

THE RULES OF CHRISTCHURCH ROWING CLUB CIC

Introduction

- A. These are the Rules ('Rules') of Christchurch Rowing Club (the 'Club') incorporated on 17 October 2023 as a Community Interest Company Limited by Guarantee.
- B. The Club's Articles of Association ('Articles') is the primary governing document of the Club supplemented by the Rules which deal with the management of the Club and its affairs.
- C. Separate Byelaws deal with the operation of the Club and its use by Members and visitors.
- D. The Rules and Byelaws were adopted by the Board of Christchurch Rowing Club CIC on 19 September 2024 and will take effect from 01 October 2024.
- E. Separate Policies and Procedures issued from time to time deal with specific areas of the Club's operations.

1. NAME

The name of the Club is "Christchurch Rowing Club CIC" hereafter known as the Club.

2. OBJECTIVES

- 2.1. The objective of the Club is to carry on activities which benefit the community and in particular (without limitation) the promotion of recreational and competitive rowing, and to work to make rowing more inclusive and accessible to the wider community.
- 2.2. As a CIC the Club is a not-for-profit organisation, and any profits shall be used in the furtherance of the Club's objectives.
- 2.3. As a CIC the Club is subject to an asset-lock so that, in the event of dissolution, the Club's assets may only be distributed to another asset-locked organisation or charity or for the benefit of the community.

3. CLUB COLOURS AND BADGE

The Club colours are gold, blue and green. Any representation of the club's colours or badge need to gain approval from the Board.

4. MEMBERSHIP

A.

Membership of the Club shall be open to anyone interested in the sport, on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation religion or other beliefs. All members must agree to abide by the Club Rules, Codes of Conduct and the Privacy code. Limitation of membership according to available facilities is allowable on a non-discriminatory basis. The Club has different classes of membership and subscription

on a non- discriminatory and fair basis. The Club will keep subscriptions at a level that will not pose a significant obstacle to people participating.

B.

There shall be the following categories of membership:

1. FULL ROWING MEMBER who shall be entitled to all privileges and benefits of the Club, subject to voting restrictions in Rule 13b (iii), 13b (iv) and 13b (vi)

NOTE 1 - The Rowing membership is divided into categories for subscription and voting purposes i.e. according to age and/or status, at the discretion of the Board and in accordance with Rule 6(b)

NOTE 2 - The subscription for rowing members under 18 years of age shall include family membership.

2. OFF-PEAK ROWING MEMBER who shall have demonstrated previous rowing experience to the rowing committee and then shall be entitled to all privileges and benefits of the Club as per the level of membership they choose, except that they may only use nominated Club rowing boats during off peak times and may not compete on behalf of the Club at open regattas. They shall be subject to voting restrictions in rule 13(iii) and 13 (iv).

LEVEL 1: opportunity for 1 off-peak rowing outing per week

LEVEL 2: opportunity for more than 1 off peak rowing outing per week and off peak use of gym equipment and rowing machines.

Both levels will have access to coaching at an additional cost and will be able to take to the water without coaching when risk assessed as safe to do so.

3. STUDENT MEMBERSHIP will be offered to students in full time study outside of a 30 mile radius of the Club. This will be for an annual membership fee, which can be paid in 2 parts, September, and April. This will entitle the member to use all the facilities of the Club, as designated by the Captains. A list of Student Members will be displayed on the notice board.

4. FAMILY ROWING MEMBERSHIP is a special membership for families where all members would be due to pay a rowing membership and is applied at the discretion of the MC. (2 full rowing members and the 3rd at 60%. Members shall be entitled to all the privileges and benefits of the Club subject to voting restrictions as per rule 14. Only adult members are entitled to vote at General Meetings.

COXSWAIN who shall be entitled to all privileges and benefits of the Club except they will not have any voting rights whatsoever or be eligible to row. Coxswains aged 18 or under must have written parental consent before participating.

6. COACH who shall be entitled to all privileges and benefits of the Club.

7. SOCIAL MEMBERSHIP which shall include in each case maximum of three persons under 18 years of age and a maximum of two adults one of whom shall be their parent or legal guardian. Family members shall be entitled to all the privileges and benefits accorded to non-rowing members. Only the two adult members are entitled to vote at General Meetings.

Non- rowing member shall be entitled to all Club privileges and benefits of the Club, except that they may not use the Club racing boats or sporting equipment and may not vote for the Club captains or use the car park between 2.00am and 11am on Saturdays and Sundays.

8. PARTNER who shall be the partner of a bona fide member residing at the same address and shall be entitled to all privileges and benefits of the Club, as non-rowing members.

9. COUNTRY MEMBERSHIP which shall have the same entitlement as 4B(vi) family membership but for persons residing more than 50 miles from the club.

10. HONORARY LIFE MEMBER who shall be proposed by the Board for election at a General Meeting, but there will not be more than 15 (fifteen) honorary life members at any one time. However, honorary life members shall be entitled to all privileges and benefits of rowing membership.

11. VICE PRESIDENT shall be proposed by the Board for election at a General Meeting. There shall be a maximum of 10 vice presidents at any time, and they will be entitled to all the privileges and benefits as non-rowing members.

