



# Code of Conduct, Rules and Policy Handbook

Ross Rowing Club Ltd

The handbook will be periodically reviewed and updated when required.

Version 2	06.11.2021	Please destroy all previous copies of the Code of Conduct, Rules and Policy handbook. There have been some minor updates to Version 1. Please discuss the content or any queries with the Club Secretary.
Version 3	20.11.2021	Minor updates throughout the handbook. Safety Matrix updated to include wearing of high visibility clothing by bow person in mist and fog Bar rules updated
Version 4	14.11.2022	Update to page 5 River Code of Conduct
Version 5	10.05.2023	Update to page 5, River Code of Conduct Update to page 8, boat and equipment damage Update to page 13, junior coxes in senior crews Addition of Appendix, Junior (Under 18) rowing
Version 6	08.2025	Update to page 3, smoking/vaping/recreational drugs Update to page 9, joining British Rowing Update to page 11, assistance dogs instead of guide dogs Update to page 11, no e-bikes, e-scooters or mobility scooters in club/boathouse Update to page 13, late payment for events Update to page 14, club-funded coaching courses Update to page 15, complaint/grievance procedure Update to Appendix 1, junior rowing



Ross Rowing Club Ltd (RRC) has primary rules (appendix 1) lodged with the FCA. We are also bound to follow British Rowing rules [Codes-of-Conduct-1-September-2018.pdf \(britishrowing.org\)](#). RRC is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Members and parents are encouraged to be open at all times and to share any concerns or complaints that they may have with their Captain, Rowing Director, or Welfare Officer. This handbook provides details of RRC's codes of conduct, secondary rules, policies and other useful guidance for members and parents.

## Values and principles

- Encouraging and developing good practice.
- Providing equal opportunities to participate in rowing regardless of age, gender, disability, faith and ethnic origin.
- Creating the opportunity for those with the desire and talent to join a high-performance pathway.
- Playing an active part in developing rowing as part of the broader sporting and social agenda, and to benefit the local community.
- Providing a welcoming environment and support for participants to enjoy the sport at whatever level they choose to participate.
- Encouraging safe practice in rowing and a culture of safety in general.
- Valuing the work of volunteers and providing a caring supporting environment.

## Codes of conduct

**Members.** As a member of RRC, you are expected to abide by the codes of conduct by:

- Complying with the rules of the club and individual competitions and respecting officials and their decisions.
- Complying with instructions and decisions made by coaches and captains.
- Respecting the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion.
- Keeping to agreed timings for training and competitions or inform the coach or captain if you are going to be late.
- Wearing suitable kit for training sessions and competitions, as agreed with the coach.
- Using correct and proper language at all times.
- Paying any fees for membership or events promptly.
- Not smoking/vaping/using recreational drugs in or around the clubhouse and boathouse.
- Complying with the Anti-Doping Rules of British Rowing, published by the Drug-Free Sport Directorate of UK Sport (or its successor), as amended from time to time. Such rules shall take effect and be construed as rules of RRC.
- Acting in a manner that will not compromise the safety of themselves, Club members, other water users and the general public.
- Assessing risks and base decisions on such assessments.
- Actively responding to the club's safety rules.
- Being proactive in warning others of impending danger.

- Informing coaches and other crew/club members of any medical condition that may present a risk to themselves and/or their crew. In the case of juniors, parents have a duty to advise those in charge.
- Junior members are not allowed to smoke, vape, consume alcohol, or take recreational drugs of any kind on club premises or whilst representing the club at competitions.

**Parents/Guardians.** As a parent you are expected to abide by the following code of conduct:

- Encourage your child to learn the rules and abide by them.
- Discourage unfair tactics and arguing with officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in rowing.
- Set a good example by recognising fair play and applauding good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept the judgements of coaches and appointed helpers.
- Accept the coaches' judgement in relation to crew selection and training for coached sessions and events
- Support your child's involvement and help them to enjoy their rowing.
- Use correct and proper language at all times.
- Encourage and guide performers to accept responsibility for their own performance and behaviour.
- Parents are required to support the smoking/alcohol and drugs ban.
- Advise those in charge of any medical condition that may present a risk to their child and/or other club members.
- Act in a manner that will not compromise the safety of themselves, club members, other water users and the general public.
- Actively respond to the club's safety rules.
- Whilst parents are welcome at all sessions/competitions, it would be appreciated if they do not get involved with coaching

