

# **GLOBE ROWING CLUB**

## **RULES OF THE CLUB**

### **General Rules**

1. The club shall be called Globe Rowing Club (Globe RC).

2. The aim of the club shall be to support and encourage competitive and recreation rowing in and around Greenwich.

3. Membership of the Club shall be open to all persons, without reference to residence, race, gender, religion or sexual orientation, upon payment of the appropriate fee. Only those persons eligible to be registered members of the British Rowing shall be acceptable as members of the Club.

4. The Club shall be affiliated to British Rowing with registered colours thus:

- Blades: dark blue, white oblique stripe
- Vests: white, dark blue oblique stripe

5. The Club is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member, volunteer, employee, or job applicant receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, social status, sexual orientation or political belief.

6. The club shall adopt and abide by the respective Codes of Practice and other guidance of British Rowing relating to, but not limited to: Child Protection and the Protection of Adults, Equal Opportunities, Water Safety, Row Safe policy, Misuse of Drugs and Rules of Racing.

### **Membership**

1. The Executive Committee shall determine classes of membership (e.g. Full, Associate, Junior etc) and the rights and duties of each class.

2. Members will pay annual subscriptions to the Club, the rates of such subscription being set from time to time by the Executive Committee according to class of membership and approved by the Annual General Meeting.

3. The Committee is empowered to accept new members into the Club and to collect subscriptions, following completion of the appropriate membership application form. A person who has been expelled from, or refused

membership of British Rowing shall not be eligible for membership.

4. Club subscriptions can be paid either:

(i) In one lump sum, prior to 31<sup>st</sup> December of each year.

(ii) In two lump sums, one prior to the 31<sup>st</sup> December, the second prior to the 30<sup>th</sup> June.

(iii) In equal installments by monthly direct debit or standing order.

Failure to arrange payment of subscriptions or clear any arrears by the 31<sup>st</sup> December of any year will result in suspension of membership, including use of Club facilities until payments are made.

5. Any member may resign giving one-month's clear notice in writing to the Honorary Secretary.

6. Any member leaving the Club owing money to the Club, or having been expelled from the Club by the Executive Committee, shall forfeit all claims on the Club. Such a person shall not be permitted to rejoin the Club until such time as any debts owed to the club have been repaid, and only subject to his or her accepting any conditions imposed by the Executive Committee.

7. If it is considered by the Executive Committee that the granting or renewal of membership would be detrimental to the aims and objectives of the Club, by virtue of conduct or character likely to bring the Club or the sport of rowing into disrepute or for some other similar good cause, the Executive Committee shall be entitled to refuse or withdraw such membership. In doing so the Executive Committee shall provide full reasons for their decision.

8. Any member violating any of the rules or regulations of the Club or being judged guilty of unsatisfactory conduct may, by resolution of the Executive Committee, be suspended or expelled.

9. An individual or member with a complaint about treatment by the Club should set out their grievance in writing to the Club Chairman. The Club will seek to deal with such formal grievance in a fair and timely manner in accordance with the principles set down in British Rowing's "Guidelines on Grievance and Disciplinary Procedures in Rowing" and their "Code of Conduct", as amended from time to time.

10. A decision of the Executive Committee made under the terms of paragraphs 7 or 8 above, may be appealed to an independent Hearings Panel, if such an appeal is approved

by 3 of the Officers of the Club. The panel may be drawn from the membership of the Club or from other clubs in the region. The panel will hear and receive evidence, reach a conclusion, affirm or reject the sanctions imposed as appropriate. Any Hearings Panel must give a fair and independent hearing to the appellant within an appropriate timescale. Hearings must not contravene the Human Rights Act 1998 or any other policies of the Club and British Rowing.

11. Each Member upon joining the Club shall fill out a Membership Form providing contact details, a declaration that they understand rowing is undertaken at their own risk, that they can swim 100 meters in light clothing, and that they do not suffer from any physical or medical condition which would make them unfit for strenuous exercise.

In return each Member on joining the Club shall receive the Club's rules, notes for new rowers and a copy of British Rowing 'Row Safely'.

### **Administration**

1. An Executive Committee, elected annually by all members of the club, will administer the business of the Club.

2. The Executive Committee will comprise the Officers of the Club, i.e:

- The Chairman, who will preside at committee meetings and general meetings of the club
  - Two Captains, one representing Women rowers and one representing Men rowers.
  - The Honorary Treasurer
  - The Honorary Secretary
- Plus two other full members of the club.

Duties of the Chair; Captains; Secretary and Treasurer are attached as Appendix 1.