12. TEMPORARY ROWING MEMBERSHIP is primarily for experienced rowers who may be invited to participate in activities using Club equipment by invitation of the Captains and/or the Board. Temporary member of the Club for a period of 4 weeks, for which they agree to pay in advance a Temporary Membership Subscription. This membership may be renewed twice (with payment of additional subscription). After which if they wish to continue as a member of the Club, they will complete a Club membership application Form. All temporary members must complete an application form (electronic) prior to using any equipment, including e-gos and payment of the Temporary Subscription received by the Club. Temporary members shall be entitled to all privileges and benefits except the right to vote. The Board shall have the power to rescind the election of temporary member or to terminate their membership at any time.

13. HONORARY GUEST MEMBERSHIP is available to a guest member and means a person who is not a member of the Club but has been granted the status of honorary guest, and who has been invited to participate in non-rowing activities. All honorary guest members are required to complete a digital application form, and the application approved by the Board. This class of Membership is for a period of no longer than 2 weeks and shall not exceed one period during one Club year. There is no membership fee associated with this membership type.

5. APPLICATION FOR MEMBERSHIP

Nomination for each class of membership except vice president and honorary life member should be made on the appropriate application form, which is obtainable from the website. This form duly completed shall, with the appropriate subscription, be passed to the Membership Secretary at least two days before the Board meeting when it will be considered. The Board may refuse membership, or remove it, only for good cause such as

conduct or character likely to bring the Club or sport into disrepute. Successful applicants will be sent a membership card, but if membership is refused the candidate will be notified of the Board's decision and the subscription returned. Appeal against refusal may be made to the members in accordance with the Club's Grievance Procedure. A person who has been expelled from, or refused, membership of British Rowing, shall not be eligible for membership of the Club.

6. SUBSCRIPTIONS

- a. Subscriptions for all members, excluding honorary life members, vice presidents and temporary members, will become due annually on 01 October.
- b. The rate of subscription will be that determined by the Board and displayed on the Club notice board and updated on the website.

7. PAYMENT OF SUBSCRIPTIONS

- a. All members shall pay their annual subscription on the first day of October each year.
- b. Requests to pay in instalments may be made using the Standing Order form (download with application membership form from website), submitting both forms to the Membership Secretary.
- c. The subscription for new rowing members shall be calculated pro rata from the date of joining, in the first year of membership only.
- d. To qualify as a junior you must be under 18 at the start of the membership year.
- e. No member shall take part in any regatta unless the appropriate subscription has been paid.
- f. Non-rowing members elected after 01 June in any year shall pay only half the annual subscription. This facility shall only apply on the first application for membership. If elected after 1st August, they shall pay the full annual subscription and shall be excused any further payment on the 01 October for the following year.
- g. If any member shall be in arrears with their subscription after the 01 November they shall be barred temporarily from all privileges and benefits of the Club. If their subscription remains unpaid on 31 December, they shall cease to be a member.

8. TERMINATION OF MEMBERSHIP

- a. Membership may be terminated by non-payment of subscription under clause 7.
- b. A member may resign his membership by giving notice to the Membership Secretary, in writing, at any time.
- c. The Board may terminate a membership, in accordance with the Club's disciplinary procedure giving written notice thereof by recorded delivery, to the address of that member.

9. REGISTER OF MEMBERS

- a. A register, showing full details of membership, shall be maintained by the Membership Secretary and a record kept showing the names and class of each member.
- b. The names and telephone numbers of the members of the Board, with the respective office held, will be displayed on the Club notice board.
- c. Every member shall, as soon as possible, give written notice to the Membership Secretary of any change of their address.
- d. The Company Secretary will maintain a separate Register of Members to comply with Chapter 2 of the Companies Act 2006 and entering in the Register:
 - i) the names and addresses of the member
 - ii) the date on which each person was registered as a member, and
 - iii) the date at which any person ceased to be a member

10. OFFICERS

- a. The maximum number of Directors of Christchurch Rowing Club CIC is seven and who shall hold the positions of Club President, Club Chairman, Club Captain, Treasurer, Membership Secretary, Community and Recreational Rowing Representative, and a Director who will separately hold the position of Company Secretary.
- b. The Directors must have been members of the Club for the preceding year prior to election and at least five of the Directors must also be active or past active members of a rowing Club. Other than the Club Captain they shall be elected only at the Annual General Meeting (AGM) of the Club and shall hold office until the next AGM, being eligible for re-election in accordance with Rule 12(c). The Club Captain must be an active rowing or past rowing member of a rowing club and be elected as defined in Rule 13 and subsequently confirmed to the AGM.

11. CLUB COMMITTEES

The committees of the Club will comprise the Board of Christchurch Rowing Club CIC and the Rowing Committee. Each will be elected annually in accordance with Rules 12 to 13. Only members entitled to vote are eligible to sit on a club committee apart from Junior Captains.

12. THE BOARD OF CHRISTCHURCH ROWING CLUB CIC

- a. The affairs of the Club in all matters, except those reserved for those members entitled to vote in General Meetings, shall be conducted by the Board.
- b. The Board shall be composed of the Directors of the Club having been appointed at the Annual General Meeting with the exception of the Club Captain who is appointed under Rule 13. The Directors will, immediately following the AGM hold a Board meeting to confirm the duties and responsibilities of each Director. In the absence of the Chairman at a Board meeting the other members present shall, provided a quorum exists, elect a temporary chairman who shall hold office for the duration of that meeting only.

