

WALTON

ROWING CLUB



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RULE BOOK

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(Adopted by online AGM on 27th March 2020.)

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INTERPRETATION OF THE RULES

1. The following definitions are used in these rules and bye-laws:
 - a. Adult Members – means those Members who are 18 or over.
 - b. Articles – means the articles of association of the Club.
 - c. Byelaws – means the byelaws of the Club that the Committee may amend, pursuant to Rule 29.
 - d. Club – means Walton Rowing Club Limited, a company limited by guarantee with company number 12404212.
 - e. Committee – means the committee of the Club comprising the Directors, Named Committee Members and Ordinary Committee Members, which shall be responsible for the day to day running of the Club.
 - f. Director Meetings – means a meeting of the Directors, which is separate from a meeting of the Committee.
 - g. Directors – means the directors of the Club.
 - h. General Meetings – means a meeting of the Members.
 - i. Members – means the members of the Club (being those members who have agreed to guarantee the debts of the Club (up to £1 each) as set out in the Articles. ‘Membership’ shall be construed accordingly.
 - j. Ordinary Committee Members – means those Committee members who are not Directors nor Named Committee Members.
 - k. Named Committee Member – means a Committee member who is not a Director but who has a title, being the: Captain, Deputy Captain(s), Deputy President and House Steward.
 - l. Rule(s) – these rules of the Club, which may be amended from time to time by a resolution of the Members (and not just the Adult Members) pursuant to Rule 29.

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

RULES OF THE CLUB

1 - NAME OF THE CLUB

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

2 - OBJECTS OF THE CLUB

The objects of the Club are to promote rowing and sculling in accordance with the Articles.

The Club shall observe the rules of British Rowing.

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, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

4 - REGISTERED ADDRESS OF THE CLUB

The headquarters and registered office of the Club shall be until further notice at THE BOATHOUSE, SUNBURY LANE, WALTON ON THAMES, SURREY, KT12 2JA, and all communications shall be addressed thereto.

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 Directors shall manage the Club's affairs, but they may delegate their powers in accordance with the Articles to the Committee or otherwise. The Directors shall ensure that adequate and appropriate public or civil liability insurance is in place to cover all the activities of the Club, the Committee, any sub-committees 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 against any other claims arising from their membership or activities on or off the river, and by becoming Members of the Club they agree to this.

All 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 eight classes of membership, namely: **FULL MEMBERS, JUNIOR MEMBERS, STUDENT MEMBERS, HOLIDAY MEMBERS, SOCIAL MEMBERS, LIFE MEMBERS*, HONORARY LIFE MEMBERS AND TEMPORARY MEMBERS**, of whom there shall be not less than twenty-five in aggregate.

Full Members are those 18 years old or over who are not eligible for Student Membership.

Junior Members are those who were under the age of eighteen on 1st January; those who reach their 18th birthday remain Junior Members for the remainder of the subscription year but are entitled (from their 18th birthday) to vote as Full Members.

Student Members are those who are undergraduates of any recognised university or place of learning up to the age of 23 years.

Full, Junior and Student Members are entitled to all privileges of the Club, save that Members under the age of 18 do not have full voting rights at the annual General Meeting, as set out in the Articles (but they do have the right to take part in Committee elections).

Holiday Members are those who are members of a school or university rowing club and normally row or scull for that club during term-time. The use of Club equipment by such Members is restricted to that specifically agreed with the Captain or a Deputy Captain. Holiday Members are not entitled to vote at Member meetings.

Social Members are entitled to all the privileges of the Club, including voting at Member meetings, 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.

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.

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 that Temporary Members may not vote at or attend Member meetings.

The Secretary shall keep a register of the names and addresses of the Members.

(* The option of LIFE MEMBERSHIP was discontinued following the March 1990 Annual General Meeting. Life Members elected prior to this meeting remain Life Members with the same rights as Full Members.)

