

# TEES ROWING CLUB RULES – 2008

(Incorporating amendments up to and approved at the AGM held on 21<sup>st</sup> February 2008)

## NAME AND OBJECTS

1. The Club shall be called the Tees Rowing Club and is constituted for the purpose of providing, maintaining and improving facilities which will enable all members of the local community to take part in the sport of rowing. The Club shall encourage increased participation in the sport, with the objective of promoting enhancements in recreational use of the River Tees; and the health, fitness and wellbeing of members.

## CLUB COLOURS AND BADGE

2. The colours of the Club shall be sky blue and maroon. Oar blades shall be sky blue tipped with maroon.

The Club badge shall be:



- (i) a shield emblazoned with subjects from the Middlesbrough, Stockton and Thornaby Town Arms as follows: - " Party per fess, argent: in chief, surmounted by an anchor or overall a castle, the portcullis raised proper; below three ships in full sail, or sails of the first in base a barry of nine gules and argent; a chief engrailed of the second, thereon three torteaux."
- (ii) Crossed oars behind with Club colours on the spoons
- (iii) A banner beneath with the legend "TEES ROWING CLUB"

## PROPERTY OF THE CLUB

3. All freehold land and buildings thereon belonging to the Club shall be vested in Trustees upon Trust for members of the Club in accordance with the rules thereof. The Trustees shall deal with such property, as the committee shall from time to time direct. Trustees shall be elected from time to time by majority vote in general meeting.

All other property and funds belonging to the Club shall be vested in the committee.

## ADHERENCE TO ARA

4. The Club shall observe and follow the Rules and the Water Safety code of the Amateur Rowing Association. The club also produces a supplementary local Safety Code, which is to be followed by all rowers and coaches.

## **MEMBERSHIP**

5. The Club shall consist of Full members, junior members, social members, student members and life members. A student member shall be a person who is in full time education. The maximum number of years for student membership is five. Categories of monthly member and distant student members shall also exist. Such members shall have no voting rights nor may they hold executive office. A monthly member shall be a new member to the Club who has not yet decided whether to become a full member of the Club. The monthly membership shall only last for a maximum of 3 consecutive months. Distant student members are students resident on Teesside but only home during university vacation. They shall only be entitled to use the Club facilities during university vacations. A social member shall not be entitled to row or use other Club fitness equipment without the permission of the Captain. Life members shall consist of those such persons as the Club in general may elect and will include those persons who were Vice Presidents at the time of the 2001 AGM.

Life members that wish to row or use Club facilities will be liable to pay the appropriate member's fee. Non-rowing life members will be exempted from any subscription payment. Junior members shall pay a subscription as a J13 if they are under the age of 13 on the first day of September preceding the Subscription Year. The J18 rate applies if the member is over 13 years old but less than 18 years of age on the first day of September preceding the Subscription Year.

All members shall submit to the rules and by-laws of the Club and shall accept as final the committee interpretation thereof and the committee's or Club's decision thereon. All members, and parents of junior members, are required to read and sign to indicate they accept and will follow:  
ARA Policy on Safeguarding and Protecting Children  
ARA Water Safety Code  
Tees RC Safety Code  
Tees RC Anti-Bullying Policy

All members must respect the rights, dignity and worth of all participants, regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity. They must respect club, competition and other officials and their decisions. They must show consideration for the safety and welfare of rowers, coaches, coxes, volunteers, other river users, parents, spectators and the general public. They should follow any additional codes of conduct, such as the Junior Charter for Juniors, Parents and coaches, and the Sports Coach UK Code of Conduct.

All members except monthly members and distant student members shall be entitled to vote at General meetings. All members except juniors, monthly members and distant student members shall be entitled to be eligible for Club offices.

All members shall be entitled to use Club equipment, however the Captain has the right to decide upon boat and equipment allocation and his decision shall be final. Any person ceasing to be a member of the Club or not paying their due subscription shall forfeit all right to or claim upon the Club, its property or funds.

No member shall use any of the Club's boating equipment unless able to swim, or wears an appropriate buoyancy aid determined in a risk assessment carried out by the coach in charge. The committee shall have the right to require any member to submit to a swimming test.