3. The Executive Committee will appoint suitably qualified Members to serve as Junior Coordinator, Safety Adviser and Club Welfare Officer. These officials may also serve as members of the Executive Committee, if not already so elected. The members of the Club will confirm such appointments at a General Meeting.

4. The Executive Committee will have the authority to appoint or co-opt any other person to serve on the Executive Committee. The members of the club will confirm such appointments at a General Meeting.

5. Disqualification from holding office:

a. Only members are entitled to vote are eligible for office.

b. Any member under the age of 18 years shall not be eligible for election to the Committee of the Club.

6. Executive Committee meetings will take place each calendar month, and may take place by adjournment if there is no business to carry out. General Meetings will normally take place at the discretion of the Executive Committee, but at least once a year.

7. The quorum for an Executive Committee meeting shall be three officers, one of whom shall be one of the Captains or the Junior Coordinator.

8. The Executive Committee shall have full and complete powers of administration in all matters concerning the Club. Any decisions on disciplinary matters must follow the British Rowing's "Guidelines on Grievance and Disciplinary Procedures in Rowing" and "Code of Conduct" as amended from time to time. Any matter not explicitly covered by these rules will be resolved by the Executive Committee and reported to the next following General meeting.

9. The powers of the Executive Committee shall also include the powers to:

- (a) Raise funds and to invite and receive contributions provided in raising funds.
- (b) Co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purpose, and to exchange information, and advice with them.
- (c) Establish or support any charitable trusts, associations or institutions formed to support and encourage the sport and recreation of rowing in and around Greenwich.

10. No member of the Executive Committee shall acquire any interest in property belonging to the Club or receive personally any remuneration or be interested (other than as a member of the Executive Committee) in any contract or charitable funding arrangement entered into by the Executive Committee. Any coaching fees or other payment otherwise due to a member of the Executive Committee arising from any charitable funding arrangement or similar scheme involving the club shall be donated to the club

11. The Annual General meeting, which will elect officers of the Club, shall not take place more than fifteen months following the previous AGM.

12. An Extraordinary General Meeting may be called by petition of any fifteen full members of the Club, or 30 per cent of the Full Members currently on the Roll, whichever is the lesser.

13. The quorum for a General meeting (including the AGM) shall be a minimum of 25 Full Members then on the roll.

14. 14 days notice shall be given to all members of forthcoming General meetings. Failure to have received such notice by any member or members will not invalidate any decision of the General meeting, provided that the Committee exercised reasonable diligence in issuing the notice.

15. Decisions at General meetings shall be made by a simple majority vote of all members present, except when more than one nomination has been received for a Committee position, in which case voting will be by secret ballot.

16. All members and officers will possess equal voting rights at General Meetings, except that the Chairman of the meeting will have a casting vote to be exercised in the event of a tie.

#### **17. Liability**

The Committee should ensure that adequate and appropriate liability insurance is in place.

Financial or legal liability incurred in the rightful exercise of the Executive Committee's management of the affairs of the Club, shall not be the personal liability of the Committee, but shall be the responsibility of the Club as a whole.

#### **18. Auditor**

Every AGM shall appoint an Auditor or Independent Assessor who shall at the conclusion of each financial year, examine the accounting records of the Club and report to the members on the income and expenditure accounts and balance sheet presented to the AGM.

#### **Club President**

1. The Club may by resolution at a General Meeting appoint a President of the Club who shall hold office for up to 5 years. Following which they may stand for re-election.

2. The Club President shall not be eligible to stand or be appointed to the Executive Committee.

#### **Dissolution**

1. If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Honorary Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

2. If at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the Executive Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

3. After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Full Members of the Club, but shall be given or transferred to some other voluntary organisation having objects similar to those of the Club.

#### **Financial**

1. The Club may hold cash and non-cash assets: such assets will be held solely in pursuance of the aims of the club.

2. The Club will not be run to make a profit: any surplus remaining at the end of a financial period will be applied in furtherance of the aims of the club.

4. The Honorary Treasurer will maintain accounts in good order, and will present appropriate annual statements of income and expenditure to the Annual General meeting. The accounts will be open to inspection by any member at any reasonable time.

5. The Honorary Treasurer will maintain appropriate bank or deposit account(s) on behalf of the Club.

6. All expenditure on behalf of the Club shall be authorised by the Honorary Treasurer and one other officer of the Club. Expenditure in excess of £100 shall be authorised at a meeting of the Executive Committee.