**Club Officials and Volunteers.** All volunteers/parent helpers must:

- Consider the wellbeing and safety of participants before the development of performance.
- Develop an appropriate working relationship with participants and parents, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport (e.g. fair play).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by the national governing body and the club.
- Hold appropriate valid qualifications and insurance cover (See Trailer Towing Guide).
- Never exert undue influence over participants to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibited substances.
- Use correct and proper language at all times.
- Encourage participants to value their performances and not just results.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- For health and safety reasons coaches and volunteers are required to support the smoking ban in the clubhouse and boathouse.
- The Anti-Doping Rules of British Rowing are the UK Anti-Doping Rules published by the Drug-Free Sport Directorate of UK Sport (or its successor), as amended from time to time. Such rules shall take effect and be construed as rules of RRC. [The Anti-Doping Rules | UK Anti-Doping \(ukad.org.uk\)](https://www.ukad.org.uk)

## River code of conduct.

- Boats must keep to right (starboard side) of the river. However, on the stretch of river immediately above the wires, at the top of the regatta course, this rule is reversed. Crews should proceed upstream on the Benhall side and downstream towards the middle of the river, but avoiding the rapids on the clubhouse side. Crews travelling downstream shall have the right of way.
- Members may only use boats that they have been allocated by the captains. This policy is designed to reward successful competing crews and to limit wear and tear on the competitive equipment being used by pleasure rowers.
- Crews must sign out, and back in, the boat they are eligible to row, using the booking out book. Record any issues or damage to the boat after the outing. Captains will prioritise boat allocation to competitive crews.
- Inexperienced rowers should only row between the 'sheep wash wires' and the club. If the more experienced member of the crew is coaching boat manoeuvring techniques, it should be done upstream of the club to allow for safe recovery should something go wrong. Inexperienced rowers wishing to row in a single should only be on the water on their own with the approval of their captain.

### ALL MEMBERS SHOULD UNDERSTAND THE CLUB RULES.

#### A competent rower/sculler should:

- Understand river and weather conditions to determine if it is safe to row on the water within club rules
  - Be able to turn the boat in both directions
  - Perform an emergency stop
- All rowers and coxswains must be familiar with the safety rules and navigation rules of the river.
  - All sections must respect boating priority times.
  - Be considerate to other river users at all times.
  - If a crew is on a collision course with you or another boat, SHOUT "AHEAD SCULL/FOUR/...!"
  - If you are moving slowly (doing starts, single strokes, etc.) keep in to the side of the river and be prepared to move quickly out of the way of oncoming boats.
  - Be aware and considerate of other crews on the water, particularly when stopping a boat.
  - Every member using a boat that has to be carried up or down the steps should help to carry it.
  - Every member using blades should return them to their proper rack after use.

# Safety plan and rules

The Safety Plan applies to all club members, visitors and guests. The primary duty of everyone is to care for the safety of all members, visitors, guests, other water users and the public at large. Everyone involved in rowing has a duty of care to ensure their actions, both on and off the water, are conducted in a manner which does not compromise the safety of others. Ensure every activity undertaken undergoes a risk assessment and is as safe as possible. All members and other club users, be they groups or individuals, must ensure that they abide by the **Health and Safety Procedures**, as may be issued from time to time, should they wish to use any of the Club's facilities and/or equipment

**Safety Matrix.** Disciplinary action will be taken against any member who contravenes the club code of river conduct and safety plan. Note that it is not always safe to row even when the river level is deemed acceptable according to the colour-marked steps. Other considerations should also be considered, i.e. water flow rate, wind and direction. Every crew should always make a risk assessment taking account of the current weather (temperature, wind, rain) and river conditions and any likely changes in the foreseeable future, of the

competence of their actual crew and of the size/stability of the boat to decide whether or not to proceed with their intended outing. **If in doubt, don't go out.**

