CLUB RULES

RULES

The setting of the Club Rules is the responsibility of the Committee. The Committee shall have the authority to establish, change and enforce the Club Rules as it considers necessary. A copy of the Club Rules shall always be posted on the Club Website.

1. CONDUCT OF MEMBERS

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 show consideration for the safety and welfare of rowers, coaches, coxes, volunteers, other river users, parents, spectators, and the public.

2. DEFINITIONS OF MEMBERSHIP CLASSES

Full Member	Any member who does not fall into any of the categories below
Life Member	A member who the Club in General Meeting may so elect. A Life Member who wishes to row or use Club facilities must pay the appropriate fee. Non-rowing Life Members will be exempt from any subscription payment.
Junior Member (Under 18)	Over 13 years but is less than 18 years of age on the first day of September preceding the subscription year.
Junior Member (Under 13)	Under the age of 13 on the first day of September preceding the subscription year
Student Member	A member who is in full time education. *(Proof may be requested at any time by officers or the membership secretary of the club)*
Distant Student Member	A student resident local to Tees Rowing Club (TRC), but only resident during university vacations. Such a member shall be entitled to use the Club facilities only during university vacations, has no voting rights and may not be a Club Officer
Monthly Member	A member who is new to the Club and who has not yet decided whether to take up full time membership. Three consecutive months is the maximum for monthly membership. Monthly members shall have no voting rights, nor may they be a Club Officer.
Off Peak Member	A member who is entitled to use the Club facilities between the hours of 9am and 5pm from Monday to Friday (inclusive) and between 1pm and 5pm on Saturday and Sunday. By exception Off-Peak members may use Club facilities at other times with permission of the Captain.
Social Member	A member who can use the Club social facilities but shall not be entitled to row or use other Club fitness equipment without the permission of the Captain.
Rehabilitation Member	Allows members to use the gym and facilities whilst recovering from injury or medical condition for a minimum period of 2 months.

Temporary Member	A participant on a learn to row (L2R) course or a guest introduced by a member and who is approved by an Officer of the Club in accordance with Rule 15, whether or not issued with a guest pass. Three consecutive months is the maximum for temporary membership. Temporary members shall have no voting rights, nor may they be a Club Officer.

3. OBSERVATION OF RULES, BY-LAWS, AND POLICIES

Applicants for membership and members renewing their membership will abide by the Rules and Policies of the Club and more generally relating to the sport of rowing. All members shall submit to the Rules of the Club and shall accept as final the Committee's 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:

- British Rowing Policy on Safeguarding and Protecting Children
- British Rowing Row Safe Guidance
- British Rowing Code of Ethics and Behaviours
- TRC Safety Code
- TRC Anti-Bullying Policy
- The Club Rules
- TRC and British Rowing Code of Conduct
- Other relevant TRC policies accessible on the TRC website

4. ANNUAL SUBSCRIPTIONS AND FEES

The subscription shall be such a sum as may be decided from time to time by the members in a General Meeting.

Fees will normally be collected by the Club by way of monthly Direct Debit. Members will complete an online website form with their bank details so the monthly Direct Debit can be taken.

For new members (other than Temporary Members), a fee equivalent to one month's fee will be payable on joining the club to cover the period between joining and the first Direct Debit payment being made. Members (other than Temporary Members) may pay their total fees for the year in one single payment by 31st March of that year.

5. MEMBERSHIP – Teesside University

Students at Teesside University will be entitled to use the TRC facilities from October to May. Such students wishing to continue rowing at TRC after 1st November will need to become Student Members of TRC. The list of such student members will be submitted, and payment associated with their membership will be made by the end of that November. If students wish to continue rowing between June and August, they will be charged in line with the Clubs fees agreed at AGM excluding a joining fee. For the avoidance of doubt Tees University students are full TRC Student Members but are permitted to also compete as Teesside University using TRC equipment.

6. UNPAID SUBSCRIPTIONS

A person who has not renewed their membership by paying the appropriate subscription fee before the due date as specified in the Constitution is not entitled to use any of the Club's facilities, equipment or represent Tees Rowing Club in any competition.

Members who are significantly in arrears 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 and shall be informed in writing. 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.

7. CESSATION OF MEMBERSHIP

The process to be followed for the cessation of membership is outlined in the Club's Constitution.

8. RESIGNATIONS

Members wishing to resign shall give one month's clear notice in writing to the Secretary. Payment will then cease at the next practicable opportunity. It is expected that members will normally be members on a continuous basis and specifically it is not permitted to join and resign for convenience, for example being a member in summers only. In such cases membership fees are payable as if membership had been continuous.

9. OFFICERS AND COMMITTEE

The Committee Officer Roles of the Club are:

- The Chair
- The Captain
- The Secretary
- The Treasurer

Other Roles of the Committee may be designated as follows:

- Vice Captains
- Safety Adviser
- Equipment Manager
- Assistant Secretary
- Membership Secretary
- Publicity Officer
- Coaching Coordinator
- Social Secretary
- Junior Coordinator
- Welfare Officer
- Up to two Ordinary Committee Members *(roles may encompass the above)*

The President is a figurehead for the Club and will attend and vote at Committee meetings at his/her own discretion. The role of the President is intended to be a ceremonial role.

