

WALTON
ROWING CLUB



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RULE BOOK

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(As adopted at GM in July 2017.)

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RULES OF THE CLUB

1 - NAME OF THE CLUB

The name of the Club shall be the WALTON ROWING CLUB.

2 - OBJECTS OF THE CLUB

The objects of the Club shall be to promote rowing and sculling in accordance with the Club Charter. See Appendix A.

The Club shall observe the rules of British Rowing.

The Club is non-profit-making and, by its rules, requires any surplus from trading activities, after all outgoings and payments are made, be re-invested into the Club. No Club assets in cash or kind shall be distributed to any Member or group of Members.

3 - EQUAL OPPORTUNITIES POLICY

The Club shall 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 sex, handicap, marital status, creed, social class, ethnic group, age or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

4 - REGISTERED ADDRESS OF THE CLUB

The headquarters of the Club shall be situate until further notice at THE BOATHOUSE, SUNBURY LANE, WALTON ON THAMES, SURREY, KT12 2JA, and all communications shall be addressed thereto or to the private address of the Secretary.

The Club telephone number is WALTON ON THAMES (01932) 224557.

The Club V.A.T. Number is GB.211.9104.11.

5 - LIABILITY AND INSURANCE

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. The Committee should ensure that adequate and appropriate public or civil liability insurance is in place to cover all the activities of the club, its committee, trustees and members.

The insurance policy of the Club will cover third party and member-to-member claims only when using Club equipment. Members must agree to indemnify the Club and its Officers (whether through insurance or otherwise) against any other claims arising from my membership or activities on or off the river.

All Walton Rowing Club members are strongly advised to become members of British Rowing which provides civil liability cover and personal accident insurance.

6 – MEMBERSHIP

The Club is open to all and shall consist of nine classes of membership, namely: **FULL MEMBERS, JUNIOR MEMBERS, SCHOOL HOLIDAYS MEMBERS, STUDENT MEMBERS, STUDENT HOLIDAYS MEMBERS, HONORARY MEMBERS, LIFE MEMBERS*, AFFILIATED MEMBERS AND TEMPORARY MEMBERS**, of whom there shall be not less than twenty-five in aggregate.

Full Members are those over the age of 18 years who are not eligible for Student Membership. The ‘pro rata’ benefit does apply to Full Membership in the year of joining.

Junior Members are those under the age of eighteen. The ‘pro rata’ benefit does apply to Junior Membership in the year of joining.

Student Members are those who are undergraduates of any recognised university or place of learning up to the age of 23 years, who are living at their parents’ home. The ‘pro rata’ benefit does apply to Student Membership in the year of joining.

Full, Junior and Student Members are entitled to all privileges of the Club.

School Holidays Members and **Student Holidays Members** must complete a Walton RC Membership Application Form with ‘School Holidays’ or ‘Student Holidays’ entered in the ‘Type of Membership’ rectangle. These types of Membership were created to accommodate non-Members who wish to row/scull at the Club during official holiday periods at schools or universities. The use of Club equipment by such Members is restricted to that specifically agreed with the Captain or a Deputy Captain. The ‘pro rata’ benefit does not apply to School Holidays and Student Holidays membership.

Honorary Members are entitled to all the privileges of the Club other than that of using the Club premises for the purposes of rowing or sculling. They may be allowed to cox at the discretion of the Captain.

A member of the Committee shall have the power to nominate, and the Committee to elect, **Temporary Members** for a period not exceeding six weeks. Members admitted under this rule shall be entitled without payment of subscriptions to the privileges of a Full Member except those mentioned below.

Rules 18, 25, 27, 28, 30, 31 and 33 shall exclude **Affiliated** and **Temporary Members**.

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; or for any person directly or indirectly to derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club by Members and visitors, 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.

(* The option of LIFE MEMBERSHIP was discontinued following the March 1990 Annual General Meeting. LIFE MEMBERS elected prior to this meeting remained LIFE MEMBERS.)

7 - REGISTER OF MEMBERS

The Secretary shall keep or cause to be kept a register of the names and addresses of the Members, and a record of the latest payment of their subscriptions.

8 - STATUTORY RETURN

The Secretary shall give written notice to the Clerk to the Justices within 42 days of any change in the particulars of the Club required by the Justices under Section 51 of the Licensing Act, 1964.

9 - APPLICATION FOR MEMBERSHIP

The applicant shall complete a Membership Application Form in the form set by the Committee. A cheque for the Entrance Fee and the first month's Subscription must be attached to the application and the candidate must complete a standing order in favour of the Club, to the satisfaction of the Treasurer, or supply a cheque for the balance of the Subscription. The Subscription cheque will be held by the Treasurer until the application has been accepted by the Committee.

If it is considered by the Club Committee that the granting of membership would be detrimental to the aims and objectives of the Club the Club Committee shall be entitled to refuse such membership. In doing so the Committee shall provide in writing full reasons for their decisions and the applicant will be granted the right of Appeal to an independent Hearing Panel. The panel will comprise members who were not present at the original meeting. Any such Appeal should be made in writing to the President and will be heard within 28 days receipt of such request.

In the event of a candidate not being accepted the Subscription cheque will be returned.