- c. The Board, with the exception of the Club Captain, shall be elected at the AGM of the Club for a period of one year, being eligible for re-election. Nominations for election to the Board shall be submitted in writing, on the Club notice board, by two members of the Club holding voting rights at least seven days before the AGM. The nominee shall confirm their willingness to stand by signing their nomination. No Director with the exception of the Company Secretary and who is limited to that one additional role only, may serve in more than one position of the Board at the same time.
- d. The Board shall meet at least once a month. Any two Directors of the Board may require the Company Secretary to summon a meeting at any time.
- e. The Board shall have the responsibilities of managing the assets, premises, and finances of Christchurch Rowing Club CIC, and shall have the power to give orders for goods and services to be supplied and for work to be done as may be necessary for the general running and upkeep of the Club. They shall arrange for the supply of intoxicating liquor by the Club to the members and to other persons on the Club premises, and to secure the due observance of the provisions of the Licensing Acts 2003 (Part 4) and of any conditions attached to any licence held, for and on behalf of the Club, for the supply of intoxicating liquor or by the "Club Premises Certificate" granted in respect of the Club by the Local Authority. The management committee shall have responsibility for all other legislation applicable to the Club, including those relating to health and safety, fire precautions, employment, human rights, food safety and discrimination on the grounds of race, sex, or disability.
- f. The Board shall be empowered to take any decision on behalf of the members of the Club in their meetings except i. Alteration of the Club Rules, for which approval of a General Meeting of the Club shall be required; ii. The dissolution of the Club, iii. Disposal of Club property iv; Change the established use of Club property without the consent of a general meeting of the Club; v. Make expenditure on capital assets in excess of 25% of the cash reserves of the Club as stated in the previous year's closing accounts without the consent of a General Meeting of the Club.
- g. Five members of the Board shall form a quorum.
- h. The Board may delegate such duties and responsibilities, as they deem appropriate to sub-committees appointed by them for special purposes. The committee or subcommittee shall be empowered to co-opt other members of the Club, but at least one member of the Board shall always be a member of any sub-committee. The proceedings of the Board will be recorded by the Company Secretary and a copy of each meeting minutes distributed to all members of the Board. A member may request to see the minutes by making a written application to the Company Secretary.
- i. The Board shall be empowered to take up overdraft facilities up to 7.5% of the Club' annual turnover for the day to day running of the Club. This to be reviewed and monitored on a regular basis. Any further overdraft or borrowing requirements will be permitted, only on approval by the members of the Club at a General Meeting.

j. No supplier shall have commercial influence over the Club affairs. No person shall be paid commission, percentage or similar payment on or with reference to the purchase of intoxicating liquor or any other goods or services, nor directly or indirectly derive any pecuniary benefit from the supply of liquor, by or on behalf of the Club to members or guests apart from the benefit accruing to the Club as a whole. No member of the Club may be paid a salary any part of which is related to the financial performance of the Club. This includes any commission, bonus, or similar payment in kind.

k. The Directors must always declare any vested interests when discussing and/or voting on matters at a Board meeting.

l. The Directors are volunteers and shall not be entitled to remuneration in fulfilling this role except by a Resolution of the majority of the members present and entitled to vote at any General Meeting of the Club.

13. ROWING COMMITTEE.

a. The rowing committee shall consist of the Club captain, men's captain, women's captain, men's vice-captain, women's vice-captain, men's novice co-ordinator, women's novice coordinator, recreational coordinator, masters' representative, coaches' representative, junior coordinator, the appointed water safety adviser, and rowing equipment manager.

b. Election of candidates will take place at an active member meeting which shall be held prior to October 1st. All candidates shall be elected subject to the conditions set out below:

i. The Club captain shall be elected by the entire rowing membership aged 18 years and over.

ii. Immediately following election of the Club captain under Rules 13.a and 13.b, the outgoing Club captain will tender their resignation as a Director of the Club to the Board and the Board will both accept the resignation and co-opt the new Club captain as a Director. These actions are to take place at the first Board meeting following election of the Club Captain or sooner by unanimous decision should the Board require and using the powers under Article 20 of the Club's Articles of Association.

iii. The men's captain and vice-captain shall be elected by the male rowing members aged 18 years and over.

iv. The women's captain and vice-captain shall be elected by the female rowing members aged 18 years and over.

v. The men's junior captain shall be elected by the male rowing members aged under 18 years.

vi. The women's junior captain shall be elected by the female rowing members aged under 18 years.

vii. All other posts on the rowing committee shall be elected by the entire rowing membership aged 18 years and over. Nominations for election to a post on the rowing committee shall be submitted in writing on the Club notice board, by two members holding voting rights, at least seven days before the active members meeting. The nominees shall

confirm their willingness to stand, by signing their nomination. Voting shall take place by secret ballot and candidates elected by simple majority.

viii. Junior rowing members under 18 years are not entitled to vote at the Annual General Meeting or any other General Meeting of the Club except for the election of the junior captains.

c. Members of the rowing committee shall hold office for a period of one year. The club captain, men's and women's captains, coaches coordinator, Junior Coordinator and Recreational Coordinator will meet monthly, and will be joined by the remaining committee members every other month unless there is a specific agenda item that requires a more regular attendance.

d. The Club Captain will chair the meeting and be responsible for setting the agenda. Minute taking will be rotated between members of the committee and recorded using a standard proforma with action points circulated within a week of the meeting.

