

WALBROOK ROWING CLUB

MEMORANDUM OF ASSOCIATION AND RULES



PART 1 MEMORANDUM OF ASSOCIATION

- 1) The name of the Club is Walbrook Rowing Club (WRC)
- 2) The Address of the Club is:-
The Boathouse
Trowlock Way
Teddington
Middlesex
TW11 9QY
- 3) The purposes of the Club are to promote and provide facilities for the amateur sport of rowing in Teddington and the local community .
- 4) The date of formation of Walbrook Rowing Club was the 1st October 1962.

Mission Statement

Walbrook Rowing Club is committed to creating and maintaining an environment that welcomes everyone to improve their fitness and health by taking part in the sport of rowing.

We aim to teach rowing in a safe and friendly environment, introducing members to appropriate development and competitive pathways, including volunteering in sport, so that all members achieve their potential.

The club upholds all the principles of the codes of practice of British Rowing.

PART 2A KEY RULES

1) General

1.1) Walbrook Rowing Club (hereinafter called WRC) shall observe the rules of British Rowing .

1.2) The colours of WRC shall be green, yellow and black

2) Membership

2.1) Membership of WRC shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to facilities is allowable on a non-discriminatory basis.

2.2) The Club may have different classes of membership and subscription on a non discriminatory and fair basis. Members of WRC shall be classified into the following categories

- a) Rowing member
- b) Composite crew member (those who are members of another club but who row in composite crews with Walbrook Members.)
- c) Associate Members (those who make no use of Club equipment)
- d) Junior Members (those under the age of 18 as at 1st January of the current year and who row in the Junior Squads)
- e) Student member (those who are in full time education)
- f) Coxing member (those who only undertake coxing duties)
- g) Honorary Life Members (those appointed by the Club in General meeting in recognition of their services to the Club. They shall be entitled to all the privileges of a Rowing Member. Any member so appointed shall have at least 15 years service as a club member).
- h) Coaching members (those who only undertake coaching duties)

2.3) The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the Members of the Club.

3) Property and Funds

3.1) The property and funds of the Club cannot be used for the indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the Club.

3.2) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away regatta expenses, post regatta refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

3.3) The Club may also in connection with the sports purposes of the Club

- a) sell and supply food, drink and related sports clothing and equipment
- b) employ members (though not for rowing crews) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present
- c) pay for reasonable hospitality for visiting competitors and guests

d) indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets)

4) Dissolution of the Club – Winding Up

4.1) The members may vote to wind up the Club at a properly convened General Meeting if not less than three quarters of those present and voting support the proposal.

4.2) The Committee shall then be responsible for the orderly winding up of the Club's affairs

4.3) After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to the following in this order:-

a) to British Rowing (the sport's National Governing Body) for use by them for related community sports

b) to another Club with similar sports purposes which is a registered charity

c) to another Club with similar sports purposes which is registered with CASC

5) Priority

5.1) Where there is any conflict between any of the "Key Rules" and any other rules then the Key Rules shall take priority. Interpretation of all the rules must be consistent with statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002)

PART 2B – GENERAL RULES

6) Officers

6.1) The Officers of WRC shall consist of the following:-

- President
- Senior Vice-President/Chairman
- Vice-President(s)
- Captain
- Honorary Secretary
- Honorary Treasurer

who shall be elected each year at the Annual General Meeting of members.

6.2) Nominations in writing for the election of Officers at the Annual General Meeting must be in the hands of the Honorary Secretary at least one day prior to the Annual General Meeting. A member duly nominated for one office but not elected may be nominated at the Annual General Meeting for another office. No member shall act in more than two offices at one time.

6.3) If one member is duly nominated for an office and withdraws his nomination too late to allow an alternative nomination to be lodged with the Honorary Secretary within the prescribed time of one day prior to the Annual General Meeting, another member may be nominated and elected at the Annual General Meeting.

7) Main Committee

7.1) The management of WRC shall be entrusted to the Main Committee which shall consist of the officers of WRC as "ex officio" members and the following members:-

- Publicity Secretary
- Catering Secretary
- Social Secretary
- Development Officer
- Squad Co-ordinators:-
 - Men's Rowing
 - Women's Senior Rowing
 - Women's Veteran Rowing
 - Junior Rowing and Welfare Officer
 - Men's Veteran Rowing
 - Equipment Officer

who shall be elected each year at the Annual General Meeting.

Nominations for these posts may be made in writing to the Honorary Secretary before the commencement of the meeting. The nominee must agree to his or her name being submitted or else the nomination is null and void. If the nominee is not present at the meeting then his or her signature shall be obtained before the meeting to indicate agreement to the nomination and this shall be in the hands of the Honorary Secretary before the Commencement of the meeting.