10 – CESSATION OF MEMBERSHIP

Any member violating any of the rules or regulations of the Club, or being adjudged guilty of unsatisfactory conduct may, by resolution of the Committee, be suspended or expelled. Any member so suspended or expelled may appeal to an independent Hearing Panel. The panel will comprise members who were not present at the original meeting. Any such Appeal should be made in writing to the President and will be heard within 28 days receipt of such request.

11 - CHANGE OF MEMBERSHIP

A Member wishing to change his or her type of Membership must submit his name to the Committee for acceptance of the change before 31st December.

12 - NOTIFICATION OF ACCEPTANCE

On acceptance of an applicant for membership, the Secretary shall notify him and shall furnish him with a copy of the Rules and Bye Laws.

13 - VOIDANCE OF ELECTION

If the cheque of an elected candidate shall not be honoured, the Secretary shall report accordingly to the Committee, and the election of such candidate shall be considered void unless he can justify the non-payment to the satisfaction of the Committee and makes the payment within seven days.

14 - ENTRANCE FEE AND SUBSCRIPTION

The following Members on application shall pay the Entrance Fee and the appropriate Subscription: **FULL MEMBERS, JUNIOR MEMBERS, STUDENT MEMBERS** and **HONORARY MEMBERS**.

SCHOOL HOLIDAYS MEMBERS, STUDENT HOLIDAYS MEMBERS, AFFILIATED MEMBERS and **TEMPORARY MEMBERS** are not liable to pay an Entry Fee.

Subscriptions paid in the year of joining are 'pro rata' to the number of months remaining in the year for the following types of Membership: **FULL MEMBERS, JUNIOR MEMBERS** and **STUDENT MEMBERS**.

The spouse and/or children under the age of 18 years of age of a FULL Member, may be entitled to a discount to their annual subscription. The discount will be deducted from the second (or more) FULL or Junior subscription(s) of the members of the family. The discount will not apply to Honorary membership.

The Entrance Fee, Rates of Subscription and Family Discount shall be decided for the ensuing year at the General Meeting held during the month at which the Captain is elected. The Entrance Fee, Rates of Subscription and Family Discount for all classes of Membership will be reviewed and set after hearing the recommendations of the Committee.

The annual subscription of Affiliated Members shall be determined by the Committee. Notice of any change in the annual subscription rate shall be given one month before the change is due to apply and such notice shall be given to the nominated representative of any group of Affiliated Members. The same subscription shall apply to all members in any one group of Affiliated Members.

15 - DISPENSATION OF ANNUAL SUBSCRIPTION

Any Member who is invited to join an approved squad for possible selection as an international athlete can claim a dispensation on his Club annual subscription for the current year. Such dispensation will be granted on the basis of the Member paying 10% of the current annual subscription to maintain his Club membership during his period of squad activity. Such dispensations will be considered on a year-by-year basis and are at the discretion of the Committee.

16 - WHEN PAYABLE

The financial year of the Club shall begin on 1st January and all subscriptions shall be due and payable on that date, but the subscriptions of any new Member shall be payable on election. If any Member shall fail to pay his annual subscription for the current year before the 1st April of that year his name shall be conspicuously posted in the Clubroom and he shall be debarred from all privileges of the Club. Notice of such non-payment shall be sent to him by the Secretary or Treasurer and if the subscription is not paid before the 1st May of that year, the defaulter shall cease to be a Member of the Club, unless he can justify the delay to the satisfaction of the Committee.

17 - LIFE MEMBERSHIP

Historical Note:

The option of LIFE MEMBERSHIP was removed from the Rules at the March 1990 Annual General Meeting. All Members having taken up the option of LIFE MEMBERSHIP prior to this date remained LIFE MEMBERS.

18 – JUNIOR AND STUDENT MEMBERS BECOMING FULL MEMBERS

Every Junior and Student Member on ceasing to be an undergraduate or pupil of a recognised university or place of learning or on their attaining the age of 18 years or 23 years, as the case may be, shall ipso facto become a Full Member as from the commencement of the ensuing year, namely 1st January, and shall be liable for their Full Subscription for that year.

19 - MEMBERS GOING ABROAD

Any Member who shall be out of the United Kingdom for the whole of any one year or more shall, on giving written notice to the Secretary, be exempt from his annual subscription or subscriptions during the continuance of his residence abroad, but upon his return to the United Kingdom he shall be liable for the current year.

Such Members will be entitled to receive notices of General Meetings during their absence from the United Kingdom.

20 - ADMISSION OF VISITORS

Each Member shall be allowed to introduce visitors to the Club premises, for whose good behaviour he shall be responsible, and no visitor shall remain on the Club premises after the Member by whom he has been introduced has left.

21 - RESIGNATION OF MEMBERS

Any Member who shall be desirous of withdrawing his name from the Club shall give written notice to the Secretary to that effect before the 31st December of any year, otherwise he shall be liable for his annual subscription for the ensuing year.

22 – GRIEVANCE PROCEDURE

Any individual or member with a complaint about treatment by the Club should set out their grievance in writing in the first instance to the Club President. The Club will seek to address the grievance in a fair and timely manner in accordance with the Guidelines on Grievance and Disciplinary Procedures in Rowing of British Rowing.

23 - OFFICERS

The Officers of the Club shall consist of a PRESIDENT, DEPUTY PRESIDENT, CAPTAIN, DEPUTY CAPTAINS, HOUSE STEWARD, TREASURER and SECRETARY, who, with the exception of the Captain and Deputy Captains, as provided in Rule 25, shall be elected by ballot (or in the event of there being only one candidate nominated for any office, by a show of hands), at the Annual General Meeting in every year, having been proposed and seconded before the commencement of such meeting.