e. The Men's Captain, Women's Captain, the Coaches Coordinator, Entries Secretary, Recreational Coordinator and Junior Coordinator will be accountable to the Club Captain

f. The Men's Vice-Captain, Men's Novice Coordinator and the Men's Junior Captain will be responsible to the Men's Captain

g. The Women's Vice-Captain, Women's Novice Coordinator and the Women's Junior Captain will be responsible to the Women's Captain

h. Members of the rowing committee, under the direction of the Club captains, (and with the approval of the Board) shall organise the rowing activities of the Club.

i. The Club captain shall submit a monthly report to the Board with any recommendations for confirmation or otherwise.

j. Matters concerning crew selection will be delegated to a sub-committee comprising a minimum of three people. The sub-committee shall consist of the Club captain and any of the following: the men's and women's captains, the men's and women's novice coordinators and a lead coach for the squad concerned.

k. Members of the rowing committee must always declare any vested interests when discussing and/or voting on matters at committee meetings. Members of the rowing committee and connected persons may be excluded entirely, or for voting purposes only, from committee meeting matters where they have a vested interest. The Rowing Committee chairman shall decide if this is necessary.

14. ACCOUNTS

a. Annual. The Directors shall comply with the requirements of the Companies Acts in accordance with Section 50 of the Articles of Association as to keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Regulator of i. the annual reports; ii. the annual returns; and iii. the annual statements of account. The accounts will be submitted to an independent qualified auditor for checking and for a report on the findings. The statutory accounts will be

presented to the members of the Club at the AGM prior to filing with the Registrar of Companies together with the profit and loss account for the year by the Board.

b. Monthly, at each meeting of the Board the Director appointed by the Board as Treasurer shall produce a report on the state of the Club's finances including a summary of all income and expenditure, the position of the Club's bank accounts, in relation to the Club's cash book, and all savings and investment accounts.

c. It shall be the duty of the bar manager at least annually to take stock of the liquor and other goods for sale at the bar, either personally or by an agent duly appointed by the Board for that purpose, in order that the Treasurer or agent may prepare a trading account.

d. All cheques drawn upon the accounts of the Club shall be signed in accordance with a mandate to the bank for four authorised signatures. For cheques up to the value of £400 two signatures from four, and for cheques over £400 three signatures from four will be required. In each case one of the signatures must be that of the Treasurer.

e. Two Directors being those appointed as Treasurer and the Club President shall have access to the Club's bank accounts to make electronic payments to the Club's suppliers, subject to a daily individual payment limit of £2,000 and a total payment limit acting jointly of £5,000.

15. INTOXICATING LIQUOR

a. The permitted hours for the supply of intoxicating liquor shall be such as may from time to time be determined by the Board in accordance with the provisions of the Licensing Act 2003 as notified to the Local Authority

b. No person under the age of eighteen years shall be supplied with intoxicating liquor of any description.

c. No person under the age of eighteen years shall be directly or indirectly involved with the supply of intoxicating liquor of any description.

d. In compliance with the Licensing Act 2003 any member's bona fide guest or visitor to the Club shall be entitled to purchase intoxicating liquor. (See also Rule 16)

e. Alcohol must not be brought into the Club by members, guests, or visitors for consumption other than for a special function of which the Board is aware and corkage charged.

16. VISITORS

a. Any member of the Club, except honorary temporary members, may introduce visitors to the Club. The introduction shall be made in person and the visitors' book signed by both the member and their guest(s). No member may introduce more than two guests in any one day or introduce the same guest more than twice in any one calendar month. These limits may be extended only at the discretion of the Board. At special Club functions the number of guests permissible per member is raised to four. The member introducing a guest(s) shall be responsible for their guest(s), strictly observing Club rules and byelaws and shall not leave the Club premises before the guest(s). No person whose membership has been suspended

or terminated under rules 7 or 8 or whose application for membership has at any time been rejected shall be introduced as a guest. Visitors may enjoy the privileges of the Club except as debarred by these rules and byelaws.

b. No person under the age of 15 years shall be allowed in the Club lounge or committee room after 9pm unless accompanied for the whole time by at least one parent, guardian, or responsible adult relative.

17. FUNCTIONS

Notwithstanding anything previously mentioned, intoxicating liquor may be supplied during the hours specified to members and non-members of the Club attending at the Clubhouse when functions are authorised by the Board, provided that always:

a. Such function is a function of a rowing club or association; or

b. Such function is promoted by and the responsibility of a member of the Club who is present at the function and shall not leave before the guest(s); or

c. Such other function not provided by paragraph a) or b) above and is the subject of a Temporary Events Notice (TEN) issued by the Local Authority's licensing officer allowing alcohol to be supplied for consumption on the premises for a specific time according to Section 100 of the Licensing Act 2003.

d. The Club's bar must not be opened by members for the provision of alcohol without the approval by at least three Directors.

e. The Board reserves the right to declare a function "closed" when:

1. The Club has been privately hired

2. The Club has a ticket only function. The dates of the closed functions will be displayed on the notice board in advance.

18. LIABILITY

The Directors 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 Directors, but shall be the responsibility of the Christchurch Rowing Club CIC and in accordance with Section 51 of the Articles of Association.

19. ANNUAL GENERAL MEETING

The annual general meeting of the Club shall be held before the end of November each year, on a day to be determined by the Board. The business of the meeting shall be the election of Directors, the approval of the annual accounts and any other business of which notice shall be given to the Company Secretary, in writing, at least 21 days before the meeting.

