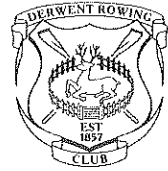




DERWENT ROWING CLUB



CLUB RULES

- 1. NAME** The Club shall be called the Derwent Rowing Club. The Club shall be affiliated to British Rowing, and will follow the guidance documents from that body.
- 2. CLUB COLOURS** The Club colours shall be Oxford Blue, Cambridge Blue and Old Gold. All crews representing the club at regattas must wear Club colours as approved by the Committee.
- 3. OBJECTIVES** As defined in the constitution and with the aims of operating a safe, responsible, effective and friendly Club for adults and young people, on a non-profit making basis.
- 4. HEADQUARTERS** The Headquarters of the Club shall be at The Clubhouse, The White Boat House, Darley Grove, Derby DE1 3AY.
- 5. 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, there may be a limitation of membership based on available resources at the time of application. This will be on a non-discriminatory basis and based on our duty of care to manage the water safety risk.

The Club may have different classes of membership and subscription on a nondiscriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

The process of application is as described-

Potential new members must complete a temporary membership form which allows for an initial period of 1 month and then may be renewed twice more to give maximum period of up to 3 months after which the participant will decide whether to progress membership or not to continue.

New members shall be elected by the Committee. Each candidate for membership must complete a signed application form and (in the case of anyone under the age of 18 years) their application form must be countersigned by a parent or guardian. They should also confirm that they can swim 50 metres in full sports kit and declare any illness that may affect their ability to participate. The application form shall be posted in the boathouse at least seven days before the Committee Meeting at which the application is considered. The approval of an application shall require a simple majority.

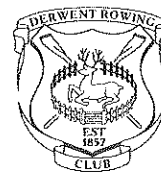
If it is considered by the Club committee that the granting or renewal of membership would be detrimental to the aims and objectives of the Club, by virtue of conduct or character likely to bring the Club or the sport of rowing into disrepute or for some other similar good cause, the Club committee shall 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.

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DERWENT ROWING CLUB



New members will be unable to cast a vote at a General Meeting until six months have expired from their election and payment of subscription.

All members will be subject to the regulations of the constitution, Club rules and by joining the Club will be deemed to accept these regulations and codes of conduct that the Club has adopted.

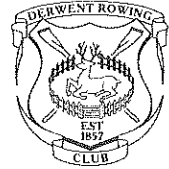
Eligibility to vote: Club members who have paid a full subscription in either an Active or Student category will be eligible to vote at meetings called under Rules 13.5, however this voting right only applies after they have completed a minimum of 6 months membership of the Club. Junior members shall have no voting rights. Vice-Presidents who have paid a full Active Member subscription shall be allowed to vote, all other Vice-Presidents shall vote at the discretion of the Chairperson.

The types of club membership offered are

- 1) Full/ Active Members - aged over 18.
Those over 18 who are not in full time education who wish to row. 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, Extraordinary or a Special General Meeting.
- 2) Junior Members -aged 18 or under.
Those under 18 who wish to row. Any person in this category shall be entitled to row in Club boats at the discretion and under the supervision of the Captain or Committee. Junior members shall be entitled to a reduced subscription. Junior members are not eligible to take part in Club committee until they have reached the age of 14, or vote at the Annual General Meeting, Extraordinary or a Special General Meeting. They may attend meetings of the Club without the power to vote.
- 3) Student Members - those in full-time education.
Those over 18 who are in full time education who wish to row. 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, Extraordinary or a Special General Meeting.
- 4) Recreational Members.
Those over 18 who wish to row, but do not wish to train for competition. Such members shall be entitled to use the Club boats for scheduled sessions which are supervised by a nominated Club official. In the case of any conflict over use of equipment, full, junior or student members will take precedence. Recreational subscriptions are payable in advance to cover 4 scheduled sessions. Recreational members are not eligible to take part in Club committee, or vote at the Annual General Meeting, Extraordinary or a Special General Meeting. Recreational members shall not be permitted independent access to Club premises.