No Officer may hold any elected office for more than three consecutive years. However, in the event that no one can be found to replace an Officer at the end of three years they may stand for one further year with the agreement of the committee. This rule shall not prevent an Officer from standing for election in a different role or as an Ordinary Committee member. A Member may be re-elected to an office for a further term provided he or she has not held the office for at least one year prior to their election.

24 – PRESIDENT, VICE PRESIDENTS AND PAST PRESIDENTS

THE PRESIDENT will preside at all General Meetings of the Club and shall be responsible for guiding the activities of the Club in accordance with its general policy as expressed by the majority of the members. He shall also seek volunteers to cover all roles within the Club and ensure that volunteer activities are reported, co-ordinated and recognised.

VICE PRESIDENCIES are conferred on those who have made an outstanding and significant contribution to the Club or to the sport of rowing. Such a person need not have been a Member of the Club.

A VICE PRESIDENCY is conferred by a General Meeting upon the recommendation of the Committee. A VICE PRESIDENCY is for life and carries the status of a FULL MEMBER but does not incur a subscription.

PAST PRESIDENTS of the Club may attend Committee Meetings in a non-voting capacity unless they are elected to the Committee under Rule 25.

25 - CAPTAIN

The Captain shall be elected at a General Meeting to be held during the month of July, having been proposed and seconded before the commencement of such meeting.

The Captain shall be entitled to nominate to the Committee any Member he so wishes and, provide such Members are acceptable to the Committee; such Members will be deemed Deputy Captains.

There shall not be more than three Deputy Captains in office at any one time.

26 - COMMITTEE

The general management of the affairs of the Club shall be entrusted to a Committee, which shall consist of the Officers of the Club ex-officio and not less than five nor more than twelve other Members to be elected at the Annual General Meeting of every year in the same manner as that prescribed for the election of Officers in Rule 23.

No Member may sit as an Ordinary Committee member for more than three consecutive years. An Ordinary Committee Member may however stand for election as an Officer.

In the case of any casual vacancy caused by resignation or otherwise, a Member of the Club shall be appointed by the Committee to fill the vacancy, the Member so appointed shall retain his office until the next Annual General Meeting.

27 - GENERAL MEETING

The Annual General Meeting of the Club shall be held not later than the 31st March in every year, at such a time and place as the Committee shall so appoint, for the purpose of receiving a Report and Statement of the Accounts of the Club for the past financial year, and to elect the Officers and Committee of the Club, with the exception of the Captain.

28 - SPECIAL GENERAL MEETING

A Special General Meeting of the Club shall be held whenever required by the Committee or by not less than five Members of the Club, and no subject shall be brought before such meeting other than the particular subject for which the meeting was called. Such meeting shall be called within 14 days of such requisition and if such meeting shall not be called the Members requiring the meeting shall be entitled to call the same.

29 - NOTICE OF MEETING

Not less than seven days notice in writing shall be given to a Member of the Club of every General Meeting whether Annual or Special.

30 - CHAIRMAN

The Chair at every General Meeting shall be taken by the President or, in his absence, by the Deputy President or, in his absence, by a Chairman to be elected for the occasion by the Meeting.

31 - VOTING

Voting at General Meetings shall be on a show of hands, each Member present having one vote.

Voting shall be decided by a simple majority except as otherwise provided in these rules, and in the event of a tied vote, the motion shall be deemed to be lost. A ballot may be demanded.

32 - QUORUM

At General Meetings twenty-five Members shall form a quorum and at Committee Meetings nine Members shall form a quorum. If at any meeting duly summoned a quorum shall not be present, the meeting shall be adjourned to the same day in the next week at the same time and place and the Members present at such adjourned meeting shall form a quorum.

33 - HOURS OF OPENING AND CLOSING

The premises of the Club shall be open and closed at such hours as the Committee shall from time to time determine, being not earlier than 6.00 a.m. for opening nor later than 11.00 p.m. for closing. Such Members, however, as may happen to be on the premises of the Club, shall not be compelled to leave until Midnight.

The Bar may be open for the sale of intoxicating liquor on Mondays to Saturdays between the hours of 11.00 a.m. and 11.00 p.m. and on Sundays, Good Friday and Christmas Day between the hours of 12 Noon and 3.00 p.m. and 7.00 p.m. and 10.30 p.m., or such other hours as shall be decreed by the Licensing Justices.

Intoxicating liquor may only be sold or supplied on the Club premises to Members, visitors and to members of visiting clubs attending a function held on the premises and organised by the Club.

Intoxicating liquor shall not be sold or supplied to any person under 18 years of age.

No intoxicating liquor shall be supplied by or on behalf of the Club for consumption off the premises except to a Member in person.

34 - REPEAL OR ALTERATION TO RULES

Any of these Rules may be repealed, or altered or new Rules may be made by a majority of two-thirds of the Members present at any Annual or Special General Meeting provided that seven days notice be given of the intention to propose the same.

35 - BYE LAWS

The Committee shall have the power to make from time to time such Bye Laws and Regulations consistent with the General Rules of the Club as they shall think necessary.

36 - TRUSTEES

The Committee is empowered to appoint TRUSTEES of the Club. Such members must have indicated their willingness to be appointed.