- Chief Coach

- Safety Officer
- Entries Secretary

These persons shall be appointed by the Captain if he does not wish to carry out the duties himself

7.2) The Main Committee shall have the power, at its discretion, to fill any vacancies that may arise from time to time amongst the main Committee and Officers of WRC.

7.3) Four Members of the Main Committee shall form a quorum. Each member shall have one vote and the Chairman of the meeting may also use a casting vote.

7.4) The Main Committee shall deal with any matters not covered by these rules at its own discretion.

7.5) The Main Committee shall meet no less than 3 times per year.

7.6) The Main Committee may co-opt any other representative they wish to serve on the Main Committee.

7.7) The General Committee shall manage the affairs for the Club. Financial or legal liability incurred in the rightful exercise of their office shall not, however, be he personal liability of the Committee, but shall be the responsibility of the Club as a whole.

8) Rowing Committee

8.1) The Members of the Rowing Committee shall be the Captain, Coaches, Representatives of Men's, Women's, Veteran and Junior Rowing.

8.2) The Rowing Committee shall deal with all matters concerned with the running of the squads.

8.3) The Rowing Committe may invite other persons to serve as appropriate.

9) General Meetings and Special Meetings

9.1) A General Meeting of WRC to be known as the Annual General Meeting, shall be held before the 1st December each year. The Main Committee may prescribe other General Meetings, to be known as Extraordinary General Meetings, to be held at any time deemed necessary.

9.2) On receipt of a request in writing, signed by not less than 15 members and specifying the business which they wish to bring before WRC the Honorary Secretary shall convene a Meeting of WRC to be known as a Special Meeting to deal with such business for which the Meeting was called.

9.3) Any members entitled to vote at a meeting of WRC and prevented from attending, may apply to the Honorary Secretary for permission to register their vote in writing; which permission being granted their vote shall be forwarded to the meeting in a sealed cover and

shall be opened during the voting at the Meeting. This shall be limited to the election of officers and the business at Special Meetings.

9.4) The Committee shall give not less than 14 days written notice of any meetings of WRC, stating the nature of the business to be transacted, to all members of WRC

9.5) The Agenda of the Annual General Meeting shall be:-

- a) To receive and confirm the minutes of the previous Annual General Meeting and other General Meetings or Special Meetings held during the year.
- b) To receive reports from the Secretary, Treasurer and Captain on the activities, financial condition and progress of WRC during the year.
- c) To elect all officers of WRC for the current year.
- d) To transact any other business of WRC which may be competently dealt with or which at least 14 days notice has been given to the members by the Honorary Secretary.
- e) To decide upon the proportion of expense to be borne by a crew entered for a regatta.
- f) To fix the subscription for the forthcoming year.

9.6) At a General Meeting, a resolution put to the vote of the Members shall be decided by a show of hands, of those entitled to vote, except when more than one nomination has been received for a position on the Committee, in which case voting will be by secret ballot

9.7) Any member of WRC who is under the age of 16, shall not be eligible to vote at these meetings

9.8) At all General Meetings or Extraordinary Meetings not less than 10 members of the Club shall form a quorum. If after half an hour from the time appointed for the meeting, a quorum is not present, the Meeting, if called at the request of the members, shall be dissolved. In any other case, the Meeting shall be adjourned until a time and place to be fixed by the Committee. If a quorum is not present half an hour after the appointed time for an Adjourned Meeting, the members present shall form a quorum.

9.9) Accidental omission to give notice to, or the non-receipt of notice of a meeting by any member shall not invalidate the proceedings of a meeting.

10) Subscriptions

10.1) The annual subscription of WRC is due on the 1st October each year and shall be fixed by WRC at the Annual Meeting for each category of membership.

10.2) Members whose annual subscription to WRC (or who owe any other monies eg race fees, kit etc) is more than one month in arrears may not be selected for crews and may be refused use of boats designated for use of WRC members only, unless agreed with the Committee.

10.3) The Club will keep subscriptions at levels which will not pose significant obstacle to people participating.

10.4) The level of subscription paid by those in categories 2.2 b- h will be decided by the Main Committee

11) Resignations

All Club Members shall at all times act in a manner to maintain the good reputation of the Club. All Club members, whilst involved in any activity associated with the Club including training sessions (land or water), competitions or social events of the Club, shall behave in a courteous manner to all other Club Members (including any temporary members or coaches) and the public in general. Verbal abuse, physical abuse and/or threatening or intimidating behaviour of any kind whatsoever and howsoever arising will not be tolerated. If any such abuse or behaviour is brought to the attention of the Committee this may, in the absolute discretion of the Committee, lead to disciplinary action or expulsion of that Club Member from the Club.

Should any Club Member, whilst involved in any activity associated with or whilst representing the Club, be subject to verbal abuse, physical abuse and/or threatening or intimidating behaviour of any kind whatsoever and howsoever arising from any person representing any affiliated club or organising body, he or she may bring this to the attention of the Committee and as appropriate, the Committee will raise this with the club or organising body concerned.'