DERWENT ROWING CLUB



- 5) Gym Users Members.
Those who do not wish to row, but to use the land training facilities only and are not entitled to row. Gym user members are not eligible to take part in Club Committee or vote at the Annual General Meeting, Extraordinary or a Special General Meetings.
- 6) Social Members -Such members are not entitled to use the Club's equipment and are not normally eligible to vote or take part in the management of the Club, except at the express decision of the committee, but shall be encouraged to participate in the activities of the Club.
- 7) Temporary Members-Such members are entitled to use the Club's equipment for a period of 1 month, which may be extended for a further 2 periods (3 months in total) after which time they shall take up the relevant full membership or leave the Club.
- 8) Coxing – Such members are entitled to cox boats, use Club weights and ergometers and may be permitted to row in Club boats at the discretion of the Captain.
- 9) Parent/ Volunteers:- Such members are not entitled to use the Club's equipment and are not normally eligible to vote or take part in the management of the Club, except at the express decision of the committee, but shall be encouraged to participate in the activities of the Club.
- 10) Vice Presidents - The qualifications for vice-presidency shall be a minimum of ten years continuous membership and a minimum age of thirty years, or the achievement of rowing at full International status. Proposals for this office must be ratified by the general Committee at the last meeting prior to the Annual General Meeting, and no nominations will be taken from the floor. New Vice-Presidents will be subject to annual re-election for five years after their original election and to a subscription at least equivalent to that of a social member in force at that time. When five years have elapsed, they will be deemed to be elected for life, although still subject to a subscription as described above. All Vice-Presidents who are active and using the facilities of the Club will be required to pay the full subscription of an active member.

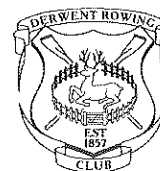
6 SUBSCRIPTIONS

All subscriptions shall cover the period 1st January to 31st December and shall be at the rate agreed or confirmed at the Annual General Meeting. The proposed rates are discussed at the last committee meeting before the AGM and issued to the club members. The rates are then ratified by the AGM.

All subscriptions or balances outstanding become due and payable to the Hon Treasurer by 31st January, and in the case of a new member when they have been informed that their application for membership has been approved by the Committee, a pro rata rate will be payable starting from the date of completion of temporary membership form.



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Active members elected during any year shall be liable to pay a subscription, which is pro rata to the normal full year subscription.

Active members attending a University or other educational establishment at some distance from Derby may apply for a reduction in their subscription at the discretion of the Treasurer and with the approval of the Committee.

Subscriptions may be paid in full or by monthly instalments by standing order, with the exception of recreational membership payments payable in advance, which cover a period of 4 sessions.

Arrears: No member may take part in any activities or proceedings of the Club, or use any of the Club property after 1st April in any year, unless their subscription for the current season, together with all arrears or other sums they may owe to the Club shall have been paid by that date. Any arrears or sums owing to the Club must be paid by the end of the financial year, which is 31st October (refer to section 8).

7. RESIGNATION

Any member 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 if wishing to rejoin the Club.

8 CESSATION OF MEMBERSHIP

No person shall be deemed a member if their subscription or arrear are not paid by 31st October of the current year or within one month after the due date for payment, whichever is the later.

9. EXPULSION

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 two thirds of the committee 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, 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.

10 EQUAL OPPORTUNITIES POLICY

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.

11 GRIEVANCE & DISCIPLINARY PROCEDURE

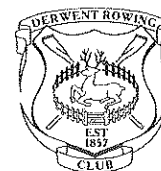
An individual or member with a complaint about treatment by the Club should set out their grievance, in the first instance to the Club Chairman. The Club will seek to deal with complaints in a fair and timely manner, with reference to British Rowing's Guidelines on Grievance and Disciplinary Procedures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

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12 CHILD PROTECTION PROCEDURES

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

The Committee shall appoint a member to act as Welfare Officer whose duty it will be to understand the requirements of the British Rowing policy and procedures relating to Child Protection and they will advise on their observation and implementation at all times.

13 CLUB MANAGEMENT

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

1. ROLES

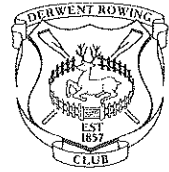
- a) President
- b) Chairperson
- c) Captain
- d) Vice Captain
- e) Junior Captain
- f) Water Safety Advisor
- g) Honorary Secretary and Assistant (when required)
- h) Honorary Treasurer and Assistant (when required)
- i) Welfare Officer
- j) Vice-Presidents
- k) Junior Co-Ordinator
- l) General Committee Members

