspended or expelled may appeal to an independent Hearings Panel if such an appeal is approved by 40% or more of the Officers of the Club. 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, affirming or rejecting the sanctions imposed as appropriate. The current British Rowing guidelines for the composition of Hearings Panels will be consulted.
 - ii) Any hearings panel shall give a fair and independent hearing to the appellant within an appropriate timescale. Hearings shall not contravene the Human Rights Act 1998 or any other policies of the Club or of British Rowing.
- c) A member shall be deemed to have resigned from the Club if, after due notice in writing, they have not paid by the 1st of January the annual subscription which became due on the preceding 1st of October. Should they wish to re-join at any time during that year they must fulfil the requirements of Rule No. 16 and pay the full annual subscription for the year.

18. 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 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.

19. Opening Times

The Club premises shall be open during such times as the Committee shall determine and the hours during which the Club premises shall be open for the sale of intoxicating liquor shall be fixed by the Committee in accordance with the general law relating thereto.

20. Guests

- a) Any member may not introduce more than two guests at any one time into the Club and shall on every occasion enter the name and residence of each visitor in a book provided for that purpose and shall be responsible for him whilst he is on the Club premises. No guests except the members of the visiting clubs may purchase intoxicating liquor.
- b) Members of visiting clubs and their supporters attending the Club premises for any social or sporting activity may become members for the day and as such may purchase intoxicating liquor provided that such facility shall only be permitted on the day when that particular sporting or social activity takes place and such visits to be with the approval of the Committee.

21. Purchase and Supply of Intoxicating Liquor

In relation to the purchase and supply of intoxicating liquor the following shall apply:-

- a) The purchase and supply by the Club of intoxicating liquor shall be managed by the Committee.
- b) Intoxicating liquor is not supplied or intended to be supplied to members on the premises otherwise than by or on behalf of the Club.
- c) No person shall receive at the expense of the Club any commission percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club.
- d) No person shall directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests apart from any benefit accruing to the Club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise or contributing to a general gain from the carrying on of the Club.

22. Trent Rowing Club Trust Fund

The Committee shall maintain and administer a bank or investment account which shall be named the 'Trent Rowing Club Trust Fund'. The purpose of the Trust Fund will be to accumulate funds to provide the Club with a future income from the interest accrued by the Fund. Members and friends of the Club will be invited to make donations or bequests to the Trust Fund.

The deposited capital sum within the Trust Fund account will not be used by the Club except in exceptional or emergency circumstances. Use of the deposited capital will require agreement of at least two-thirds of the Committee present at a Committee Meeting where the proposed use of the capital has been specifically noted on the agenda for the meeting, and this agenda has been circulated as part of the notice of the meeting which has been circulated to all Committee Members in accordance with Rule No. 10.

23. Supply of the Club Rules

A copy of these rules shall be supplied to each member upon admission to the Club and one copy of the rules shall always be available in the Clubhouse.

24. Alteration of the Club Rules

- a) These rules shall not be altered except at the AGM or at an Extraordinary General Meeting, either of which must have been called according to the requirements of Rule No. 11.
- b) A resolution to give effect to a change must be passed by at least two-thirds of the Members present at the General Meeting who are eligible to vote.

25. Application of Income and Property

The income and property of the Club shall be applied solely towards the promotion of the objects of the Club in accordance with these Club Rules. No portion of the Club's income, profit or property shall be paid or transferred directly or indirectly to any member or members except for reasonable and proper remuneration in return for bona fide services (but not for playing) actually rendered to the Club. The contractual and payment arrangements for such services must be approved by the Management Committee and the member or members concerned must not participate in the Committee's deliberations or in any Committee vote on the matter.

26. Dissolution

- a) The Club shall not be dissolved except by a resolution of a Special General Meeting convened for the purpose, which must have been called according to the requirements of Rule No. 11. A resolution to dissolve the Club must be passed by at least two-thirds of the Members present at the General Meeting who are eligible to vote.
- b) In such an event any surplus assets, after settling all liabilities of the Club, shall be disposed of to one or more of the following:
 - i) to another club with similar sports purposes which is a registered Community Amateur Sports Club
 - ii) to another club with similar sports purposes which is a registered Charity
 - iii) to British Rowing for use by them for community related sport

27. Power of Decision

Any matter not provided for in this constitution, or any question over the interpretation of it shall be dealt with by the Committee whose decision shall be final.

© Trent Rowing Club 12.03.2015

The contents of these Club Rules are copyright of the Trent Rowing Club in whom all rights are vested. This document should not be copied, quoted or otherwise reproduced without the express written permission of the Trent Rowing Club Management Committee. This statement does not form part of the Club Rules.

