



BIDEFORD AMATEUR ROWING CLUB
GENERAL RULES AND CONSTITUTION



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1. NAMES & OBJECTIVES

That the Club shall be known as BIDEFORD AMATEUR ROWING CLUB, hereinafter known as 'the Club'. The Badge shall be a Stone Bridge of three arches proper masoned or issuant from the centre arch an Ancient Ship with the mast appearing behind the Bridge with a wavey water base. With the first letter on each word in the name of our club on the four sides of the badge in the colour red. Two black oars with the spoons in the colour of red shall cross behind the badge.

The objectives of the Clubs shall be:

- a) To support the sport of rowing in the town of BIDEFORD and to promote the same by any means which from time to time the General Committee of the Club shall determine.
- b) To provide and maintain a clubhouse and boathouse for the use of the members of the Club.
- c) To provide social and recreational amenities for the use of the members of the Club.
- d) The Club shall ensure that the Junior Rowing Development Plan (dated 05 November 2001) is fully implemented in developing junior rowing in order to achieve the benefits for local young people, the future health of the club and the vitality of the sport.

2. OFFICERS

The officers of the Club shall consist of a President, Chairman, Hon. Secretary, Hon. Treasurer, and Rowing Captain who, with a Committee, shall undertake the entire management of the Club.

The President to be elected for a term of 4 years, and, after his term of office, will stand down, to be automatically elected a Past President of the Club. The Chairman to be elected for a term of 3 years. The General Committee and Rowing Captain to be elected for a term of 2 years.

3. MEMBERSHIP

Membership of the Club is open to all without discrimination. However fees do vary as to the different types of membership, which include the following:

- a) Senior to include higher education student rowers at pro rata
- b) Junior Academy (yr7-11)
- c) Junior 18 Rower
- d) Family rowing – refer to rowing captain
- e) Associate sports member
- f) Social

4. CATEGORY & ELIGIBILITY OF MEMBERSHIP

Members who cease to belong to the category of which they were originally eligible for membership in accordance with Rule 3 shall cease to be members at the end of the current membership year, but may be eligible for re-election to membership in another category.



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5. APPLICATION FOR MEMBERSHIP

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

Applicants for membership and members renewing their membership will abide by the rules, regulations and codes of conduct of the Club and the applicable governing body.

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, Rowing or the associated sports 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.

A person who has been expelled from, or refused membership of British Rowing or associated national governing bodies shall not be eligible for membership.

6. ANNUAL SUBSCRIPTION

The annual subscription for membership of the Club shall be an amount fixed by the General Committee prior to the commencement of each calendar year.

Subscriptions shall be due and payable on the 1st day of January each year, or within 31 days thereafter.

Membership cards to be carried and produced if requested to do so by a Committee Member. Any member who has lost his/her card will be charged £2.00 for a re-issue

Any member whose subscription is not paid within one calendar month or the due date shall have his/her attention drawn to this rule by the Membership Secretary and if within two calendar months of the due date the subscription remains unpaid, the Management Committee shall erase the member's name from the Register of Club Members and he/she shall cease to be a member of the Club.

Each applicant for membership shall, if his/her application be accepted, pay a subscription, the amount of which shall be determined by the members in General Meeting.

Any change of address or status must be given to the Membership Secretary in writing as soon as possible after the change.

7. PROPERTY OF THE CLUB

The property of the Club is vested in a Committee of Trustees with the power to appoint additional Trustees, one of whom shall be elected Chairman.



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8. MANAGEMENT OF THE CLUB

The management of the Club shall be vested in a General Committee which shall consist of the Officers of the Club and not more than 21 other members.

- a) A rowing sub-committee which shall consist of at least 5 members.
- b) Such other sub-committees as the General Committee shall from time to time deem necessary.
- c) The proceedings of the General Committee or of any sub-committee shall not be valid unless a quorum of 5 members or two-thirds of the members, whichever be the lower number, be present.
- d) The General Committee shall have power to co-opt additional members provided the number of co-opted members shall not exceed one-third of the elected members.
- e) **BAR SUB-COMMITTEE:**
Shall consist of the Club Treasurer and five or more Full Committee Members who will be selected from the General Committee.