2. ELECTION OF OFFICERS

The Captains, Vice-Captains, Honorary Treasurer, Assistant Honorary Treasurer and Water Safety Advisor shall be elected annually at a Special General Meeting to be held in October. All other officers (except the Club Welfare Officer who is appointed by the Committee) shall be elected at the Annual General Meeting. None of whom, except the Junior Captain, shall be under the age of eighteen years. Notification of these meetings shall be published to members not less than 28 days in advance of the meeting. A notice shall be posted in the Boathouse not less than 21 clear days prior to the meeting asking for nominations, proposers and seconders for those officers to be elected. Nominations will close on the Sunday prior to the meeting. In the event of no nominations being received, these may be accepted from the floor at the meeting. The nominee must agree to his or her name being submitted or else the nomination is null and void. If the nominee is not present at the meeting then his or her signature shall be obtained before the meeting to indicate agreement to the nomination and this shall be in the hands of the Honorary Secretary before the commencement of the meeting.



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3. LENGTH OF OFFICE

All officers with the exception of the Life Vice-Presidents shall hold office for one year, 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.

4. GENERAL COMMITTEE

- a) **The Committee:** Any reference to the Committee in these rules shall be deemed to refer to the General Committee unless specifically stated to the contrary.

Constitution: The General Committee shall consist of the officers listed a) to k) with up to 6 general committee members elected annually at the AGM. Those officers deposed or resigned from office at the October meeting shall remain members of the Committee until the next AGM provided that they remain full members of the Club.

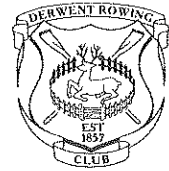
- b) **Committee Meetings:** The Committee shall meet at regular intervals during the year, as required by the business to be transacted. The meetings will be agreed at the end of the preceding Committee meeting. Vice-Presidents, other than those entitled under Rule 5, are welcome to attend meetings of the General Committee and may vote at the discretion of the Chairperson.
- c) **Quorum:** Five members personally present shall form a quorum at a Committee meeting.
- d) **Committee Vacancies:** In the event of a vacancy occurring during the Club year, the Committee shall have the power to fill the vacancy provided that any such appointment shall be approved by the members at the next subsequent General Meeting. Vacancies on the Committee shall be posted on the Club Notice Board, and interested members signifying their willingness to become Committee members will be considered when the Committee at its discretion, fills the vacancies referred to. Absence from three consecutive Committee Meetings by a member without reasonable excuse shall be sufficient evidence for the Committee to consider that the member has resigned, and their place be filled by the Committee or be left vacant at the Committee's discretion.
- e) **Power to co-opt members and form sub-committees:** The Committee shall have the power to co-opt such members as they may consider necessary and to appoint such sub-committees as they may think fit, and delegate to them such powers as may be necessary.

5. MEETINGS

Annual General Meeting: This meeting of the Club shall be held in January each year for the purpose of election of officers, finalising subscription levels and presentation of the statement of accounts made up to the 31st October immediately preceding the meeting. At least 28 days clear notice of the Annual General Meeting shall be given to all members.



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Extraordinary General Meeting: An Extraordinary General Meeting shall be called upon the request in writing of five or more members, which request shall state the purpose for which the meeting has been demanded. At least seven days clear notice of such a meeting shall be given to all Officers and Active members of the Club.

Special General Meeting: A Special General Meeting of the Club shall be called whenever the Committee shall consider such a meeting to be necessary. At least seven days clear notice of such a meeting shall be given to all Officers and Active members of the Club, and the notice shall state the purpose for which the meeting is called.

6. ACCOUNTS

Accounts and Audit: The Club year shall commence on 1st November each year and terminate on 31st October each year. The Honorary Treasurer shall prepare a statement of accounts of the Club year as soon after the end of the year as is practicable, and these accounts shall be laid before the members at the Annual General Meeting after they have been audited by two persons, or a Chartered Accountant, appointed by the Club at the preceding Annual General Meeting.

7. WINDING UP

Winding up:

A Special general Meeting for this purpose would require: 28 days clear notice of the meeting to all Active Members and Vice Presidents.

A Resolution for dissolution of the Club to be passed by a majority of not less than three quarters of the votes cast, which may include written proxy votes from absent entitled members. The Committee, which shall be specified in the resolution, shall proceed to realise the property of the Club. After the discharge of all loans or debts to existing members, also the return of trophies, photographs and similar property offered to the donors and/or their beneficiaries, the surplus of any funds will go to suitable Rowing Clubs at the discretion of the Committee. Any equipment bought with grant aid would be offered back to the grantor; upon the completion of this, the Club shall be dissolved.