20. EXTRAORDINARY GENERAL MEETING

The Board may and shall (a) on their own motion or (b) upon the requisition of 10% of the members entitled to vote convene an Extraordinary General Meeting, stating the business for which the meeting is required.

21. PROCEDURE AT GENERAL MEETINGS

- a. Not less than 21 days' notice shall be given, specifying to all members the time and business of the AGM. This will be displayed on the Club notice board and sent via email to all members, and by conventional mail to any member who has requested the same, but any accidental omission to send such a copy or non-receipt of the same shall not invalidate any proceedings or resolution.
- b. At every General Meeting, the chair shall be taken by the Club Chairman or in their absence by the Club President, or if neither of the above is present by a member elected by the meeting. Every resolution, unless otherwise provided for by these rules, shall be decided by a majority of votes of adult members (i.e. over 18 years) present in person, as indicated by a show of hands unless five members request a secret ballot. The quorum at a general meeting shall be 25 members present in person.
- c. At any meeting, unless a poll is demanded, a declaration by the chair that a resolution has been carried shall be conclusive.
- d. At any meeting, the chair or any five members may, before a motion is put to the vote, demand a poll of all members entitled to vote. If the poll be ordered it shall be taken within seven days in such a way as the chairman may direct, and the results of the poll declared by the chairman to the management committee. It shall be deemed to be a resolution of the General Meeting at which the poll was demanded, and the result shall be displayed on the Club notice board for 28 days. In a poll votes may be given personally or by proxy. The instrument appointing a proxy may be in such form as the Board shall determine.
- e. Prior to the conduct of a secret ballot or poll, two consenting members shall be elected by the meeting to scrutinise and count votes. They shall report the results to the chairman.

22. ALTERATION OF RULES.

These Rules may be revoked, added to, or altered by the majority of the members present and entitled to vote at any General Meeting of the Club of which notice has been duly given under rule 22 and 23(a) specifying this intention together with full particulars. Notice of alterations shall be exhibited on the Club notice board for at least 7 days prior to the General Meeting. Any alteration to Rules shall take immediate effect.

23. DISSOLUTION (WINDING UP)

a) Voluntary Liquidation - Solvent

If the membership of the Club shall, at any time, falls below 25 members, or if the Club shall pass as the first resolution in a General Meeting, by a majority comprising over 75% of the members present entitled to vote, that the Club being solvent proceedings are to be initiated to effect a member' voluntary winding up.

b) Voluntary Liquidation – Insolvent

Ahead of taking any action such as proceedings being initiated to effect a creditors' voluntary winding up the Directors must first take expert advice from a licensed insolvency practitioner.

Upon Winding Up the Asset Lock provisions detailed in Section 3 of the Articles of Association of Christchurch Rowing Club CIC will apply.

24. CHILD PROTECTION PROCEDURES

a. The Club accepts the policies and procedures relating to safeguarding and protecting children and adults at risk as set out by British Rowing as defined in their policy documents. The Club requires all members to accept them and any updates as a condition of membership.

b. All new volunteers and employees working in a role that involves significant access to children and vulnerable adults, or where they have a position of trust, and/or existing volunteers or employees who change their role to work with these vulnerable groups will need to comply with the British Rowing's procedure to complete a DBS application.

c. It is the responsibility of the appointed Club Welfare Officer to promote and implement the policies and procedures set out in the current British Rowing Safeguarding Handbooks as amended from time to time by British Rowing.

25. EQUAL OPPORTUNITIES POLICY

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 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.

26. SAFETY

The Rowing Committee shall appoint a member to act as Safety Adviser whose duty will be to understand the requirements of the British Rowing's *RowSafe* document and advise on prominent display, observation, and implementation. It is the responsibility of all Club members to put safety as the first priority.

27. BYELAWS

For regulation of the Club's affairs and conduct of members, the Board can make, vary, and revoke byelaws provided that they are consistent with these Rules.

28. INTERPRETATION

In these Rules, unless the contrary intention appears, words denoting the masculine gender shall be deemed to include the feminine and vice versa. In the event of disputes these shall be determined under English law.

BYELAWS – Christchurch Rowing Club CIC

1. EQUIPMENT

- a. The stroke generally shall be solely responsible for the care of Club equipment when in use. In cases where a new stroke is under trial the responsibility shall rest with other more experienced members of the crew, by agreement, before taking over the equipment.
- b. Notwithstanding the above, the management committee may hold any member responsible whose fault, neglect or mismanagement causes any of the property of the Club to sustain loss or damage.
- c. Notice of damage or loss must be given to an officer of the Club within 24 hours of its occurrence. Noncompliance will mean that the offender will be deemed guilty of failure to observe rules and bye laws of the Club, and liable to disciplinary action as determined by the rowing committee and in accordance with the Club's disciplinary procedure. Any disciplinary action determined by the rowing committee must be approved by the Board before implementation.
- d. Members using Club equipment shall be responsible for the safe handling, cleaning, drying and stowage. No member of a crew shall leave the Club premises until equipment has been washed and stowed. When equipment is handed over, and accepted, these responsibilities are handed over automatically.

2. HOUSING OF BOATS

All Club boats, including coaching launches, are to be housed half an hour before lighting up time unless specifically authorised by the Club captain.