7 - APPLICATION FOR MEMBERSHIP

An applicant for Membership shall complete a Membership Application Form in the form set by the Committee. Such an application shall require the applicant to agree to guarantee £1 of the Club's debt in the event of the Club becoming insolvent and to confirm that the applicant has had the opportunity to review these Rules and the Articles.

In accordance with the Articles, the Directors shall be entitled to refuse an application for membership. In doing so the Directors shall provide in writing full reasons for their decisions and the applicant will be granted the right of appeal to the Committee. For this purpose, the Committee will include the Directors as well as the rest of the Committee. Any such appeal should be made in writing to the President and will be heard within 28 days receipt of such request.

8 – CESSATION OF MEMBERSHIP

In accordance with the Articles, any Member violating any of the rules or regulations of the Club, or

being adjudged guilty of unsatisfactory conduct may, by resolution of the Directors, be suspended or expelled. Any Member so suspended or expelled may appeal to the Committee. For this purpose, the Committee will include the directors as well as the rest of the Committee. Any such appeal should be made in writing to the President and will be heard within 28 days receipt of such request.

9 - CHANGE OF MEMBERSHIP

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

10 - 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 **SOCIAL MEMBERS**.

HOLIDAY MEMBERS, AFFILIATED MEMBERS and **TEMPORARY MEMBERS** are not liable to pay an Entrance 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 following year at a General Meeting. 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.

Members must complete a Direct Debit in favour of the Club within 14 days of their membership application being accepted, unless otherwise agreed by the Committee. A member who is in arrears by one month or more shall receive a formal warning from the Club and if he remains in arrears for three months or more shall cease to be a member of the Club, unless otherwise agreed by the Committee.

11 - 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.

12 - 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 and having confirmed the intention to resume membership, he shall be liable for the current year.

13 - 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.

14 - RESIGNATION OF MEMBERS

A Member may withdraw from Club Membership by giving seven days' (or more) written notice to the Secretary and Membership shall be terminated as set out in the Articles. A Member withdrawing from Membership shall not be entitled to any refund of subscriptions paid.

15 – 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 President. The President, acting together with the Committee to the extent the President considers fit, 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.

16 – DIRECTORS AND COMMITTEE

The Directors shall consist of:

- (a) the President;
- (b) the Treasurer;
- (c) the Secretary;
- (d) at least two and up to four other 'non-executive' directors (who may or may not otherwise be Committee members) as the Adult Members may elect; and

the Committee shall consist of:

- (a) the Directors;
- (b) the Deputy President;
- (c) the Captain;
- (d) the Deputy Captains;
- (e) the House Steward; and
- (f) not less than five nor more than twelve other Members.

who, with the exception of the Captain and Deputy Captains, as provided in Rule 25, shall be elected by secret ballot (or in the event of there being only one candidate nominated for any office, by a show of hands), of the Members entitled to vote at the annual General Meeting in every year, having been proposed and seconded before the commencement of such meeting.

The President, Treasurer and Secretary may choose not to become Directors (but shall, nonetheless, remain members of the Committee) provided that the Club shall have at least three directors in office.

17 – LENGTH OF SERVICE

No Committee member (excluding the Directors) may hold any elected office for more than three consecutive years. However, in the event that no one can be found to replace a Committee member at the end of three years they may stand for one further year with the agreement of the Committee. This rule shall not prevent a Named Committee Member from standing for election in a different

role or as an Ordinary Committee Member or Director, and nor shall it prevent an Ordinary Committee Member standing as a Named Committee Member or Director. 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.

18 – PRESIDENT, VICE PRESIDENTS AND PAST PRESIDENTS

THE PRESIDENT will preside at all General Meetings and Director 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 who are not otherwise members of the Committee may attend Committee meetings in a non-voting capacity.

19 - 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 a majority of the Committee; such Members will be deemed Deputy Captains. There shall not be more than three Deputy Captains in office at any one time.