## **ELECTION OF MEMBERS**

6. Candidates for election to membership should complete the Club membership form and send it to the Treasurer. Such applications shall be considered at the following Club committee meeting and admission to membership shall be granted if a majority of the committee members present vote in favour. The annual subscription shall be due at the time of election, and should be paid within fourteen days otherwise the election may be declared void.

Candidates for Membership may use the full facilities of the club in the interval between their proposal and election, Candidates whose applications have been refused or whose elections have been declared void may not be reconsidered for membership until twelve months have elapsed. Such persons shall not use any of the facilities of the club until membership has been granted.

## **ANNUAL SUBSCRIPTION**

7. The annual subscription shall be such a sum as may be decided from time to time by the members in general meeting and shall fall due immediately after the AGM in any year, and shall be paid by the 31<sup>st</sup> March in that year unless other arrangements are agreed by the member with the Treasurer. A quarterly sliding scale of subscription rates will be applied for members joining part way through the year.

Notice of subscriptions not paid by 1st May shall be posted on the Club notice board as soon as possible thereafter. Members who are still in arrears by 1st June shall be disbarred from all the privileges of membership until such payment is made. Any member whose subscription or any other liability remains unpaid for 12 months shall be declared a defaulter by the committee, he shall be so informed in writing and his name shall be published on the Club notice board. Every member declared a defaulter shall cease to be a member of the Club unless the amount due is paid within one month of the declaration.

## **RESIGNATIONS**

8. Members wishing to resign shall give notice in writing to the Secretary before the AGM or they shall be liable for the current year's subscription.

## **EXPULSION AND SUSPENSION**

9. The committee may, for reasons that it considers adequate, expel any member from the Club or suspend any member from the privileges of membership, for such a period as it may direct. No member may be expelled or suspended without first being summoned before the committee to explain his conduct, nor unless a majority of the committee present vote in favour of the expulsion or suspension.

Every member so summoned shall receive at least seven days notice in writing from the Secretary, and if he chooses not to appear, his case will be considered in his absence. Any member so expelled shall not be eligible for re-election nor shall he be entitled to any refund of his membership subscription. A suspended member shall remain liable to pay his membership subscription. Notice of expulsion or of suspension shall be posted on the Club notice board for the duration of their suspension.

## **OFFICERS OF THE CLUB AND COMMITTEE OF MANAGEMENT**

10. The officers of the club shall consist of: -  
A President, Captain, Honorary Treasurer, Honorary Secretary, Safety Advisor, Facilities Manager and Publicity Officer. The Committee for the general management of the club shall consist of the Officers, two Vice Captains, an Honorary Assistant Treasurer, an Honorary Assistant Secretary, an Honorary Boat Warden, a Coaching Coordinator, up to two Ordinary Committee Members; and in addition any Life Members may be elected onto the committee.

A Director of the Tees River Users Trust Limited will be appointed by the club to represent the club's interests. The Director, who must not have been disbarred from holding such positions, must be an Officer or life member of the club, and the members, at the subsequent Annual General Meeting, will confirm any such appointment made by the committee of management.

All officers and committee members shall hold office from the time of their election until the Annual General Meeting next after their election. Office holders and committee members shall be eligible for re-election to the same or any other position in the succeeding year. The President shall not be eligible for re-election in the year following his/her third consecutive year of office.

## **DUTY OF OFFICERS**

11. The Captain, or in his absence the Vice Captains shall have the control over the composition and management of any crew that rows in a Club boat, and subject to any resolution of the committee, over all matters affecting rowing. In the absence of the Captain and the Vice Captains any member of the Club authorised by the Captain may act in his place. Entries at regattas may be made only on the authority of the Captain.

The Honorary Treasurer assisted by the Honorary Assistant Treasurer shall have custody of the funds of the Club and shall disburse them in accordance with the directions of the Committee. He shall maintain a record of all financial transactions, and hand this to the Accountant appointed to prepare the Club's accounts in good time. He shall present the accounts of the accounts of the Club for the preceding year and shall, when called upon to do so at the General Meeting, give members any information requested regarding the finances of the Club. The accounts shall be open to inspection at all reasonable times at the request of any member of the Club. He shall keep the Committee informed of the current financial status of the Club. He shall ensure that the Club carries insurance to cover liability to third parties, damage to club equipment, and member-to-member cover. He shall ensure that the Insurance premiums and other sums due are paid in full and on time.