3. CRUISING LIMITS FOR ALL BOATS

- a. These shall extend on the River Stour only: from Iford Bridge to The Run.
- b. No boats may proceed through The Run and out to sea unless permission has been granted by two members selected from the following: i. Officials of the Club who are current rowing or past rowing members. ii. Individuals nominated by the Club captain and approved by the Board; whose names shall be exhibited on the Club rowing notice board.
- c. All novice crews must obtain permission to go afloat at all times as defined in (b) above and may not go through The Run unless constantly accompanied by another more experienced crew or approved safety boat.
- d. Club coaching launches are to be used for coaching purposes or another approved Club use only.
- e. The designated maximum speed limit for the river and the harbour must be strictly observed at all times. The cruising limits are as defined in byelaws 3a unless the boat has been approved as a safety boat and is deemed seaworthy for use as described in 3c. Use of the Club coaching launches is restricted to individuals

nominated by the Club captain and approved by the Board. These names shall be exhibited on the Club rowing notice board.

4. REGATTAS

a. Members racing must be present to assist with loading and unloading of boats on to the transporter. The rowing committee may, at their discretion, impose fines or penalties on members failing to assist. 13 b. When racing all crews / scullers must wear official Club vests (as registered with the Hants and Dorset ARA),

5. BOAT HOUSE

The Club captain shall superintend the management of the boathouse and all matters relating to the accommodation and housing of equipment; and shall decide the priority of the work to be done on the boats, equipment, and the boathouse.

6. PAIR OARED AND SCULLING BOATS

A Novice who has not won a qualifying race, (run under British Rowing, Hants and Dorset, or similar governing body racing rule) can only use a coxless pair boat if they have sufficient competence and with the supervision of their coach. No Club sculling boat or coxless pair boat shall be used unless the member(s) has/have the approval of the rowing committee.

7. HOUSING OF PRIVATE BOATS

Rowing members may, on request and at their own risk, have boats racked if space is available after all Club boats have been satisfactorily housed. A fee, determined by the Board, will be payable annually with the member's subscription and the conditions of Rules 7(b) and 8(c) shall apply.

8. USE OF PRIVATE BOATS

The Club is unable to accept any responsibility for member's going afloat under their own initiative in privately owned rowing boats, without supervision and / or at times when a safety boat cannot be provided. Junior members under the age of 18 years should also obtain parental consent. Details of these activities must be entered on the Club's Outings Board, situated in the boathouse, in the normal way.

9. DRESS CODE

Please be aware that the club operates a dress code in and around the club and when participating in club activity. Members and guests must abide by these rules at all times to ensure that we uphold the appropriately high standards of the club. Those failing to meet the required dress code will be asked to change into appropriate clothing.

Club Lounge

The minimum dress code for this area is strictly smart casual with members' appearance to be neat and tidy at all times, with the appropriate footwear. Under no circumstances

should wet shoes or wellington boots be worn in the Club Lounge. Clean sportswear can be worn when participating in body conditioning sessions held in the lounge area, i.e. yoga, stretch or cool down sessions.

River, Riverbank and Boat Houses

When rowing, using gym equipment or in and around the boathouses members must be dressed appropriately in suitable sportswear with tops covering the chest and midriff. Clothing must not be removed outside of the changing areas.

These standards will also be applied when attending other rowing club premises, regattas, and training events at locations away from Club premises, i.e. circuit training.

10. CLUB NOTICE BOARDS

Only the officers of the Club, or delegated members, shall affix notices to the Club board, and no member shall add to, remove, or alter any such notices. Advertisements for private / commercial services will not be displayed on the Club notice boards.

11. CLUB KEYS

- a. The bar and bar store keys shall be distributed as deemed necessary by the Board. Rule 15(e) applies.
- b. The Clubhouse and / or boathouse keys may be held by any member upon payment of a deposit determined by the Board. Deposits will be returned immediately on surrender of the keys.
- c. The Director designated as Membership Secretary will keep a register of all keys issued. Keys are to be returned immediately to the secretary if required by the Board.
- d. Any member allowing a Club key to be copied will be subject to disciplinary action.

12. CAR PARKING

The parking of motor vehicles belonging to members and officials and visitors of the Club only is permitted. Regular overnight parking, camping, or sleeping is prohibited.

13. SMOKING

Smoking is prohibited within the Club premises including the balcony.

14. CAPSIZE DRILL

All junior members under 18 years of age cannot be allowed on the water without an accompanying safety boat, unless they have satisfactorily completed the capsized drill assessments and have been risk assessed as safe to do so.

15. NAVIGATION

- a. Boats to proceed in single file between Christchurch Rowing Club and Christchurch Sailing Club at no more than half pressure. Boats travelling upstream should give way to boats travelling downstream.
- b. All crews should comply with the Rotation Guidelines which are published on the website.

16. COXSWAINS

Club coxswains must always wear a life jacket when in Club boats and must not wear open top boots in line with British Rowing RowSafe guidance. It is the responsibility of the coxswain, the crew, and the coach to ensure that this rule is observed.

17. SWIMMING

It is desirable that all rowing members using boats can swim 50 metres in rowing clothes. Junior members must have completed a British Rowing compliant swimming test as part of their capsized drill training and a special risk assessment is required for adaptive rowers.