20 – ROLE OF DIRECTORS AND COMMITTEE

The general management of the affairs of the Club shall be entrusted to the Directors who may delegate their powers and responsibility in accordance with the Articles to the Committee.

In the case of any vacancy of a Director, Named Committee Member or any other casual vacancy caused by resignation or otherwise of a Committee Member, 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.

21 - GENERAL MEETING

The annual General Meeting of the Club shall be held not later than 31 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 Directors and Committee of the Club, with the exception of the Captain (and Deputy Captain).

22 - SPECIAL GENERAL MEETING

A special General Meeting of the Club shall be held whenever required by the Committee or by not

less than ten percent of the Adult 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 a General Meeting shall be called on at least 14 and not more than 56 clear days' written notice indicating the business to be discussed and (if any resolutions are to be proposed) setting out the terms of the proposed resolutions.

23 - NOTICE OF MEETING

Not less than fourteen days' notice in writing shall be given to a Member of every General Meeting whether annual or special.

24 - CHAIRMAN

Unless otherwise agreed by a majority of the Directors, 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 Adult Members at the Meeting.

25 - VOTING

Voting at General Meetings shall take place in accordance with the Articles, each Adult Member (save for Temporary Members and Holiday Members) having one vote, whether voting in person or by proxy.

Junior Members may vote (whether in person or by proxy) in relation to the appointment of the Committee and such other issues as the Committee may determine (but not in relation to the Articles or any amendments thereto).

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

26 - QUORUM

At General Meetings, twenty-five Adult Members shall form a quorum (whether in person or by proxy) and at Committee meetings nine Committee members shall form a quorum. If at any Committee 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 Committee members present at such adjourned meeting shall form a quorum.

27 - BAR

The Bar may be open for the sale of intoxicating liquor during the hours specified by the Licensing Justices, and subject to any restrictions imposed by the licence, which shall be displayed prominently in the Bar.

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.

No Member shall receive any commission or personal benefit from the supply of beers, wines or

spirits at the Club.

28 - 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 (including Junior Members) present at any annual or special General Meeting provided that fourteen days' notice be given of the intention to propose the same.

If there is a conflict between these Rules and the Articles, the Articles shall prevail.

29 - BYE LAWS

The Committee shall have the power to make from time to time such Byelaws and regulations consistent with the Rules and Articles as they shall think necessary.

30 - POLICIES AND CODES OF CONDUCT

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

The Club shall follow all policies of British Rowing in relation to Safety (Rowsafe), Disciplinary Procedures, and the British Rowing Code of Conduct.

These policies and procedures, as published on the British Rowing website and as updated from time to time, form part of the Club's policies and operating procedures; where there is a conflict between these Rules and the relevant British Rowing policy or procedure, the latter shall prevail.

31 - DISSOLUTION

In accordance with the Articles, if, upon the winding up or dissolution of the 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 distributed in accordance with article 5 of the Articles.

For so long as these Rules remain unaltered, there shall be a presumption that the distributable amount shall be given to The Rowing Foundation (Registered Charity No. 281688).

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 British Rowing 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 Captain. 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 Deputy-Captain(s) 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 practice purposes or to compete at open regattas or events or in Club races, shall be vested in the relevant squad coach, or to 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 may at the Committee meeting after each Captain's general meeting (in July) 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 without prejudice. No member of the RSC 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 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 Committee if necessary.

7 - PAYMENT OF REGATTA ENTRANCE FEES, ETC.

The payment of entrance fees, and the costs of transporting boats to and from regattas, shall be borne by those Members competing. The Committee may from time to time agree to carry all or part of these expenses for Henley Royal Regatta, and such other regattas as may from time to time be determined by the Committee.

8 - 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.

9 - 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.

11 – BUILDING SUB-COMMITTEE

The Committee will appoint a Building Sub-committee (BSC).

The BSC 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 Committee. The BSC will report to the Committee at the monthly meetings. It will consult with the Captain on operational matters and with the safety officer on matters relating to safety.