This Sub-Committee will arrange for the purchase and supply of intoxicating liquor.

No member of the Bar Sub-Committee shall be under the age of 18 years.

- f) No Sub-Committee shall consist of more than 8 members.
- g) In the case of a vacancy the Committee shall be entitled to appoint another eligible person to act until the next AGM

9. ANNUAL GENERAL MEETING

The Annual General Meeting of the Club shall be held in the month of March each year at which a report of the proceedings and an abstract of the accounts shall be presented by the Committee, to the Officers and Members of the Club. Only paid up Club members may attend.

Notices convening the Annual General Meeting of the Club shall be posted and maintained on the Club notice board not less than fourteen days before the Meeting.

Senior members (those over 16 years of age) only shall be entitled to vote at any Annual or Extraordinary General Meeting of the Club.

Any three members or one-fifth of the total members (whichever is less) or the General Committee may have a General Meeting called by giving a written notice to the Secretary upon receipt of which he/she must call a General Meeting within 14 days.

10. ORDINARY MEETINGS

Ordinary Meetings of the General Committee, or of any Sub-Committee to be called by the Secretary when necessary. A special meeting of the Committee may be called when requested in writing by three or more members of the Committee.

Failure to attend three consecutive meetings during the year expels a member from the Committee, unless absence previously agreed by the Committee.



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11. DUTIES OF CLUB OFFICERS

Chairman: The Chairman (or Chair) will preside at the 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 any other organisations. The Chairman shall ex officio be a member of any other committee of the club.

Rowing Captain: The Captain will be responsible for training, coaching, and representation of the Club in competitions.

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.

a). The Membership Secretary shall maintain a Register of Members, and he/she shall ensure an up to date notice showing names of members is exhibited in the Clubroom.

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 of 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.

When recruiting new club officers job descriptions will be made available to the applicants.

12. ALTERATION OF THE RULES

These rules shall only be altered at an AGM or Extraordinary General Meeting. Particulars of any alterations must be given to the Hon.Secretary in writing not less than one month before the date of the AGM or EGM. He/she shall thereupon call a General Committee Meeting to discuss the proposed alterations, and, if that meeting agrees such alterations either as proposed or as amended by that meeting the proposal to alter the rules shall be placed upon the agenda for the ensuing AGM or Extraordinary General Meeting.

That only the alterations of rules proposed, and listed on the notice board, be brought up at the Extraordinary Meeting and that no discussion be entered into on the subject. Members attending the meeting may vote only for or against the proposal.

13. BY-LAWS

The Committee shall have the power to frame and enforce such by-laws as they may deem expedient but such by-laws shall be liable to be cancelled by a majority of votes at a General Meeting provided that due notice has been given of the intention of any member to move to that effect. No by-laws shall be valid which shall nullify or render void any of these rules.



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14. PERMITTED HOURS

The permitted hours for the supply of intoxicating liquor shall be fixed (and may be varied from time to time) by the Committee within the provisions made by the local Licensing Justices. Any extension of permitted hours, on special occasions, shall be sought by application to the local Magistrates Court.

15. SALE OF INTOXICATING LIQUOR

Intoxicating liquor shall be supplied only to senior members the age of 18 and over, their guests, and the following, namely:

- a) Members of visiting Rowing Club or associated Sports Clubs.
- b) Members of Club and teams participating in any competitions approved by the Committee and organised by the Committee on or from the Club premises.
- c) Persons visiting the Club by invitation, for official or sporting purpose.

Children aged 16 and under must be accompanied by a responsible adult if they are in the bar after 21.00 hours.

16. REGISTRATION

The Secretary shall notify Torridge District Council of changes to the person in the Secretary's role as point of contact for licensing. The Treasurer will ensure that the licence is paid when it becomes due.