### RRC Safety Matrix

RIVER CONDITION	A	B	C	D	FOG	Poor light & dusk	Water temperature			Air temperature
							AMBER	AMBER/RED	RED	T<3°C
Indication	Below bottom YELLOW step #3	Normal	Above RED step #5	Above top YELLOW step	Cannot see A40 bridge from club steps	Early dawn/dusk #5	Water temp below 5°C	Water temp below 3°C	Ice on the water	OK
Junior rowers #1 & #2 at all times	OK	OK	Skilled only #8	NO ROWING	Skilled only #9	NO ROWING	Skilled only #7	Skilled only #8	NO ROWING	#8
Beginners/ in-experienced rowers/scullers	OK #1 & #2	OK #1	NO ROWING	NO ROWING	NO ROWING	NO ROWING	NO ROWING	NO ROWING	NO ROWING	OK #1
1x, 2x, 2-	OK	OK	Skilled only	NO ROWING	NO ROWING	NO ROWING	Skilled only #5	NO ROWING	NO ROWING	OK
4x, 4-	OK	OK	Skilled only	NO ROWING	NO ROWING	NO ROWING	Skilled only	Skilled only #1	NO ROWING	OK
4x+, 4+, 8+	OK	OK	Skilled only	NO ROWING	Skilled only #9	Skilled only	Skilled only	Skilled only #1	NO ROWING	OK
Private boats	OK #2	OK	Not advised	Not advised	Not advised	Not advised	Skilled only	Not advised	NO ROWING	OK
Senior coxes	OK	OK	Skilled only	No coxing	Skilled only #9	Skilled only	Skilled only	Skilled only	No coxing	OK
Junior coxes #4	OK	OK	Skilled only	No coxing	Skilled only #9	Skilled only	OK	Skilled only #8	No coxing	#8

Floating debris (*that is of a quantity and size likely to cause boat damage or influence a capsize*) on a rising river indicates that the situation is worsening and River Condition D restrictions ‘no rowing’ apply.

#### Notes

1. Under guidance (coaching launch in attendance) – with the exception of J17 or 18’s who have been given permission to row without a launch
2. In the interests of safety only high-performance juniors shall go downstream more than 20 metres beyond the club steps
3. Restricted river usage: when the water is below the bottom yellow step boats must not go upstream further than the wires at the top of the regatta straight – for more info refer to the RRC Low Water Rules
4. Restricted river usage to apply each year for the period 1 November to 1 Mar. When there is no safety launch positioned between the Wall and Backney Bridge, no junior cox shall go upstream further than the wires at the top of the regatta straight. No junior cox shall remain upstream of the wires at the top of the regatta straight when there is no safety launch positioned between the Wall and Backney Bridge.
5. Only if river is not rising and has little or no debris
6. Only if white light fixed to bow & red light fixed to stern and bow wears high visibility jacket/waistcoat
7. J13 and younger coxed quads only
8. No J13 or younger, J14/15 in 4x+, 4+, 4x & 8+ (ie big boats), J16 & older – any boat
9. Mist/fog –At times when visibility is reduced due to mist or fog the following shall apply:
  - a. Only coxed boats are permitted
  - b. All boats must have a high intensity LED flashing light facing the bow and a high intensity LED flashing light facing the stern
  - c. If visibility is less than 400m, ie cannot see the A40 Bridge, then crews must not go out with the exception that a crew or up to three boats accompanied by a safety launch may go out if they are

training for a national event such as National Championships, Inter Regional Championships, Henley or a similar event. The group must stay together and be closely followed by the attendant safety launch. 'Boats on water' must be entered in the boat booking register by the boat captain or coach, if three boats are already out on water then wait until crews return to club before going out.

- d. High visibility clothing should be worn by bow person

**Water Safety.** RRC is fully committed to safeguarding and promoting the wellbeing of all its members. As part of this commitment, we abide by the guidelines set down by the British Rowing (BR).

**Rules applicable to all:**

- *All rowers and beginners at RRC must be in good health and able to swim a minimum of 50 metres in light clothing and shoes.*
- *All members of the club and all newcomers to the club must indicate whether they can swim, in their online application*
- *Any member of the board or coach will have the authority to prevent anyone from boating who they believe cannot swim.*
- *All athletes should undertake a capsized drill on a regular basis, at least once every five years*

**First aid and emergency equipment.** The first aid box is found hanging above the booking out book lectern in the boathouse. Rescue lines/life rings are located on the wall of the boathouse and pathway downstream. Visual aids on water safety are displayed on the Safety Notice Board along with a map showing grid references and emergency phone numbers.

**Lifejackets**

**Rules applicable to all:**

- *No coxswain or safety boat operator will be allowed on the water without a lifejacket.*
- *All coxswains shall wear a life jacket (conforming to BS3595 standard) or buoyancy aid of approved design, when on the water both in training and in competition.*
- *Where coxswains are located in the bows of boats a lifejacket, and not a buoyancy aid should be worn. The life jacket must also be of the manual inflation type to ensure that the coxswain is not restricted when exiting from the boat*

**Duty of care.** You must take reasonable care to avoid acts or omissions, which you can reasonably foresee, that would be likely to injure a third party

**Rules applicable to all:**

- *All members should be familiar with the British Rowing guide to good practice in rowing 'Row Safe' [RowSafe - British Rowing](#)*
- *Breaches must be reported to the Club Captain, the Safety Officer or the Director of Rowing*

**Duty of care on land.** By virtue of the design of equipment used (i.e. protruding riggers) and the need to transport boats from boathouse to steps and back again, situations arise when the risk of injury increases. Simply walking through the boathouse requires being alert to sharp obstacles. It is essential that every care is exercised to avoid harm to persons or damage to equipment. Ensure boats are carried carefully by appropriate numbers, and washed down after use. Never carry boats in such a way as to lead to damage, (i.e middle support to avoid sagging).