The Honorary Secretary, assisted by the Honorary Assistant Secretary, shall record proceedings of all meetings of the Club or committee in minute books kept for the purpose. He shall, under the direction of the committee, conduct the correspondence and other appropriate business of the Club. He shall, at all reasonable times, allow members access to the minutes of general or committee meetings and shall, when caused upon to do so at any general meeting, give the members any relevant information regarding the business of the Club.

The Facilities Manager, assisted by the Honorary Boatwarden, is responsible for advising the Centre Manager of alterations or repairs to the structure of the Building and to the TRC committee on repairs required to boats and other rowing equipment and for carrying out, or otherwise arranging to be carried out, repairs according to the committee's instructions.

The Committee shall have the power to decide the roles and responsibility of other Club officers and shall seek confirmation at a general meeting.

## **ELECTION OF OFFICERS AND COMMITTEE**

12. Only full members, student members, social members and life members may be elected as officers or committee members of the Club. Nomination for election shall be made by two other full, student, social or life members and delivered in writing, together with the written consent of the nominated member, to the Honorary Secretary before the AGM.

Nominations may also be made by two full, student, social or life members at the Annual General meeting, provided the nominated member is present and gives his/her consent. If the number of vacancies to be filled is greater than the number of candidates nominated or if in the opinion of the committee any member is specially qualified to fill any particular office, the committee may nominate a member for election provided notice of such nominations is given in the notice convening the Annual General Meeting. Casual vacancies among the officers and Committee (other than the President and life members) may be filled by the committee.

## **POWERS AND DUTIES OF THE COMMITTEE OF MANAGEMENT**

13. In furtherance of the Objects of the Club, but not otherwise, the Committee may:
- Provide rowing, fitness and related social facilities, sporting equipment, coaching, training, courses, insurance cover, medical treatment, regatta expenses, refreshments during and after events, and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
  - Sell and supply food, drink and related sports clothing and equipment;
  - Pay for reasonable hospitality for guests;
  - Apply to external funding sources for grants and loans in furtherance of the objects;
  - Employ on such terms and conditions of employment that the Committee will determine, any paid or voluntary worker(s) to assist in the attainment of its objectives;
  - Set aside funds for special purposes or as reserves;
  - Cooperate with other voluntary, community, or statutory organisations, for example by exchanging information and advice;
  - Buy, lease, hire or license boats and sundry equipment as may be commensurate with the Club's resources;
  - Promote the work of the Club and its activities;
  - Raise funds by any lawful means except permanent trading;
  - Do anything else within the law that is necessary in pursuit of its objects.

The Committee shall be responsible for keeping the property and equipment of the Club in a suitable state of repair and insured. The Committee and members acting properly in the course of the running of the Club shall be indemnified against any liability incurred in the proper running of the Club (but only to the extent of its assets).

The Committee shall meet at intervals of about one month at a time and place to be agreed by the members of the committee. A special meeting of the committee shall be called by the Secretary, if requested in writing to do so by three or more members of the committee.

At all committee meetings five shall form a quorum, the President, or in his/her absence the Captain, shall be chairman. The committee, if they think necessary or if required by general meeting of the members, will report their proceedings to such general meeting.

The committee may form sub-committees and standing committees as it sees fit: Such committees shall be responsible to the committee of management and terminate with it. Their members will be appointed by the committee of management at its first meeting after the annual general meeting in each year, or as required. The captain and secretary shall be ex-officio members of all standing committees and may co-opt any person whose co-option must be confirmed at the next meeting of the committee of management.

The Regatta committee shall be a standing committee of the committee of management with the following additional features. The committee of management will appoint an Honorary Regatta Secretary and an Honorary Regatta Treasurer. The Honorary Regatta Secretary shall maintain records of the formal proceedings. The Honorary Regatta Treasurer will keep the accounts of the Regatta Committee and deliver them to the Honorary Treasurer of the Club at the end of each Club year for inclusion in the accounts of the Club.