18. SAFETY

- a. All Members shall abide by British Rowing *RowSafe* safety guidance and the safety rules of the Club as approved by the Board and displayed on the Club Rowing notice board situated in the Boathouse.
- b. J16 and under scullers should not boat in single sculls if the air temperature is less than 6 degrees centigrade this is because of the underdeveloped ability of this age groups bodies to adapt to extremes in temperature so they are at a higher risk of hypothermia.
- c. Single scullers and the rower in the bow seat of crew boats must wear a hi-viz top unless representing the club in an event.
- d. All Junior and under scullers and crews are to be accompanied by a launch unless they have been risk assessed as competent to do so as per byelaw 14.

DISCIPLINARY POLICY

The Club has introduced this policy to ensure that in the event of a situation arising that requires disciplinary action to be taken it has a procedure to follow that will ensure a fair hearing for all parties involved. In the event of a grievance a member will know their right to appeal. Club members are expected to observe all Club rules and to behave in a reasonable way to other Club members, members of other rowing Clubs and members of the public. The need for disciplinary action may arise for a variety of reasons but will be typically categorised as Minor Offences or Gross Misconduct. Examples are listed below but these are provided for guidance only and are not intended to be exhaustive.

1. **MINOR OFFENCES** Failing to observe the Club rules. Failure to follow a reasonable instruction from an officer of the Club. Bad sportsmanship, minor damage to or unauthorised use of Club property, unacceptable conduct (including the use of bad language), endangering the health and safety of others.

2. **GROSS MISCONDUCT** Bringing the Club or the sport of rowing into disrepute, including but not limited to theft, fraud, physical and/or mental assault, bullying, aggressive behaviour or excessive use of bad language, wilful damage to Club or members property, possession of or being under the influence of illegal substances on Club premises or when representing the Club, carrying illegal or dangerous weapons, discrimination on the grounds of sex, race or disability, and seriously endangering the health and safety of others.

3. PROCEDURE

a. **Minor Offences** Minor offences may be dealt with by an Officer of the Club at the time, or as soon as possible after notification of the incident. A first warning should be given clearly stating the reasons why this action is being taken. If it is known that persistent minor offences are occurring the details should be written down and passed to the Board for further consideration. The member should be informed that this course of action is being taken.

b. **Gross Misconduct** In the event of gross misconduct or persistent minor offences, the Board should be informed as soon as practicable. The Board will form a disciplinary sub-committee comprising two Directors and at least one other member. The committee may co-opt other members if required, to provide expert and balanced opinion. Written minutes must be kept and passed to the Company Secretary after the hearing. If necessary, the member (s) may be suspended from the Club during the investigation (see 3c below).

i. All aspects of the misconduct should be investigated as thoroughly as possible.

ii. Written witness statements should be obtained if required.

iii. Decide on the next course of action: -

1. Close the incident - no case to answer.

2. Close the incident with a verbal warning by an officer of the Club

3. Suspend the member(s) for a specified (written) period.
4. Call a disciplinary hearing at which the member(s) and all relevant witnesses should be present to give evidence.

Members will be entitled to have a representative of their choice present at the hearing. The sub-committee should ensure the member(s) are aware of this right. Evidence may be given privately or with the witness's present, at the discretion of the disciplinary sub-committee, who should ensure fairness, impartiality, and safety for all those involved.

iv. After hearing the evidence the committee should, as soon as practicable, decide regarding the incident. This should take account of the severity of the incident, the availability of the relevant facts and any remorse shown.

- 1 Close the incident - no case to answer.
2. Close the incident with verbal warning by an officer of the Club.
3. Close the incident with a written warning explaining the reasons for this and warning the person(s) involved that further disciplinary action during the next 12 months may take this into account and lead to termination of membership.
4. Apply an appropriate punishment to the person(s) concerned (e.g. specified boat work, repair of damage caused, and ban from a specified number of Club events). Personal apologies should also be given by the member(s) to others involved, if appropriate.
5. Suspend the member for a specified period. This will include a written warning as described in 3 above.
- 6 Terminate the membership of the person(s) concerned. Written notice must be given to the member of this decision. All decisions of the disciplinary hearing and any appeals hearings will be binding on future management committees.

4. APPEALS

All member(s) subject to disciplinary proceedings will have the right to appeal. This right may be exercised by writing to the Company Secretary who will call a Board meeting to hear the appeal. The rights of the member(s) at this appeal meeting are the same as stated above. The member(s) are entitled to a copy of the minutes of the disciplinary meeting.

GRIEVANCE PROCEDURE POLICY

The primary purpose of this grievance procedure is to enable employees and members to air any concerns that they may have about practices, policies, or treatment from other individuals in the club, and to produce a speedy resolution where genuine problems exist. It is designed to help all employee / members to take the appropriate action, when they are experiencing difficulties, in an atmosphere of trust and collaboration. Although it may not be possible to solve all problems to everyone's complete satisfaction, this policy forms an undertaking by the Club that it will deal objectively and constructively with all employee / member grievances. Anyone who decides to use the procedure may do so with the confidence that their problem will be dealt with fairly. This grievance procedure is not a substitute for good day-to-day communication in the Club, where we encourage employee / members to discuss and resolve daily issues in a supportive atmosphere. Many problems can be solved on an informal basis very satisfactorily if all employee / members are prepared to keep the channels of communication between themselves open and working well. This procedure is designed to deal with those issues that need to be approached on more formal terms so that every means to a satisfactory solution can be explored and any decisions reached are binding and long lasting. Procedure If an employee / member cannot settle their grievance informally, then they should raise it formally. This procedure has been drawn up to establish the appropriate steps to be followed when pursuing and dealing with a formal grievance.