The minimum number of TRUSTEES shall be three. There is no maximum limit to the number of TRUSTEES.

37 – NON-PROFIT

The Club Committee must ensure that all surplus income or profits are re-invested in the Club. No surpluses or assets will be distributed to Members or Third Parties.

38 - CHILD PROTECTION PROCEDURES

In accordance with British Rowing's policy and rules relating to Child Protection Procedures the Committee shall appoint:

i) A Junior Organiser who has gained a BR Coaching Award to be responsible for the Club's Juniors on a day-to-day basis.

ii) A separate and senior 'person in charge' to whom concerns or allegations regarding inappropriate treatment of Juniors may be made. It will be the duty of the Child Protection Officer to understand the requirements of the Child Protection Procedures (Appendix A) and to act on them as necessary. The Officer must also ensure that there is an established complaints procedure and parents and juniors have the relevant information and easy access to it.

See Appendix A for full details of the Club's Child Protection Policy.

39 - DISSOLUTION

If, upon the winding up or dissolution of Walton Rowing Club, there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members or any other individuals, but shall be given to The Rowing Foundation (Registered Charity No. 281688).

40 - HONORARY LIFE MEMBERSHIP

Honorary Life Membership is conferred on an individual by a General Meeting, on the recommendation of the Committee.

Members or past members are eligible for Honorary Life Membership who, since having been members of the Club, have achieved an outstanding performance for Great Britain in World Championships or Olympic Regattas, by the winning of medals or have made a significant contribution to the winning of medals.

Honorary Life Members are entitled to all privileges of Full Members, without payment of subscription.

41 – SAFETY

The Committee shall appoint a member to act as Safety Adviser, whose duty it will be to understand the requirements of the BR Code of Practice for Water Safety and advise on their prominent display, observation and implementation at all times. His duties shall also include the submission of the Club Safety Audit to British Rowing and ensuring the Club Fire Policy is implemented.

BYE LAWS

1 - COLOURS AND UNIFORM

The Club Colours shall be MAROON, LIGHT BLUE AND DARK BLUE. All Members shall be entitled to wear the following on election:

CAP Dark Blue, with Maroon crossed oars with the letters W.R.C. in Light Blue in the angles formed by the crossed oars, with piping around the rear edge.

BLAZER Dark Blue, trimmed with Maroon and Light Blue ribbon, 2 cm wide at the edges, tops of pockets, and around the sleeves, 10 cm from the cuff.

VEST White, with hoops of Club Colours.

SOCKS Dark Blue, with Maroon and Light Blue.

TIE Dark Blue, with stripes of Maroon and Light Blue.

All as selected by the Committee.

Any Member who has represented the Club at Henley Royal Regatta or who has qualified by winning a Senior, Open or equivalent event at any A.R.A. regatta, shall be entitled to wear the cap and blazer as described below.

CAP White, with Maroon crossed oars, with the letters W.R.C. in Dark Blue in the angles formed by the crossed oars.

BLAZER White, trimmed with Club Colours 2 cm wide, as described in Bye Law 1.

2 - COACHING

The appointment of coaches for each of the club squads shall be vested in the Captain or his Deputy. The senior squad coach should communicate appropriate information regularly with all the athletes in his or her squad by modern methods. Each squad member should where appropriate be provided with a training and competition program for the coming season. Coaches should report any disputes within their squads (including those concerning decisions they may have made) to the Captain. Any disputes that cannot immediately be resolved by the coach or Captain will be referred to the Rowing Sub-Committee and must follow the Club dispute procedure as appropriate.

3 - USE OF BOATS

(a) No club boat shall be taken out without the specific permission of the Captain, a Deputy Captain, a Club Coach, or two members of the Committee.

(b) The Captain and Vice-Captain will allocate Club boats and blades to squads either on an exclusive, priority or shared basis. In the case of shared boats he/she will allocate primary responsibility for the boat to one squad or their coach. Squad coaches have responsibility for making rigging adjustments to the boats allocated to their squad.

(c) Shared equipment may not be stored or set up in such a way that it cannot easily be used by others. All shared boats taken out shall be returned within a reasonable time.

4 - SELECTION OF CREWS

The selection of Members to form crews, whether for practise purposes or to compete at open regattas or events or in Club races, shall be vested in the Captain or his representative.

5 – DISPUTES

Coaches should report any disputes within their squads (including those concerning decisions they may have made) to the Captain even when the dispute may have been resolved amicably. Any disputes that cannot immediately be resolved by the coach or Captain will be referred to the Rowing Sub-Committee and must follow the Club dispute procedure as appropriate.

6 – ROWING SUB-COMMITTEE

The committee shall at the committee meeting after each Captain's general meeting appoint a Rowing Sub-Committee (RSC) comprising three members on an annual basis. The members should represent the Junior, Senior and Masters squads and be elected on the basis of their ability to deal with issues dispassionately and without prejudice. No member should be a squad coach.

The RSC will liaise regularly with the Captain to ensure that the squads are being run and coached according to the Club's guidelines and organise meetings to discuss any issues.

The RSC may be called upon by the main Club Committee to intervene or mediate in disputes that cannot be equitably resolved by the Captain and coaches themselves. This should be in a manner that is consistent with the Club Charter and Coach's Terms of Reference. Recommendations should be made to the Club Committee if necessary.