14 ROLES & RESPONSIBILITIES

President: The President shall contribute to the efficient and harmonious running of the Club and shall be supportive of its activities during his term of office.

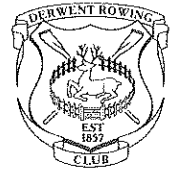
Chairman: The Chairman (or Chair) will preside at all General meetings of the Club and at all meetings of the Committee, and shall be responsible for guiding the activities of the club in accordance with its general policy as expressed by the majority of its members. The Chairman shall represent or arrange for the representation of the Club at British Rowing regional level and at meetings of other organisations. The Chairman shall ex officio be a member of any other committee of the Club. The Chairman shall at their discretion, elect any member of the General Committee to be Chairman in their absence.

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Captain: The Captain is responsible for all rowing matters, and in their absence the duties shall be maintained by the Vice-Captain. They shall organise the rowing of the Club including the coaching of new members. They will also ensure that all other aspects of the running of the Club shall be carried out in an appropriate manner in conjunction with the General Committee. They shall ensure that risk assessments are completed in accordance with British Rowing guidelines.

Treasurer & Assistant 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. They will draw to the attention of the General Committee all items of unusual or large expenditure and seek approval before payment. 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 year. The transactions of the Club will be conducted through a bank account and will require the signatures of any 2 members of the Committee who have been designated for the purpose.

Vice Captain: The Vice Captain is responsible for assisting the Captain in the discharge of his responsibilities and in deputising for the Captain as required.

Junior Captain: The Junior Captain shall represent the views of the junior squad to the Club committee.

Secretary & Assistant 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 and all correspondence relating to the general business of the Club

Water Safety Advisor: The Water Safety Advisor shall ensure that measures are in place to ensure the continued safe operation of the fleet, equipment and premises. They shall promote the safe and responsible use of club facilities by all members and understand and advise on British Rowing's Row Safe guidance. They shall 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. They shall complete an annual safety audit to be submitted to British Rowing.

Welfare Officer: The Club Welfare Officer will be responsible for implementing good practice with regard to safeguarding and protecting children, equity and welfare. They shall ensure the Club's supervising adults and coaches accept responsibility for the welfare of the young people in their care in accordance with 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.

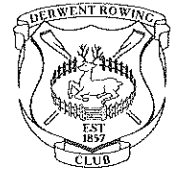
Junior Coordinator: The Junior Coordinator will liaise with British Rowing, Local Authority and Sport England. They will be the key point of contact for new athletes ensuring they go into age development appropriate training groups. They will collate feedback from athletes, coaches and parent/ volunteers and feedback

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to the Committee and will act as the main point of contact for junior coaches and helpers.

15 ROWING REGULATIONS & CARE OF EQUIPMENT

Use and allocation of boats: Club boats shall be for the general use of all members at all times, with the exception of such boats and oars as the Captain or Committee may set aside for specific purposes. No members shall be allowed to take out the boats or oars so set apart except for such specific purposes. No equipment shall be removed from the premises without the permission of the Captain or Vice-Captain.

Removal of Boats: No member or members shall be allowed to take away any boat from the river between Exeter Bridge and the Folly House, Darley Abbey, or to take the Club boats otherwise from the boathouse except with the permission of the Captain or Vice-Captain or Committee or delegate appointed by the Captain or Committee temporarily for the purpose of this rule. Such appointment shall be displayed on the notice board.

Training Register: All persons using club training facilities and or taking to the water must record their name and time in and out of the premises on the register provided.

Responsibility for Boats: The member in charge of steering (rower or cox) the boat shall have command of the boat, under the orders of any coach and shall be responsible for the care and stowage of the boat and oars. They shall be deemed the Captain of the boat for the time being. If the cox is a Junior then this responsibility will lie with the Stroke of the boat.

Housing of Boats: Any member landing from a Club boat shall be bound to assist in housing such boat, and in so doing shall follow the directions of the Captain of the boat.

Navigation: Any member using club equipment must maintain a proper lookout to avoid risk of collision with other river users and river banks and also need to be aware of floating objects. All members need to be familiar with the navigation rules in place at the Club.

Coxswains: Must always wear a buoyancy aid.

Novice Oarsmen and Scullers (Adult): No novice member shall be allowed in any craft without the permission of the Captain or Vice Captains.