Stage 1 In the event of an employee / member having a formal grievance relating to their employment / involvement they should, in the first instance, put their complaint in writing and address it to their manager or appropriate committee member. Where their grievance is against their manager or a committee member, then their complaint should be addressed to an alternative manager or committee member or to the Company Secretary. A manager or committee member (who may not be the person to whom their grievance was addressed) will then invite the employee / member to attend a grievance meeting to discuss their grievance and they have the right to be accompanied at this meeting by a colleague of their choice. Every effort will be made to arrange the grievance meeting at a time which is convenient for the employee / member and their colleague to attend. If this means that the meeting cannot be held within a reasonable period (usually within five working days of the original date set), we ask that the employee / member make arrangements with another colleague who is available to attend. Any employee / member who are chosen to accompany another in a grievance hearing should take all reasonable steps to attend the grievance meeting. Following the meeting, the Club will endeavour to respond to the employee / member's grievance as soon as possible and, in any case, within five working days of the grievance meeting. If it is not possible to respond within this time, then the employee / member will be given an explanation for the delay and be told when a response can be expected. The employee / member will be informed in writing of the Club's decision

on the grievance and notified of their right to appeal against that decision if they are dissatisfied with it.

Stage 2 In the event that the employee / member feels that the grievance has not been satisfactorily resolved, then they may appeal in writing to an Officer of the Club within five working days of the grievance decision. On receipt of the appeal letter, an officer (who again may not be the person to whom the employee / member's appeal was addressed) shall make arrangements to hear their grievance at an appeal meeting and at this meeting the employee / member, may again, be accompanied by a colleague of their choice. All reasonable steps should be taken to attend the grievance appeal meeting. Following the meeting, the officer will endeavour to respond to the employee / member's grievance as soon as possible and, in any case, within five working days of the appeal hearing. If it is not possible to respond within this time, then the employee / member will be given an explanation for the delay and be told when a response can be expected. The employee / member will be informed in writing of the Club's decision on their grievance appeal. This is the final stage of the grievance procedure and the Club's decision shall be final. Former employee / members Grievances may also be raised by ex-employee / members after their employment / membership has ended. In this case, the grievance procedure set out above will continue to apply, unless both parties agree in writing that a modified form of grievance procedure will apply instead. However, if the former employee / member's complaint relates to their dissatisfaction with a dismissal decision, then they should not invoke the grievance procedure but should instead appeal against that decision in accordance with the appeal procedure within the Disciplinary Policy.

Signed on behalf of the Board of
Christchurch Rowing Club CIC

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Dated

19 September 2024

Appendix 1. CRC SCULLING BOAT RACKING TERMS AND CONDITIONS

ALLOCATION

1. The racking space shall remain the property of Christchurch Rowing Club CIC
2. Allocation of racking space shall be undertaken by the Rowing Committee of Christchurch Rowing Club CIC under guidance from the Board.
3. Allocation shall be for one year at a time coinciding with subscription year. An existing rack holder will not need to reapply for use of the rack for the following year.
4. All rack holders will be Full rowing members of the Club unless otherwise specifically agreed by the Rowing Committee.
5. The Club reserves the right to ask a member to remove their boat from any rack for whatever reason the Club thinks fit. The rack holder will be given one months' notice in writing and any appeal against this decision should be made through Rowing Committee during this time. If the boat has not been removed by the owner within this timescale and no valid appeal is progressing, the Rowing Committee shall arrange for the boat to be removed and stored safely elsewhere.
6. If necessary, the Rowing Committee will maintain a list of members wishing to take over a rack when one becomes available on a first come first served basis. Should a member lose their rack through (5) above or (10) below they can apply to the Rowing Committee to be placed on the waiting list behind any other members already waiting.

RACKING FEES;

7. Racking fee shall be individual to the member and not relate to any specific boat.
8. Racking fee shall be determined each year by the Board and advised at the same time as forthcoming membership fees.
9. Racking fee shall be payable on first October covering the following year or part thereof, although monthly payment by standing order may be made at the discretion of the Board.
10. If the fee remains outstanding after one month the Membership Secretary will send one reminder only.

11. If the racking fee has not been paid after one further month (i.e. 1st December) the boat may be removed from the rack as (5) above, the reminder acting as one month notice.
12. Rowing Committee may recommend to the Board that a proportion of the racking fee paid by the member be rebated each year in certain circumstances, for example if that member provides services to the Club over and above normal rowing membership e.g. Board or Rowing Committee membership, regular coaching, regular coxing. This list is not exhaustive.
13. If a member sells his/her boat to another Club member who then wishes to retain the racking space, he/her may do so subject to approval by the Rowing Committee which would not normally be refused notwithstanding that there may already be a waiting list.
14. The member must maintain adequate Third Party Liability insurance and it is recommended that they also have their own boat insurance. The member is not covered by the insurance policies held by Christchurch Rowing Club CIC.

Other Considerations;

15. Due care must be exercised towards other boats when removing and replacing the boat.
16. Show respect must be shown to other water users when sculling.
17. It is the owner's responsibility to clearly mark all personal equipment to avoid mistaken use by other Club members.

I confirm that I have read and understood the above terms and conditions and agree to abide by them.

.....**signed**.....**date**

.....**Print name**