17. COMMISSION

No person shall at any time be entitled to receive at the expense of the Club (or for any member thereof) any commission, percentage, or similar payment on, or, with reference to purchases of intoxicating liquor by the Club, nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members as 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 to or contributing to a general gain from the carrying on of the Club.

18. MODIFICATION OF RULES

No alteration or addition to these rules shall be made except by a resolution carried by a majority of the members present at a General Meeting the notice of which shall have contained particulars of the proposed alteration or addition. The Hon. Secretary shall as soon as possible and in any case within twenty-eight days of such alteration or addition to the Chief Officer or the Police, and to the Clerk of the Local Authority of the district in which the Club is situated.

The Clerk to the Justices shall be informed by written notice, signed by the Chairman or Secretary of the Club in accordance with Section 51, Licensing Act 1964 (and by virtue of Regulations made thereunder) of any change in the particulars of the Club affecting the registration requirements (The Clubs [Register] Regulations 1962).



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19a) APPLICATION OF PROFIT

No money or property of the Club or any gain arising from the carrying on of the Club shall be applied otherwise than for the benefit of the Club as a whole or for some charitable purpose; except however, that the honoraria may be paid in respect of services rendered to the Club. The decision to pay such honorarium shall be decided at the Annual General Meeting.

19b) DISSOLUTION OF THE CLUB

In the event of the dissolution of the Club any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:

1. A registered charitable organisation.
2. Another club which is a registered CASC.
3. The sports national governing body for use by them for related community sports.

20. GUESTS

Senior 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. The member introducing the guest shall enter the name and address of the guest together with his/her name in a book kept at the Clubhouse and called the 'Visitors Book'. No ordinary members shall be entitled to introduce more than three guests on any one occasion, or exceptionally, six on a SPECIAL occasion. No guest shall be introduced on more than six occasions in any one year.

21. CONDUCT ON CLUB PREMISES

All members and guests are required to comply with the appropriate code of conduct. In the event of any behaviour by a Member or Guest which in the opinion of any member of the Committee or the Duty Bar Steward is prejudicial to the Club, or is likely to infringe the rules of the Club or to lead to any offence being committed, the member of the Committee, or the Bar Steward as the case may be, may request such offender(s) to leave the Club, and if necessary, may have him/her forcibly ejected using no more force than is reasonably necessary without being liable in way or manner for his action at civil law.

22. EXPULSION OF MEMBERS

The Committee shall have power to expel any member who shall offend against the rules of the Club, or whose conduct shall in the opinion of the Committee render him/her unfit for membership of the Club. Before any such member is expelled the (Honorary) Secretary shall give him/her seven days written notice to attend a meeting of the Committee and shall inform him/her of the complaints made against him/her. No member shall be expelled without first having the opportunity of appearing before the Committee and answering complaints made against him/her or unless at least two-thirds of the Committee then present, vote in favour of his/her expulsion. An expelled member shall forfeit all claims upon the property of the Club and shall have no claim against the Club or its offers arising from the expulsion.



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23. 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.

24. CHILD PROTECTION PROCEDURES

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

25. SAFETY

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

The Committee shall appoint a member to act as Safety Advisor whose duty it is to understand the requirement of British Rowing's Guidance on Water Safety and RowSafe and advise on prominent display, their observation and their implementation at all times.

It is the responsibility of all members to carry out a risk assessment prior to boating, unless as a member of a crew, in which case the risk assessment shall be carried out by a coach, if present, or the crew by agreement.

26. ROWING

That a Rowing Captain be appointed every 2 years. He/she will take charge of all boats, equipment and gear in the boathouse. He/she will be responsible for training, coaching and for the allocation of boats & oars. He/She will liaise between rowers, Rowing Sub-Committee and the General Committee.