7 - PAYMENT OF REGATTA ENTRANCE FEES, ETC.

The payment of entrance fees shall be borne by those Members competing and the expenses of cartage of boats or crews for Henley Royal Regatta, and such other regattas as may from time to time be determined by the Committee, shall be borne by the Club or by the Members, or a share borne by each, at the discretion of the Committee.

8 - DUTIES OF STROKE OF CREW

The Member rowing stroke of any crew shall be the captain of such crew for the time being, subject to the control of the Club Captain or his representative, and such Member shall collect and be responsible to the Treasurer for all entrance fees and other monies that may be payable by his crew in respect of any Club or other races.

9 - DAMAGE TO CLUB PROPERTY

(a) Every Member shall make good, at his own cost, any damage to a boat or other property of the Club caused by himself or any visitor introduced by him, but the expense of all accidental damage shall be borne by the Club if the Committee be satisfied that no blame attaches to the Member or visitor causing such damage.

(b) Every Member shall forthwith report to the Captain, Deputy Captain, or a Member of the Committee any damage done to any boat or other property of the Club while in his use.

10 - HONORARY HOUSE STEWARD

The Member of the Club elected at the Annual General Meeting to act as Honorary House Steward, shall be responsible for the management of the purchase and provision of intoxicating liquors and other bar supplies to Members and visitors under the control of the Committee.

10 - PAYMENT OF EXPENSES INCURRED ON CLUB PREMISES

All expenses incurred by Members for meals or other refreshments shall be paid by them before they leave the Club premises, and no account shall be opened for any Member. If any expenses so incurred shall remain unpaid for a period of eight days, the Committee shall have the power to suspend the Member in default from the use of the Club until payment by him of such expenses.

12 - LOCKERS

The Committee shall from time to time fix the charges for the lockers in the Club Dressing Room, and the use of such lockers shall be subject to the control of the Club Secretary, to whom application shall be made by Members desiring to have the use of such lockers.

13 – BUILDING SUB-COMMITTEE

The Committee will appoint a Building Sub-Committee. Their remit will be as below:

The Building Subcommittee shall manage the maintenance, security, safety and hire of the boathouse building. It shall consist of not less than three members, at least one of whom shall be an elected member of the Club Committee. The subcommittee will report to the club committee at the monthly meetings. It will consult with the Captain on operational matters and with the Safety Officer on matters relating to safety.

14 - REMOVAL OF CLUB PROPERTY

Members shall not remove from the Club premises any newspapers, pamphlets, stationery or other article, the property of the Club.

15 - MANAGEMENT OF CLUB RACES, ETC.

The management of all Club races, regattas and other events given in the name of the Club shall be vested in the Committee.

16 - BOAT RACK FEE

All privately owned boats stored at the Club are liable to a Rack Fee. This fee will be decided by the Committee from time to time and will be payable annually on the same basis as subscriptions. Any boat stored for less than one year will be liable to Rack Fees at a pro-rata rate and this fee must be paid upon request from the Treasurer.

Any Member wishing to store a privately owned boat at the Club must first obtain the permission of the Committee.

17 – FIRE SAFETY POLICY

Walton Rowing Club understands the importance of matters relating to fire safety. All members must make themselves aware of the Club's Fire Safety Policy which is contained in the appendix of the Rule Book and on the Club website. Any member who knowingly breaches this policy may be suspended or expelled in accordance with Rule 9.

In these Rules and Bye Laws words importing the masculine gender include the feminine gender and words importing the singular only include the plural and vice versa.

NOTES

APPENDIX A

Club Charter

Walton Rowing Club exists to encourage rowing and sculling among men and women, boys and girls of all ages.

The club will be inclusive and encouraging of all, with opportunities provided for all wherever our resources permit.

The Club will not unfairly prioritise any group.

The Club will encourage members to meet their personal goals on their own terms.

The Club will aspire to be as competitive as possible across all its squads.

APPENDIX B

WALTON ROWING CLUB JUNIOR MEMBERS (under 18 years of age)

CLUB POLICY REGARDING CHILD PROTECTION

Walton Rowing Club believes that taking part in rowing should be a positive and enjoyable part of children's lives.

We wish to make sure that children are protected and kept safe from physical, sexual and emotional harm while they are with the Club's coaches, helpers and other volunteer members accept the policy and procedures relating to Child Protection and the Protection of Vulnerable Adults as set out by British Rowing. The Club requires all members to accept them as a condition of membership.

The Club's CHILD PROTECTION POLICY requires that a specific person should be nominated as the 'Person in charge'. This person will be appointed by the Committee as a confidant for junior members, who will be able to go to this person with any problems they encounter at the Club and elsewhere involving Club activities.

CHILD PROTECTION OFFICER

All members, on becoming aware of physical, sexual or emotional abuse of children, or allegations of such, should report the matter, in confidence, to the Child Protection Officer.