The Regatta Committee will organise those competitive events, which the Club promotes under the Rules of the Amateur Rowing Association, in accordance with the general directions of the committee of management and will report progress and submit accounts when requested.

## **CHILD PROTECTION PROCEDURES**

14. The Club accepts and abides by the ARA Safeguarding and Protecting Children Policy, published in April 2007, and as may be subsequently amended.
- In accordance with the ARA's Policy, the committee shall appoint: -
- i) A Junior Coordinator, who has gained one of the ARA's Coaching Awards, to be responsible for the Club's juniors on a day to day basis
  - ii) A Club Welfare Officer who is responsible for acting as a source of advice on Child Protection matters, for coordinating action within the Club on receipt of any concerns or referrals, for verifying the identity of individuals completing Criminal Records Bureau Disclosure application forms, and for keeping records of those disclosures.

## **EQUAL OPPORTUNITIES POLICY**

15. The Club will ensure that the talents and resources of all members are utilised to the full and that no member receives less favourable treatment on the grounds of gender, disability, marital status, creed, social class, ethnicity, age or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

## **FINANCE**

16. The financial year of the Club shall end on 30th November, to which date the accounts of the Club shall be prepared by and reviewed by an independent qualified accountant. The accounts of the Club shall be reviewed before being presented to the Annual General meeting. The members at the Annual General Meeting shall appoint an independent qualified accountant for the ensuing year.

The committee shall have the right to use the Club funds to further the Objects of the Club, but no expenditure of more than £500 on any single item shall be incurred unless two thirds of the whole committee of management (excluding the President and life members not elected as officers) have voted in favour of such expenditure, or until the minutes of the committee meeting at which the expenditure was sanctioned have been confirmed.

The Committee shall conduct the Club's financial transactions using one or more bank accounts. Cheques drawn on these accounts shall be signed by any two of three authorised persons, the President, Honorary Treasurer and Honorary Secretary. Money belonging to the Club shall be kept, as far as possible, in the Club's banking account or invested in a lawful manner as directed by the committee.

## **DISTRIBUTION OF PROFITS**

17. In no circumstances can any profit or surplus Income be distributed to members. All such funds shall be reinvested in the Club and used in furthering the objects of the Club.

## **DISSOLUTION**

18. The Club shall not dissolve except by a resolution of a Special General Meeting conveyed for the purpose. In such an event, any surplus assets shall not be distributed amongst the members but to the sport's Governing body, or another CASC or registered charity, with similar objectives, as agreed by the meeting. Where funds have been obtained from funding bodies or schemes whose rules or regulations prescribe that surplus funds should be distributed in a particular manner on dissolution of the Club, the Club shall adhere to those rules or regulations.

## **GENERAL MEETINGS**

19. A General Meeting of the Club shall be held whenever the committee directs and shall be competent to deal with all relevant matters whether or not prior notice has been given.

An Annual General Meeting of the Club shall be held in January or February every year on a date to be fixed by the committee. This meeting shall consider the accounts of the past year ended 30th November. Shall receive reports from the Captain, the Honorary Treasurer and the Honorary Secretary, shall elect Officers and a committee; shall appoint an independent qualified accountant for the ensuing year and shall deal with such other business as may be transacted at an Annual General Meeting.

Notice of the date and purpose of each General Meeting shall be sent by post or e-mail to Club members at least seven days before the date of the meeting and will be displayed on the Club notice board. Such notice should include the names of members for election as officers.

On receipt of a request signed by not less than six full, student, social or life members and specifying the business which such members wish to bring before the Club, the Hon. Secretary shall within seven days issue a notice stating the business and convening a Special General Meeting to be held on a date not less than seven and not more than fourteen days after the issue of the notice.

At any General Meeting ten full, student, social or life members shall form a quorum.