10. DUTIES OF CLUB OFFICERS

Chair: The Chair will preside at all general meetings of the Club and at all meetings of the Committee and shall be responsible for guiding the activities of the Club in accordance with its general policy as expressed by the majority of members. The Chair shall represent or arrange for the representation of the Club at British Rowing regional level and at meetings of other organisations.

Captain: The Captain, or in the Captain's 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 the Captain's place. Entries at Regattas and Head races may be made only on the authority of the Captain.

Secretary: The Secretary (assisted by an Assistant Secretary), shall record proceedings of all meetings of the Club or Committee. The Secretary shall, under the direction of the Committee, conduct the correspondence and other appropriate business of the Club. The Secretary shall, at all times, allow members access to the minutes of General or Committee Meetings and shall, when called upon to do so at any General Meeting, give the members any relevant information regarding the business of the Club.

Treasurer: The Treasurer shall have the custody of the funds of the Club and shall disburse them in accordance with the directions of the Committee. The Treasurer shall maintain a record of all financial transactions, and hand this to the Accountant or Auditor appointed to prepare the Club's accounts in good time. The Treasurer shall present 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. The Treasurer shall keep the Committee informed of the current financial status of the Club. The Treasurer shall ensure that the Club carries insurance to cover liability to third parties, damage to club equipment, and member-to-member cover. The Treasurer shall ensure that the insurance premiums and other sums due are paid in full and on time.

The duties of Club Officers are explained in more detail in job descriptions situated on the TRC website.

The Committee shall have the power to decide the roles and responsibility of other Club officers.

11. POWERS AND DUTIES OF THE COMMITTEE

In furtherance of the Objectives 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, rowing event expenses, refreshments during and after events, and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act
- 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 Club's objectives
- 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 the equipment of the Club in a suitable state of repair and insured. The Committee and members acting properly during 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 should maintain a Club Development Plan.

The Committee may form sub-committees and standing committees as it sees fit: such committees shall be responsible to the Committee and terminate with it. Their members will be appointed by the Committee at its first meeting after the Annual General Meeting in each year, or as required. The Chair and the Secretary shall be ex-officio members of all standing committees. Sub committees/standing committees may co-opt any person whose co-option must be confirmed at the next meeting of the Committee.

The Regatta Committee shall be a standing committee of the Committee with the following additional features. The Committee will appoint a Competition Chair and a Regatta Treasurer. The Competition Chair shall maintain records of the formal proceedings. The Regatta Treasurer will keep the accounts of the Regatta Committee and deliver them to the Treasurer of the Club at the end of each Club year for inclusion in the accounts of the club. The Competition Chair is invited to attend Committee meetings as a non-voting member.

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

Other events, including Head of the River races may be delegated to other individuals or groups to run.

12. FINANCE

The financial year of the Club shall end on 30th November, to which date the accounts of the Club shall be prepared and reviewed by an independent and qualified Accountant or Auditor. 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 or Auditor 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 £1,000 on any single item shall be incurred unless two thirds of the Committee (excluding the President, Chair and Life Members not elected as officers) have voted in favour of such expenditure. Votes may be cast by email.

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, normally the Chair, Secretary and Treasurer but alternative signatories may be authorised by the Committee.

Electronic banking transactions of over £1000 should be made only after receipt of email approval of each transaction from the Chair or 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.

13. VOTING

All members except monthly, temporary, distant student and junior members shall be entitled to vote at General Meetings.

14. LIABILITY

Members 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.

15. GUESTS

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 guests may use the full facilities of the Club but must be supervised by the introducing member who shall be responsible for any River Tees Watersport Centre (RTWC) charges incurred or damage that may be caused by his guests.

Members under suspension, individuals refused membership and former members whose membership ceased due to transgression of Club Rules may not be admitted as guests without permission of the Committee.

16. DAMAGE TO CLUB PROPERTY

Any member who causes damage to or loss of Club property shall inform the Captain or a Vice Captain as soon as possible. Where such damage or loss has been caused willfully or by negligence it 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 RTWC property shall be reported to the Centre Manager, or in his absence the Club Equipment Manager, by the member causing or discovering such loss or damage.

17. DISPLAY OF CONSTITUTION AND CLUB RULES

Copies of the Constitution, Rules, and any By-Laws shall be posted on the Club website.

18. HOUSING OF PRIVATE BOATS

Members 'private boats, may, subject to the approval of the Committee, be kept in the boathouse. Storage of private boats is subject to the conditions set out in the Club Policy document. All members ' private rowing boats and other craft used for coaching and safety cover (including those kept away from the boathouse, but excluding those currently registered through another club or unconnected with rowing) must be registered with the Club and display the registration number allocated when on any waterway in England. The Committee will allocate the numbers and maintain a register.

19. OWNERSHIP OF PRIZES

All prizes won outright by a crew 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.