It was agreed at a meeting of the Committee held on Wednesday, 9th April 2013, that the following person be appointed as the 'Child Protection Officer' until further notice:

Mrs Carol Cornell

THE COACHES' CHARTER

In addition to coaching:

1. Coaches must follow the Club Charter in respecting the rights, dignity and worth of every person, treating everyone equally within the context of the sport.
2. Coaches should always display high standards of behaviour and promote the positive aspects of the sport (e.g. fair play) never condoning violations of the rules.
3. Coaches must place the wellbeing and safety of the athlete above the development of performance. They should follow the guidelines laid down by British Rowing in its Code of Conduct and require athletes within their squads to do the same. All coaches are advised to be a Registered Individual member of British Rowing.
4. Coaches should develop an appropriate working relationship with athletes (especially children), based on mutual trust and respect. They should show fairness and transparency when selecting crews and be prepared to explain their criteria to their athletes and the Captain. Coaches must not exert undue influence to obtain personal benefit or reward.
5. Coaches must represent the Club's best interests in all dealings with athletes, regattas or governing bodies.
6. Coaches should not claim to represent the Club in dealings with British Rowing or any other Club other than as agreed with the Captain or Secretary as appropriate.
7. Coaches should encourage and guide athletes to accept responsibility for their own behaviour and performance.
8. Coaches should aim to obtain, and maintain, the recognised coaching qualifications of British Rowing and other governing bodies. The Club will provide regular training and updates on coaching and related subjects, such as First Aid or launch driving, at no cost to the coach. The Club will also reimburse any out of pocket expenses in line with Club and British Rowing policy. Coaches are encouraged to continue developing their skills and coach within all levels at the Club.
9. Coaches should ensure that the activities that they direct or advocate are appropriate for the age, maturity, experience and ability of the individual athlete.
10. Coaches should at the outset clarify with the athletes (and where appropriate with their parents) exactly what is expected of the athlete and what the athlete is entitled to expect from the coach. A simple contract or agreed outline-training schedule may be appropriate.
11. Coaches should co-operate fully with other specialists (e.g. other coaches, officials, umpires, doctors, physiotherapists, etc.) in the best interests of the athlete.
12. Coaches must never condone the use of prohibited substances.

APPENDIX C -- FIRE POLICY

A. Avoiding fires

1. No smoking is permitted anywhere in the building or within 2 metres of the building.
2. Launch fuel tanks must be filled in the open air and must be stored within the bund-wall area provided in the sculling-boat shed.
3. Paint thinners, fibreglass resin hardener and similar materials must be kept stoppered when not in use and stored in a locked cupboard.
4. Portable electrical appliances must have been safety tested (PAT tested) before regular use within the club. Any devices that have not been tested must be removed from the club when the owner leaves.
5. The boathouse, changing-rooms and areas surrounding the club must be kept tidy and free of accumulations of flammable material. The cleaners are instructed to remove any piles of material and dispose of them.

B. Fire precautions

6. Escape routes are marked on the drawings below. These routes must be kept clear of obstructions at all times. The two fire doors fitted with crash-bars must not be blocked or locked at any time.
7. Fire doors must be kept closed and may not be chocked open at any time.
8. Fire doors must be kept closed and may not be chocked open at any time. Some doors are fitted with "Dorgard" closers which close automatically when the fire bell sounds. The kitchen shutter must also be kept unobstructed must also be left unobstructed as this will also close in case of fire.
9. The Club has an effective fire alarm system. All Committee members, coaches and anyone else who is in charge of groups at the club should be aware how to use the control panel; the Safety Officer will arrange periodic briefings.
10. Fire extinguishers are provided in all relevant areas: all members are asked to make themselves familiar with their locations and use. The Safety Officer will arrange periodic briefings for coaches, who in turn should brief their crews.
11. The Safety Officer and Committee shall carry out a monthly check of the fire alarm, emergency lighting, fire extinguishers and escape routes.
12. Any member who knowingly disables or obstructs any of these precautions may be suspended or expelled from the Club in accordance with Rule 18.

C. In the event of a fire

13. Any member discovering a fire shall immediately raise the alarm by activating a nearby alarm button.
14. If he or she considers it is safe to do so, the person discovering the fire may attempt to put it out using a fire extinguisher or blanket close by.
15. On hearing the alarm, other members and guests shall evacuate the building. Escape routes are shown on the drawings below. The assembly point is Miskins Wharf, on the towpath upstream of the Club.
16. The following will take charge:
 - a. The Safety Officer (if present)
 - b. In his or her absence, the most senior coach present
 - c. If there is no coach present, a club member shall take charge by donning the high-visibility waistcoat located inside the gym, behind the fire alarm control panel.
17. This person shall
 - a. contact the emergency services, using the phone in the gym or a mobile phone
 - b. advise security in the BP depot
 - c. ascertain, as far as possible, who was in the building and conduct a roll-call once everyone is at the assembly point.
18. No person shall re-enter the building until the emergency services have confirmed that it is safe to do so.
19. A full report of any fire incident (whether or not the emergency services were called) shall be recorded in the incident register and online at www.britishrowing.org