## **VISITORS**

20. Subject to the approval of an officer of the Club, any member may introduce guests to the Club but no person may be introduced more than on five occasions within any 12 months and no member may introduce more than two guests at one time. Such visitors may use the full facilities of the Club but must be supervised by the introducing member who shall be responsible for any Watersports Centre charges incurred or damage that may be caused by his guests.

The following shall not be admitted as visitors: -

- a. Former members who have ceased to be members under Rule 9.
- b. Members under suspension under Rule 9.
- c. Members debarred from the privileges of membership under Rule 7.
- d. Persons who having been nominated have been refused membership under Rule 6.

## **INDEMNITY**

21. Members and Visitors enter the Club premises and take part in Club activities entirely at their own risk, and the Club shall not be responsible for any injury, loss or damage sustained by members or visitors in any way whatsoever in respect of their personal property and shall be liable for the death or personal injury of any member or visitor to the extent only that such death or personal injury is caused by negligence on the part of the Club.

## **DAMAGE TO CLUB PROPERTY**

22. Any member who causes damage to or loss of Club property shall inform the Captain or a Vice Captain as soon as possible. Such damage or loss shall be made good at the expense of the member who causes it, unless the committee agrees to make other arrangements for repair or replacement. Damage to or loss of River Tees Watersports Centre property shall be reported to the Centre Manager, or in his absence the Club Facilities Manager, by the member causing or discovering such loss or damage.

## **HOUSING OF PRIVATE BOATS**

23. Members' private boats may, subject to approval of the committee, be kept in the boathouse on payment of such fees as may be decided by the committee.

## **OWNERSHIP OF PRIZES**

24. All prizes won outright by crews of the Club shall, if capable of fair division become their own individual property. But if incapable of division (as where a single cup or other article constitutes a prize) such prizes shall become the property of the Club.

Trophies won for a limited time and vested in the Club's care may, at the discretion of the Captain, be held by members of the winning crew. Such members shall become wholly responsible for the safe keeping of the trophy.

## **RULES AND BY-LAWS**

25. Alteration to the rules shall be made only on the authority of a General Meeting of the Club and the proposed alteration shall be specified in the notice convening the meeting. Alterations shall only be valid if a majority of the members present at the general meeting vote in favour.

The committee shall have power to make and enforce such by-laws as they consider necessary but no by-law shall be valid which is contrary to any of these rules. By-laws may be cancelled by a majority of votes at a general meeting and such cancelled by-laws may only be re-imposed at a subsequent general meeting.

A copy of the Rules and By-laws shall at all times be posted on the Club notice board.

## **POLICIES**

26. The policies listed above and forming part of these rules are:  
ARA Safeguarding and Protecting Children, April 2007. Available in the British Rowing Almanack, on the ARA website, and as a booklet from the ARA.  
Tees RC Anti-Bullying Policy, version 1, October 2007  
ARA Water Safety Code, 1994, as subsequently modified (annually). Available in the British Rowing Almanack, on the ARA website, and as a booklet from the ARA.  
Tees RC Safety Code, version 14, 2007.  
Rules of the Amateur Rowing Association. Available in the British Rowing Almanack and on the ARA website.

## BY-LAWS (AS FROM FEBRUARY 2008)

### 1. DRESS

There shall be a single style of clothing to be worn by members representing the Club at regattas, which shall be notified to the ARA. It shall comprise a single pattern of Club vest, maroon in colour with 2 sky blue stripes with similar (maroon) shorts.

### 2. CLUB TIE

All members of the Club shall be entitled to wear the Club tie, which shall be maroon with blue diagonal stripes and gold crossed oars.

### 3. USE OF BOATS.

No boat that is the property of the Club shall be used without the permission of the Captain, or in his absence, a vice-captain.

### 4. POWER TO RESERVE BOATS

The Captain, or in his absence a vice-captain, shall have the power to reserve any boat for the practice and training of selected crews.

### 5. COMMAND OF CREWS

The member rowing at stroke in any Club crew shall have command of that crew, unless otherwise provided by the Captain.

### 6. HOUSING OF BOATS AND OARS

Every crew upon landing from a Club boat shall assist in housing it and its oars in the proper place and manner, unless a waiting crew claims it. All Club boats shall be washed before they are housed.