Junior Oarsmen & Scullers: Except when specifically authorised, juniors are only to row under the supervision of a club coach. The club coach will make an assessment of whether the juniors' experience and capabilities are suited to rowing in the prevailing conditions. Junior members will be required to wear a high visibility top when on the water.

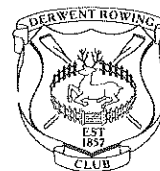
Ability to swim: All members of the Club, who wish to row, are required to declare on their membership form that they are capable of swimming 50m in light clothing. For Juniors, their parents/ carers are required to make this declaration.

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They are expected to undertake a swimming test and capsize drill. Failure to do so could result in the captain/water safety advisor requiring the individual to wear a buoyancy aid whilst rowing.

Damage to Boats, Equipment and Property: Any member damaging any boat or other property of the Club through any cause which with ordinary care might have been avoided, shall pay to the Hon Treasurer the amount of such damage within one month of application being made to such member. Otherwise they shall not be allowed to use Club property. The question of the damage being accidental and the amount of the damages incurred shall be decided by the Committee. Any damage shall be reported at the first opportunity to the Captain or Vice-Captain by the person responsible and recorded in the incident book provided for the purpose.

Racing 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 officials in advance of the crew competing in any event. The committee shall determine the level of contributions that crews shall pay towards to cost of transportation.

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

16 SECURITY

Members may request club keys on payment of a deposit. The key holders should ascertain whether another person with a key is present before leaving the club, otherwise the last key holder present shall be responsible for seeing the Club is secure and the alarm set.

17 ALCOHOL

Intoxicating liquor: Hours of sale. The hours of sale of intoxicating liquor shall be those permitted by the ruling magistrates at any particular time. It may be sold for consumption on the premises to non-members of the club attending at the Club premises when functions are authorised by the Committee, provided always either –

- a) The function is promoted by, and is the responsibility of a member of the club who is present at the function, or
- b) Such other functions not provided for under (a) and limited to twelve functions each calendar year. Notice shall be given to the Chief Officer of the Police at least fourteen days prior to the date of the function, and when such functions are held, the Club shall allow the Police the same right of entry to the premises as they do were a Justice's on-license on the premises.

Alcohol Policy: The Club alcohol policy is on display in the clubhouse bar area.

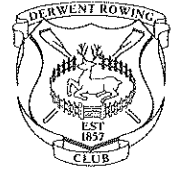
18 HIRE OF PREMISES

The premises may be let out for functions at the request of members. This is on agreement with the Committee and on completion of a hire agreement form.



BRITISH ROWING
AFFILIATED CLUB

DERWENT ROWING CLUB



19 REGULAR USE OF PREMISES BY OTHER CLUBS

Members of an authorised and registered Club may be admitted as social members on payment of a Club subscription to be decided by the Treasurer and Secretary, pro rata to their membership numbers, and confirmed by the General Committee. Their Chair/Secretary to be full social members of the Club.

20 VISITORS

Members of other clubs visiting the Club as officials and crews to participate in any of the Club's sporting activities may be admitted as temporary members for no longer than twenty four hours at any one time, the names of the Clubs so visiting shall be displayed on the notice board.

Every member introducing a visitor to the Club shall enter their names the club register.

21 RULES

Alterations to the Rules of the Club: No alterations shall be made to the rules except by the Authority of an Annual General Meeting or an Extraordinary General Meeting. Any member wishing to propose an alteration to the Rules of the Club must notify the Hon Secretary in writing at least twenty eight days clear of any such meeting.

Items not covered by the rules: In the event of any questions arising not provided for in the Rules of the Club, the same shall be referred to the Committee whose decision shall be final.

Obligation to abide by the rules of the club: 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 & Safety required by the General Committee, and codes of conduct and practice in place. A signed membership form is an agreement to abide by these documents.

22 BYELAWS

The Committee shall have to power to make, alter or rescind byelaws and any such bylaws shall be posted in the Boathouse.

23 TRUSTEES

The General Committee shall appoint 3 Trustees for the Club. The appointment is for life unless they request retirement from the post.

Revision History

Version	Date	Changes
1.0	October 2015	First Issue
2.0	January 2016	Amended rules regarding Junior voting rights & clarity on appointment of Club Welfare Officer
3.0	January 2017	Addition of recreational membership & subscriptions

Rules revised and Adopted

[Signature] January 2017

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