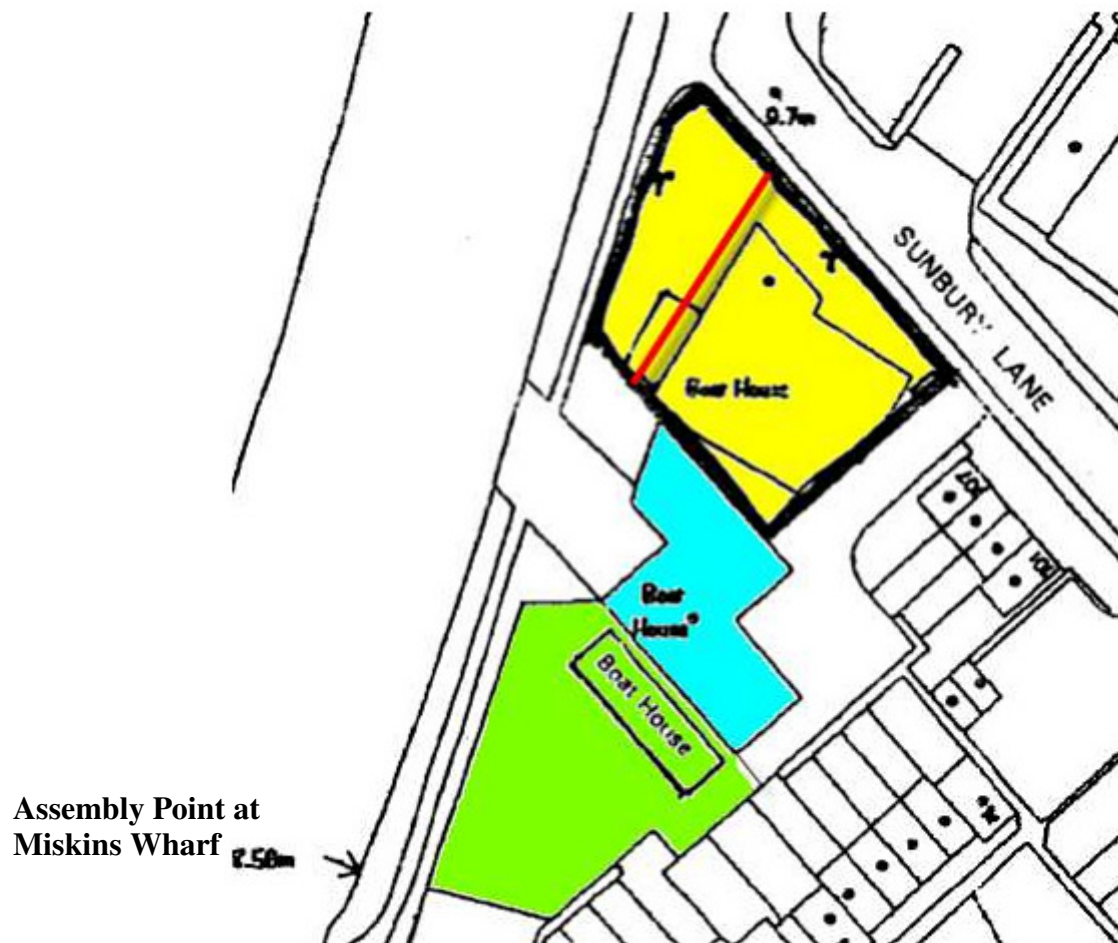


Figure 1 – Assembly Point

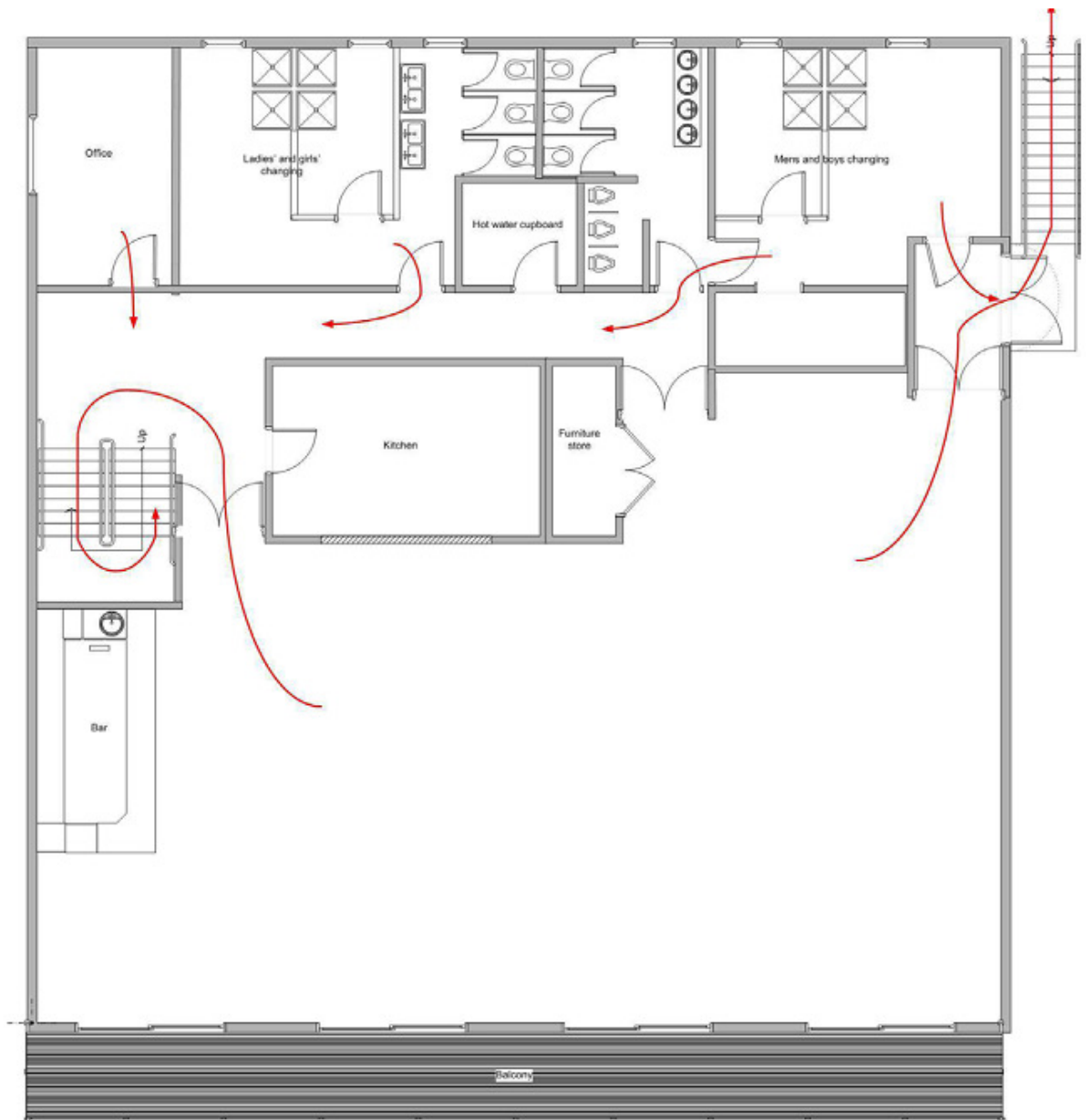


Figure 2 Escape Routes Upstairs