20. POLICIES

The latest version of the Policies listed in these Rules below and elsewhere form part of these rules are:

- British Rowing Safeguarding Handbooks *(link)*, and Adults at Risk Policy.
- TRC Anti-Bullying Policy
- British Rowing RowSafe Guide *(link)* Available in the British Rowing Almanack, on the British Rowing website
- TRC Safety Code
- Rules of British Rowing. Available in the British Rowing Almanack and on the British Rowing website.
- Private Boat Storage Policy

Other Club policies and guidelines that the Committee may agree from time to time will be available on the Club website and form a part of the Club Rules.

21. ADHERENCE TO BRITISH ROWING PROCEDURES

The Club shall observe and follow the Rules and RowSafe Guidance of British Rowing. The club also produces a supplementary local Safety Code, Code of Conduct, which is to be followed by all rowers, volunteers, parents, visitors and coaches.

22. DRESS

There shall be a single style of clothing to be worn by members representing the Club at competitions, which shall be notified to British Rowing. It shall comprise a single pattern of Club vest, maroon in colour with 2 sky blue stripes with similar (maroon) shorts; or alternatively a unisuit of similar design.

23. CLUB TIE

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

24. POWER TO RESERVE BOATS

The Captain, or in the Captain's absence a Vice Captain, shall have the power to reserve any boat for the practice and training of selected crews.

25. COMMAND OF CREWS

The member of the crew steering the boat shall have command of the crew, except in the case of Junior Cox in a non-Junior boat in which case the Stroke shall have command; otherwise provided by the Captain. However, all crew members have joint ownership for the safety of themselves, their crew

members and other river users; and will avoid collision by adhering to the navigation and safety rules outlined by the club.

26. 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 and blades shall be cleaned in accordance with the recommended procedures of the Equipment Manager before they are housed.

27. LIGHTING UP TIME

Rowing during lighting up time shall be in accordance with the procedure for nighttime rowing as outlined in the TRC Safety Code.

28. CONVEYANCE OF BOATS AND OARS TO REGATTAS

The Captain shall ensure suitable transportation is in place to convey equipment to Regattas, Head Races, and other events away from TRC.

29. REGATTA ENTRIES

Any members wishing to compete at a Regatta or Head of the River Race shall submit the appropriate details to the Entries Secretary who will then affect the Entry on behalf of the Club. All entries must be submitted in this way. No member may submit an entry direct to a Regatta or to British Rowing unless otherwise agreed with the Entries Secretary.

30. 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.

31. MEMBERS ROWING IN COMPOSITE CREWS

All TRC members who wish to enter composite crews at a British Rowing or other rowing competition, either with a majority of TRC members, or named as Tees in another club's boat, must first seek the permission of the Club Captain, or in his/her absence, the Vice Captains.

The following should be considered by the Captain and Vice Captains before granting or refusing permission:

- The ability of TRC to provide suitable crew members to negate the need for a composite (remembering that a sub in a VIII has less effect then a sub in a double)
- The goals of the members involved in the composite crew, and benefits gained by competing as a composite crew, including the race's position in the season's goals

32. JUNIORS COMPETING

Any Junior member from TRC or another club may only be entered or act as a substitute in a boat entered as TRC at a Regatta, Head Race or similar competition if the prior approval of the Junior Coordinator/Coach has been obtained. This includes juniors rowing in senior boats and coxing all classes of boat.

33. KEY TO BOATHOUSE (RTWC)

CLUB RULES

On the authorisation of the Centre Manager, a member (other than a temporary member) shall be entitled to hold a boathouse key fob. Such keys fobs remain the property of the RTWC. Members holding key fobs shall pay the cost of providing the key fob as required by the Centre Manager.

34. LOCKING THE BOATHOUSE (RTWC)

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 RTWC shall ensure that all windows and doors are correctly closed and locked, and that all lights (except the fire/security lights) are turned off.

35. REPAIRS TO BOATS

No member shall carry out maintenance work, other than minor and emergency repairs, to boats without authority from the Equipment Manager.

36. BOATHOUSE REPAIRS (RTWC)

No member shall carry out repairs other than essential security jobs, to the boathouse or the electrical circuits unless authorised by the Centre Manager.

37. BOATHOUSE (RTWC)

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. Every member shall use his best endeavours to leave the boathouse as tidy as possible.

38. TRAINING OUTINGS

All outings shall be recorded in advance on the monitoring sheets provided in the boathouse.

39. RESPONSIBILITY OF CREWS

Crews shall be responsible to the Equipment Manager for the reporting of any loss or damage to boats or other equipment and recording such loss or damage in the book provided in the boathouse. Official matching club rowing colours and clothing shall be worn at all regattas and in all races. No member or crew shall leave the Boathouse unattended or unsecured when going out training or on the river.

The use of any equipment by a Junior member is prohibited unless with the express permission of the Junior Coordinator or an authorised representative of the Club.

40. USE OF EQUIPMENT

No boat that is the property of the Club shall be used without the permission of the Captain, or in the Captain's absence, a Vice Captain. All members shall be entitled to use Club equipment. However, the Captain has the right to decide upon boat and equipment allocation and the Captain's 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.

I DECLARE THAT I HAVE READ AND UNDERSTOOD THESE RULES. I AGREE TO ADHERE TO THEM.

SIGNED…… DATE……..