26.1 That at the commencement of each season, a Rowing-Sub Committee shall be appointed by the Rowing Captain. That this Committee meet at the club as necessary during the year to develop and progress the Rowing Section. They shall have the power at any time to alter the position of any one of a crew or to require him/her to move to any other boat, whenever they deem it advisable in the interest of the Club or its members.

The Rowing Captain may appoint ladies-captains and other roles to assist in the discharge of his/her responsibilities. Vice-Captains shall not be officers of the Club.

The Rowing Captain shall report to the General Committee at each meeting on the progress and development of the Rowing section. Should any member desire to complain on account of the position assigned to him/her, or in respect of the work or behaviour of any member, such complaint shall be made privately to any member of the Rowing Committee, whose duty it will be to see that the matter is fully enquired into, and dealt with, or referred to the General Committee for settlement if necessary.

26.2 That the Rowing Captain will have the power to deal with any complaints but if the complaint is of such a nature that they do not feel justified in dealing with the same the matter will be referred to the General Committee as soon as possible.



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- 26.3 That a special meeting of the Rowing Committee can be called at the request of three rowing members.
- 26.4 That when the crews are rearranged by the Rowing Committee the rearrangements to become effective on notification to the member(s) concerned. Crews will not change their positions or use other boats or oars but that allotted to them without consent of the Rowing Captain.
- 26.5 That the stroke of each crew is to be in charge of the boat, and h/she is to see that the crew properly washes the boat with freshwater and dries it including the canvas and bow and stern each time after use. The coxswain to wash and dry all oars and swivels. The boats are to be washed inside with freshwater once a week. The stroke of each crew is to ensure that the outings board is completed
- 26.6 That any damage done to the boats, oars, etc. is to be reported to the Rowing Captain at once.
- 26.7 The Rowing Committee will decide the boat haulage fees for the following season, they will endeavour to keep these fees to a minimum but sufficient to self-finance the minibus.
- 26.8 All seat fees to be cleared by 31st December of each year.
- 26.9 That all members should wear the Club colour of RED when representing the Club at rowing events.
- 26.10 That shouting, bad language, or smoking in the Boathouse should never be practised nor tolerated by any member.
- 26.11 That boats are not be beached at any other place except the landing steps, unless permission has been granted.
- 26.12 When removing racing boats from the racks, and when stepping into them after launching, all crews are to follow the instructions as tabulated and hung in the Boathouse.
- 26.13 Coxswains are to be over the age of eleven years and be able to swim. To be eligible to take part in W.E.A.R.A. Regattas they must be twelve years of age and be able to swim.
- 26.14 That the cleaning, rubbing down, and general maintenance of the boats and oars shall be the responsibility of the crews under the supervision of the Rowing Captain or Committee member appointed by the Rowing Captain to be in charge of the Boathouse.
- 26.15 All rowers must sign as registration form before they are eligible to row for the Club. Also, they must be paid up Club members.



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27. LIFE MEMBERSHIP

Life membership is awarded at the discretion of the Club Committee.

If it is considered by the Club committee that the life member has behaved in a manner detrimental to the aims and objectives of the Club, by virtue of conduct or character likely to bring the Club, Rowing or the associated sports into disrepute or for some other similar good cause, the Club committee shall be able to withdraw such membership. In doing so the committee shall provide full reasons for their decision and grant a right of Appeal to the members.

Life members are able to attend any committee meeting at the discretion of the Committee chairperson

28. GENERAL CLUB DISCIPLINE

- a) The decision of the General Committee is final.
- b) All codes of conduct must be adhered too.
- c) Anyone damaging Club Property will be held responsible and must pay for repairs. Persons abusing this rule will be suspended indefinitely.
- d) Litter bins and ash trays to be used.
- e) Snooker cues and rests to be returned to the racks after use.
- f) No credit for games or purchases in the Bar will be allowed. Persons using the games equipment must pay before the game commences.

29. GRIEVANCE 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's Chairman or 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 Guidelines on Grievance and Disciplinary Procedures in Rowing.

Signed

Position

Date