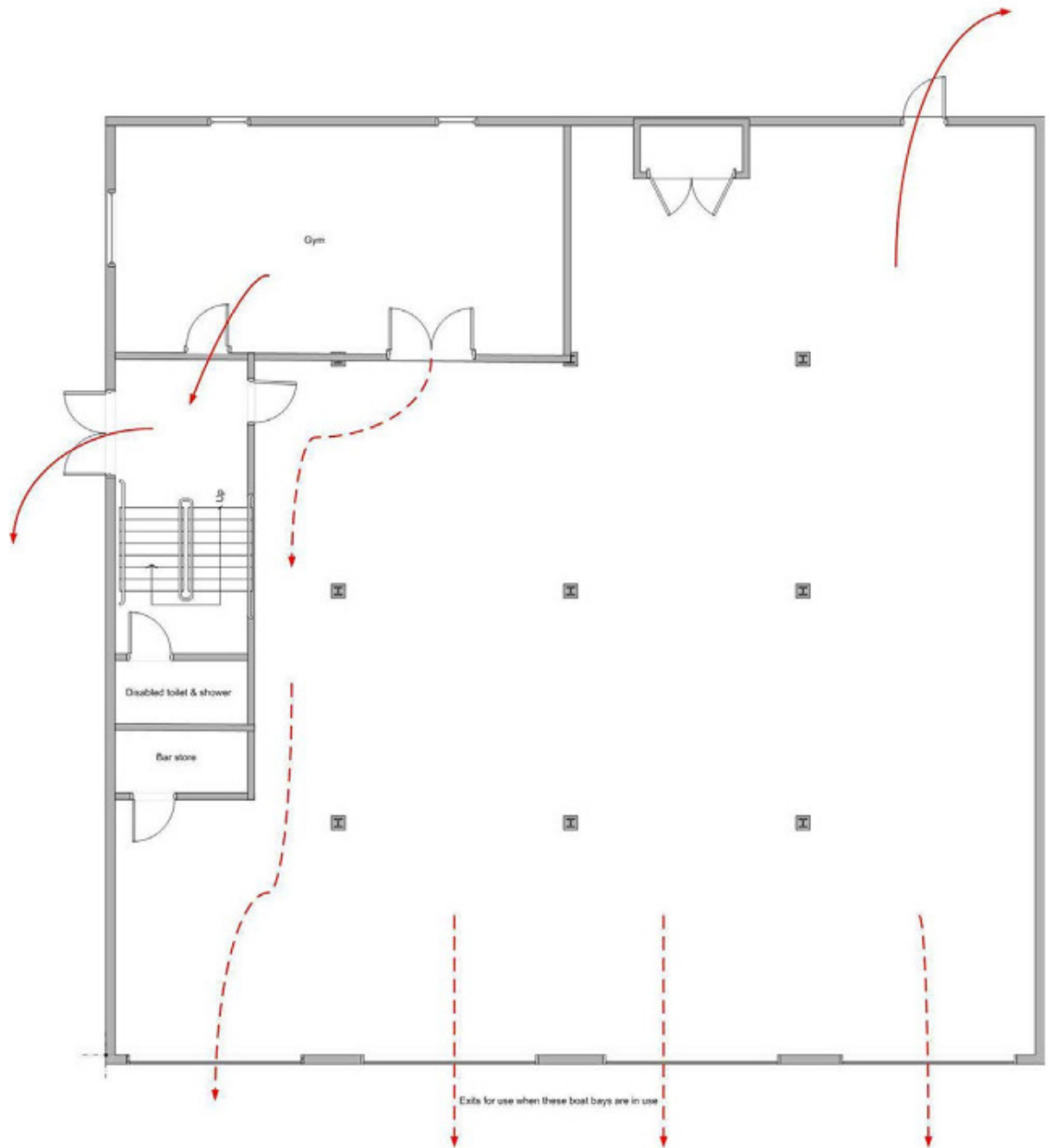


Figure 3 Escape Routes Downstairs

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