Any member asked to resign his or her membership may appeal to an independent hearing. The panel shall be drawn from members of the Club. The panel shall hear and receive evidence, reach a conclusion and affirm or eject the appeal. Hearings must not contravene the Human Rights Act 1998 or any other policies of the Club and British Rowing

12) Damages

12.1.) All damages to WRC equipment must be reported to the Captain or his representative on the same day and the appropriate accident report form completed.

12.2) Any member who wilfully or by gross negligence damages any property of WRC or property entrusted to WRC, shall be held liable for the cost of such damage. The question of damage being or not being accidental shall be decided by the Committee for such evidence as they may be able to obtain.

13) Club Colours

13.1) All members and honorary members shall be entitled to wear the WRC badge and tie.

13.2) The WRC Colours shall be awarded to all members, including coxes, winning their first qualifying race representing the WRC. In addition, any other selected member may be awarded the WRC Colours at the discretion of the Committee.

13.3) The WRC Colours shall consist of the WRC Badge to be worn on the rowing strip or track suit.

13.4) Members who represent WRC at Henley or at the National Championships shall have the right to wear the years in which they represented the Club embroidered on the blazer under the WRC Badge. Numbers shall be in yellow thread and 5 -7 mm in height.

13.5) WRC Colours shall be awarded by the Committee.

13.6) The Captain may award the right to wear the WRC Cap to members or other persons who have rendered especially meritorious service to WRC. The Club Cap shall be black with the Club Badge at the front and trimmed around the base with the Club ribbon: yellow band uppermost.

14) Records

14.1) The Honorary Secretary shall keep all the permanent records of WRC such as minutes of Committee Meetings, Members Meetings and Members Declarations (see under rule 16).

14.2) All general correspondence may be destroyed after three years but all receipts etc. shall be kept for at least six years.

14.3) The WRC Project funds shall be administered by the Main Committee. The Honorary Treasurer shall submit accounts to the Main Committee as required and annually at the Annual General Meeting. The WRC financial year shall end on 31st August each year.

14.4) All cheques shall be signed by any two of the following:-

Captain

Honorary Secretary

Honorary Treasurer

Chairman

Any other Committee member nominated by the Main Committee

15) Rules and Regulations

The rules and regulations of WRC shall be printed and distributed to each member upon joining

16) Guests

Any member shall be entitled to introduce a guest to WRC. A member may not invite more than 3 guests at any one time and may not introduce the same guest on more than 6 occasions annually.

17) Qualification For Holding Office

17.1) Only members entitled to vote at the Annual General Meeting are eligible to hold office.

17.2) Any member under the age of 16 shall not be eligible for election to the Committee.

18) Equal Opportunities

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

18.2) The Club shall have due regard to the law on disability, discrimination and child protection

19) Child Protection Procedures

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

19.2) Each member of the Club shall sign the following declaration (or in the case of juniors a parent or guardian)

19.3) Upon joining WRC I understand that rowing is undertaken at my own risk. I confirm that I do not suffer from any disability or medical condition which may render me unfit for strenuous exercise* If such a condition arises in the future I undertake to inform the Secretary of the change in my health.

I also confirm that I am able to swim a minimum of 100metres (ROSPA recommended standard)

Signed

Parent/Guardian (if under 18)

membership/participation, but it must be declared. Should you be in any doubt then please contact your family doctor.

PART 4 ROWING

1) Boats

1.1) No boat shall be taken out of the Boat-house without the permission of the Captain or the Captain's representative.

2) Regattas

2.1) No member may enter or compete in any open event or Club Regatta under the name or in the colours of WRC without having obtained the prior permission of the Captain or, if absent his representative.

2.2) The portion of expense to be borne by a crew entered for any regatta shall be determined by the WRC at the Annual General Meeting.

3) Launching and Housing of Boats

3.1) All members shall launch and house boats to the satisfaction of the Captain

3.2) Members may house their own boats in the boat-house according to the racking rules. The fee shall not include the EA licence fee. The owner of the boat shall make sure that the EA fee is fully paid

Any member housing a private boat in the boat-house shall confirm in writing, yearly that he/she holds the appropriate third party insurance to cover the boat.