12 - REMOVAL OF CLUB PROPERTY

Members shall not remove from the Club premises any property of the Club.

13 - 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.

14 - 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.

15 – FIRE SAFETY POLICY

The 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 8.

NOTES

APPENDIX A: CLUB CHARTER

The 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: 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

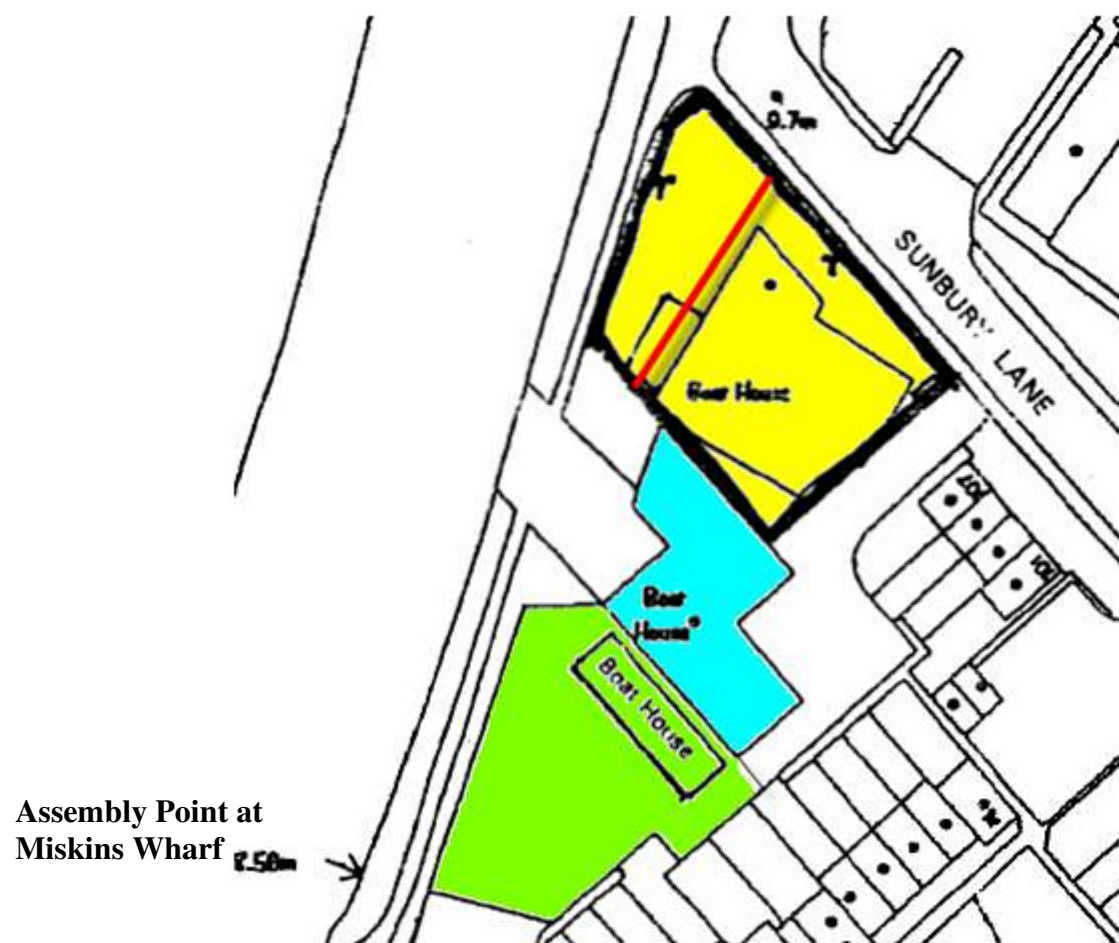


Figure 1 – Assembly Point

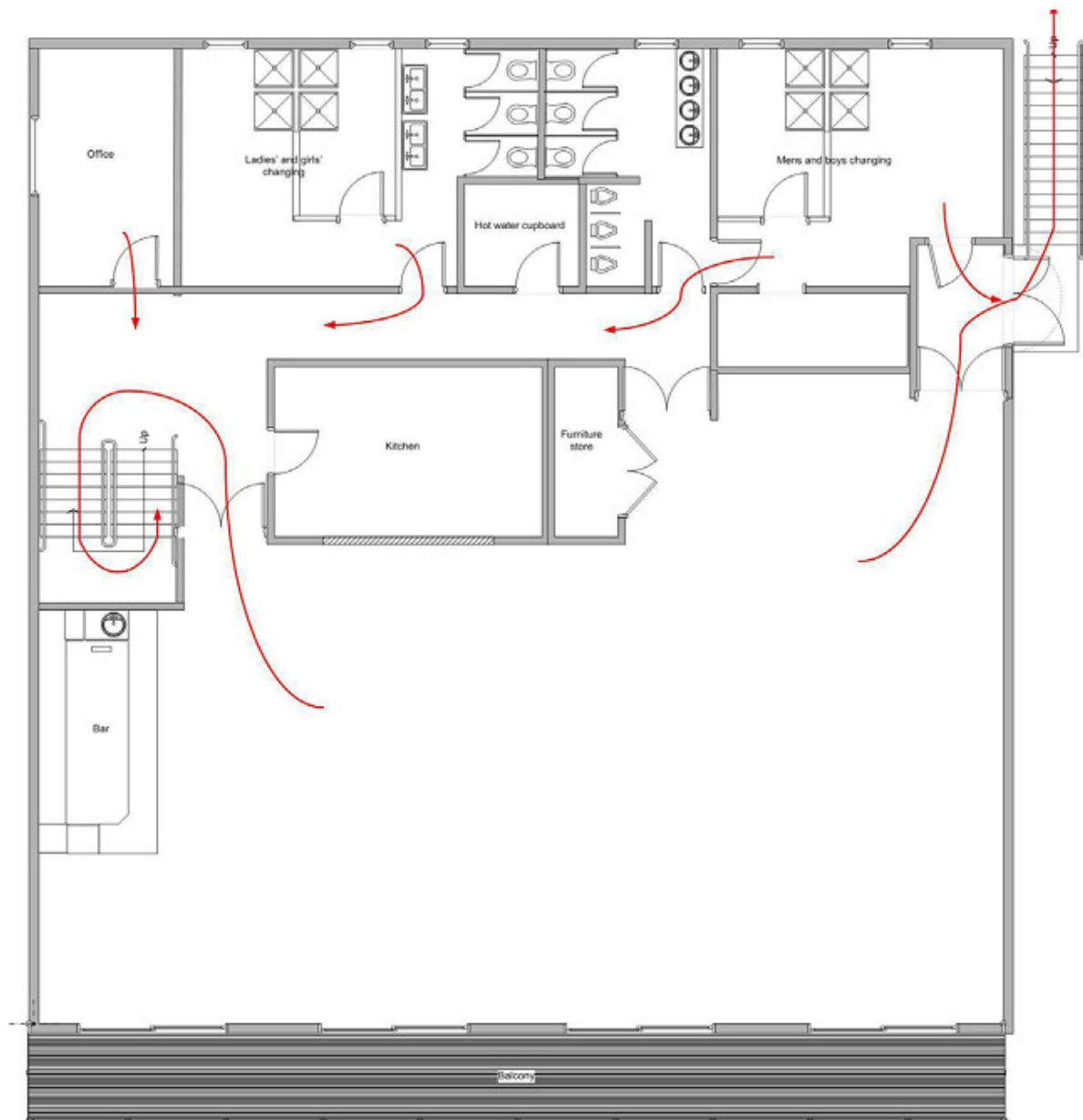


Figure 2 Escape Routes Upstairs



Figure 3 Escape Routes Downstairs

NOTES