### 7. LIGHTING UP TIME

No boats belonging to the Club shall be kept out after official lighting-up time, unless a risk assessment for that outing is approved by the Safety Adviser.

### 8. CONVEYANCE OF BOATS AND OARS TO REGATTAS

The member in command of a crew shall make all arrangements for conveyance of boats and oars to and from regattas. Such arrangements shall be submitted to the Captain for approval. Only Drivers authorised in writing by the Safety Advisor will be permitted to tow the Club trailer.

### 9. REGATTA EXPENSES

All entrance fees for crews selected to compete at any regatta, the expenses of conveying the boats and crews to regattas and all other expenses connected therewith shall be paid by the members of the crews unless authorised by the committee to be borne by Club funds.

### 10. ANNUAL SUBSCRIPTIONS AND FEES

Fees for 2007 for existing members are due by 1<sup>st</sup> April 2008

	Normal	Family
Single Adult Member	£297	N/A
Additional Adult Family Member	N/A	£220
Student	£180	N/A
Distant Student Member	£88	
Monthly Member Full	£36 per month	
Monthly Member J18/Student	£26 per month	
Monthly Member J13	£15 per month	
J18 Members	£180	£123
J13 Members	£103	£103
Social	£32	£32
Off Peak	£169	£169
Racking Fee	£160 per boat	

A penalty charge may be made for late payment of fees due by existing club members.

New Club members joining part way through the subscription year shall pay a reduced fee based on the following sliding scale.

April 1 <sup>st</sup>	to June 30 <sup>th</sup>	100%
July 1 <sup>st</sup>	to September 30 <sup>th</sup>	75%
October 1 <sup>st</sup>	to December 31 <sup>st</sup>	50%
January 1 <sup>st</sup>	to March 31 <sup>st</sup>	25%

The Off Peak rate is available for full members who use the facilities only between 9 am and 5 pm Monday to Friday, and do not race.

Arrangements for annual fees to be paid by instalments are available if required and on application to the Honorary Treasurer. Cases of hardship will be considered discreetly by the Honorary Treasurer on an individual basis.

**11. KEY TO BOATHOUSE**

On the authorisation of the Centre Manager, a member shall be entitled to hold a boathouse key. Such keys remain the property of the River Tees Water Sports Centre. Members holding keys shall pay the cost of providing the key.

**12. LOCKING THE BOATHOUSE**

The last member to leave the Boathouse shall ensure that all Boathouse lights and taps are turned off and all boathouse doors are closed and securely locked. The last member leaving the Watersports Centre shall ensure that all windows and internal magnetic doors are correctly closed and locked, that all lights (except the internal entrance security lights) are turned off, that the 1<sup>st</sup> floor external Balcony door is manually locked and the ground floor entrance door is fully closed and secured on the magnetic lock.

**13. REPAIRS TO BOATS**

No member shall carry Maintenance work other than emergency repairs to boats without authority from the Facilities manager or boatwarden.

**14. BOATHOUSE REPAIRS**

No member shall carry out repairs other than essential security jobs, to the Boathouse or the electrical circuits unless authorised by the Centre Manager. When members carry out any work on the electrical system, there must always be at least two persons present in the boathouse.

**15. BOATHOUSE**

- a. No paper or placard shall be exhibited in the boathouse without the sanction of a member of the committee.
- b. In no circumstances shall any member remove, damage or destroy any article belonging to or held in trust by the Club. Any damage shall be promptly repaired at the expense of the member causing it, if the committee so decide.
- c. No member shall smoke in the boathouse or inside the Watersports Centre.
- d. Every member shall use his best endeavours to leave the boathouse as tidy as possible.
- e. No member shall ride a bicycle in the boathouse or bring any wheel driven/powered vehicle into the building.
- f. No dogs shall be admitted into the Boathouse.

**16. PROJECT OARSOME QUADS**

PO Quads (Tees Valley and Teesdale) are for the exclusive use of juniors and Project Oarsome (PO) training sessions. During PO sessions, with the agreement of the Instructor in charge, the crew may contain up to two adults, one sculling and one coxing. These adults should be of a weight commensurate with the boat and crew weight.