7. All money received on behalf of the Club shall be passed to the Honorary Treasurer to be recorded and banked.

#### **Safety, Rowing, Training and Competition**

1. Racing crews will be selected at the discretion of the Captains and Junior coordinator.

2. Regatta entries may only be made by the Regatta Secretary, Captains or Junior Coordinator, where an entry has the authorisation of the Captains or Junior Coordinator,

3. Members of Globe RC will abide by any applicable set of laws, regulations or Code of Practice for Water Safety. It is the responsibility of Members to make themselves familiar with the applicable rules for the water on which they are rowing.

4. Members of Globe RC will conduct themselves in such a way as to avoid causing a hazard or inconvenience to themselves or to others on land or water. Failure to do so is grounds for expulsion from the Club.

5. Crew members are responsible for inspecting their equipment before going out on the water, whether for competition or otherwise. Boats and other equipment found to be in an unsafe condition will not be used.

6. Club boats will be returned to the boathouse in a clean condition. Crew members are responsible for rectifying any damage, which will be notified to the Captains as soon as practicable, and reported in the damage log.

7. The Junior Coordinator will ensure compliance with the requirements of British Rowing codes of practice relating to Child Protection. He or she will hold the required qualifications before being appointed. He or she will report directly to the Chairman on any matter covered by the relevant code of practice.

8. The Safety Adviser will be responsible for providing advice to the Committee and Members on matters relating to safety on land and water. The Safety Adviser or any Officer of the Club is empowered to prohibit or suspend rowing on safety grounds. Any member failing to abide by the legitimate instructions of the Safety Adviser or other Officer of the Club relating to safety is liable to suspension or expulsion from the Club.

9. Members rowing or sculling on the Thames at Greenwich will contact the PLA at Woolwich to inform them of the start and finish of outings. All members are required to use the outings log blackboard at the boathouse to record when they are out on the water.

10. No member shall go out sculling or rowing on the Thames during the hours of darkness, unless specific dispensation has been obtained from the Captains. All members rowing during

the hours of darkness will be accompanied by a safety launch. All boats out after dark will carry navigation lights as required by the Port of London Authority.

## **Juniors**

1. Globe RC is fully committed to safeguarding and promoting the well being of its members. The Club believes that it is important that all members (including juniors), coaches, administrators and parents associated with the Club should, at all times, show respect. The Club also encourages them to share any concerns or complaints that they may have in respect of the club with:

- The Junior Coordinator, Captains, Club Welfare Officer, Safety Advisor or Chairman.

As a member of Globe RC, juniors are expected to abide by the following junior club rules:

- They must follow the rules of racing and respect officials and their decisions
- They must respect their opponents
- They should keep to agreed times for training and competitions or inform their coach or the Junior organizer if they are going to be late
- They must wear suitable kit for rowing and training (and bring a change of clothing and a towel) - Wellington boots – preferably several sizes larger than shoe size - old trainers, track suit bottoms, long sleeve/T shirt. In winter, a sweatshirt, woollen hat and more layers if it is cold. For racing, they must wear club kit, unless agreed with coach/junior organizer
- They must pay any subscriptions, fees or entry fees for events promptly
- Junior members are not allowed to smoke on Club premises or whilst representing the Club at competitions
- Junior Members are not allowed to consume alcohol or drugs of any kind (except for medicinal purposes) on the Club premises or whilst representing the Club at competitions.

ALTERATION OF CLUB RULES

1. These rules shall not be altered, amended or rescinded except by a General Meeting of the Club.

2. A resolution to give effect to a change must be passed by at least 75% of the members present at the General Meeting, and voting on this behalf.

Signed.....

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**Chairperson**

Date: December 2017

**Appendix 1: Duties of Committee Members.**

**Chairman:** The Chairman (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 its members. The Chairman shall represent or arrange for representation of the Club at British Rowing regional level and at meetings of other organizations. The Chairman shall be an ex officio member of any other committee of the Club.

**Captains and Junior Coordinator:** The Captains and Junior Coordinator will be responsible for training, coaching and representation of the Club at competitions.

**Secretary:** The Secretary will be responsible for the organisation of meetings of the Committee and of the Club, the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club.

**Treasurer:** The Treasurer will be responsible for the collection and disbursement of all monies belonging to the Club and will keep proper accounting records of all such transactions.

He or she will present to the members at the AGM a set of audited accounts or an independent assessment for their approval, showing the Club's financial position and the results of its transactions for the year.

The transactions of the Club will be conducted through a bank account and will require the signatures of any 2 of 4 members of the Committee who have been designated for that purpose.