3.3) Boats allocated for general use by the main committee shall be duly marked

3.4) Boats allocated for use by WRC members (Rowing , Junior and Honorary members) only shall also be clearly labelled

4) Safety

4.1) General

- a) The Code of Safety of British Rowing shall be adhered to. It is everyone's responsibility to ensure that the Safety Code is adhered to and in particular:-
 - i) All coxes, launch drivers and their occupants must wear lifejackets
 - ii) Boats must be checked for safety before going afloat including heel restraints
 - iii) No Club boat may be used without the Captain's, coach's or section co-ordinator's permission
- b) All members shall be able to swim at least 100 metres in rowing kit and may be required at any time to produce evidence of their ability to do so, or to pass a swimming test.
- c) Only those members whose name appears on the "steersman's" list may steer a club single scull, pair/double or quad unaccompanied. Members MUST satisfy the Captain, Squad Co-ordinator or Club Safety Advisor that they are competent in steering a boat in order to have their name added to the "steersman's" list. Any other person who steers a coxless boat must be accompanied by a coach.
- d) No junior may take out a club boat without a coach/responsible person in attendance.
- e) Juniors rowing with the senior squads may only boat at times when other club members are in attendance and are under their supervision.

4.2) Rowing at Night i.e. Under Darkness

Rowing/ sculling in the hours of darkness is dangerous and not encouraged. Unaccompanied outings are unwise, but the individual is expected to have carried out his or her own assessment of the risks involved.

- a) No member of the Club shall take out a boat during the hours of darkness without the permission of the Captain.
- b) Crews rowing at night must show the appropriate lights i.e. solid white lights attached to the bow and stern (not side riggers and no flickering lights) and the bowman must wear light coloured clothing.
- c) If a light fails during the outing then the crew MUST return to the Club immediately
- d) No novices may go afloat unless accompanied by a launch.
- e) No junior may cox at night without an accompanying launch and the parent's permission MUST be obtained for each outing.
- f) No crew may boat whilst "Red Boards" are displayed by the E.A.

4.3) Boat Circulation Pattern

See map on noticeboard for details. All crews shall observe the rules of the river keeping close into the Middlesex bank when proceeding upstream and to the Surrey side of centre when proceeding downstream. Local rules shall be posted on the notice board as and when they apply.

Points for caution and danger are: -

- a) Boats leaving and entering Trowlock Island should check for crews travelling upstream by Trowlock Island.
- b) Weirs at Teddington Lock and Hampton Court. Crews should normally turn before the "Lensbury Board" and not proceed under Hampton Court Bridge
- c) Ravens Ait, and Stevens Ait. - checking the correct circulation pattern here.

- d) Crews crossing the river from Kingston Rowing Club, Dittons Skiff Club and Kingston Grammar School
- e) Passenger boats departing from Turks near Beverly School, between the bridges and on Ditton Bend
- f) Kingston Bridge and Kingston Railway Bridge.
- g) Sailing Clubs at Thamesis/Ariel, near Beverly School, Ravens Ait (particular care here due to the length of these boats), next to Kingston Grammar School

4.4) Strong Stream Conditions/Poor Weather Conditions

- a) All crews should be aware of the prevailing conditions and assess the dangers involved.
- b) In order for a crew to boat on "Red Boards" permission must be gained from any of the following - Captain, Squad Co-ordinators, Coaches, Committee Members, who will take into account the conditions prevailing at the time and the experience of the crew. Permission shall apply to the crew to whom it is given and for that outing only. The persons giving permission should record in the risk assessment book hanging in the boathouse who they have given permission to and state the river conditions as they see them.
- c) If a crew boats on "Red Boards" then it is the squad co-ordinator's responsibility to make all members of the crew aware that "Red Boards" are being shown. Each person should be asked if they wish to continue with the outing. No club member or cox should be pressurised into continuing with an outing if they do not feel happy in doing so. The co-ordinator's decision is final.
- d) The Captain, coaches, committee and squad co-ordinators shall decide whether a crew is of a sufficient standard to handle conditions prevailing at the time of boating and give permission to boat. At certain times crews will not be allowed through the bridges.
- e) No crews may boat at night i.e. in darkness
- f) Only crews of novice racing standard and above may boat
- g) No Club singles, doubles, or pairs may go afloat unless accompanied by a launch
- h) Coxless fours/quads may only boat if the captain, coach or squad co-ordinator has given permission
- i) Crews must not proceed past the downstream end of Trowlock Island
- j) Coxes should not wear manual inflating life jackets. Permanently inflated jackets or self-inflating jackets should be worn.
- k) In the case of poor visibility then the far bank must be clearly seen.
- l) If fog is encountered during an outing then crews should turn back immediately and only use fog free water.

4.5) Amendments and Temporary Changes

These will be posted on the Club Noticeboard

5) Damages

5.1.) All damages to WRC equipment must be reported to the Captain or his representative on the same day and the appropriate accident report form completed.

5.2) Any member who wilfully or by gross negligence damages any property of WRC or property entrusted to WRC, shall be held liable for the cost of such damage. The question of damage being or not being accidental shall be decided by the Committee for such evidence as they may be able to obtain.

Please note that this safety code has been accepted by the insurers as a satisfactory code for certain crews boating at certain times on Red Boards. It is therefore very important that all

members obey this and that the Risk Assessment Book hanging in the boathouse is completed on each occasion.

Revised and adopted: February 2013