**Duty of care on the Water.** Water users are instructed to observe the plan of the area of the river over which we travel.

**Rules applicable to all:**

- **No boats may be taken within 100 metres of Wilton Bridge or through Backney Bridge without the prior permission of the captain, who may, at certain times, impose other limits.**
- **It is the rowers' responsibility to ensure the boat is safe to row.**
- **Before boating crews must check the following are in compliance with British Rowing Rules of Racing and the Row Safe water safety code:**
  - **Bow balls (white, solid rubber, at least 4 cms diameter and firmly attached)**
  - **Heel restraints (heel not to lift higher than lowest fixing point of the shoe)**
  - **Cox's ability to escape from front-coxed boats**
  - **Condition of riggers, integrity of boat sections, rudder and compartment lids**
- **All boats to carry British Rowing designation identification numbering.**
- **In the event of capsizing – stay with the boat.**
- **Report all incidents on the incident reporting system on the BR Website or to one of the captains or the Club Safety Officer to allow them to report the incident.**

**Rules applicable to juniors/parents:**

- **In the interests of safety Juniors shall never go downstream more than 20 metres beyond the CLUB STEPS unless specifically directed by the coach.**

**Duty of care in the training area.** If you see someone using equipment that is beyond their ability, please bring it to the attention of a captain or senior present (i.e unauthorised persons playing on ergos). Ergos will be regularly maintained.

**Rules applicable to all:**

- **Do not use weights alone.**
- **Put all equipment away tidily after use.**
- **Only use equipment with which you are familiar.**
- **Keep access to emergency doors clear at all times.**
- **Report accidents/damage.**
- **If it hurts, STOP**

**Club Facilities.** Please respect all club facilities and tidy up after yourselves, returning equipment to designated areas.

**Accident Reporting.** ALL accidents should be reported online to British Rowing. If you would prefer to give details in confidence, please contact the Safety Officer.

**Equipment damage.** Please fill in the Equipment Damage Log as soon as possible if you spot any damage to Club equipment or any safety hazard in the boathouse. Please also record any damage on the boathouse blackboard. Attach a notice to any unsafe equipment to warn other Club members, and report damage to your captain or the Safety Officer as soon as possible. Repair the damage yourself if you have sufficient expertise. Spare parts are available from the captains. Remarks made in the boat signing out book shall not constitute a report. It is everyone's responsibility to look after boats and avoid damage PARTICULARLY DURING PERIODS OF LOW WATER, AND MANOEUVERING FROM RACKS. While we have appropriate equipment insurance, we are unable to claim for damage of less than £250. **The cost of repairing boat and equipment damage may be charged to the crew members responsible.**

**Speed limits and parking.**

**Rules applicable to all:**

- **There is a 15 mph speed limit along the lane leading to the club. This is to protect all our lives – do not take that ultimate risk!**
- **Parking at the side of the lane leading to the club is prohibited by Ross Town Council.**
- **Do not park on the bridge across the stream which must be kept clear for emergency use**

**Clothing and wearing of club kit.** The club colours shall be CLARET, ROYAL BLUE and WHITE, in accordance with the pattern or patterns ordained by the board. It is recommended that clothing is worn in layers that can be adjusted to match the temperature and rowing schedule and allows you to regulate your clothing by removing a layer as you warm up. Rowers may be sat around for long periods both on and off the water. Tighter fitting clothing is best as there is less likelihood of this catching on the mechanisms of the boat. Bulky garments will get waterlogged and will weigh you down should you fall in. Juniors must bring a water bottle with them to all sessions.

**Rules applicable to all:**

- *Club kit must be worn during racing*
- *Every effort should be made to have the whole crew in identical kit when competing.*
- *Under no circumstances should denims be worn as these will cause extreme discomfort when wet*
- *Do not wear wellington boots in the boat*
- *Crews in training must at all times wear at least a rowing vest, i.e. no topless rowing allowed*

**Rules applicable to juniors/parents:**

- *During events, juniors should wear current RRC kit colours as the topmost garment.*
- *Juniors are to bring trainers to every training session in the event that a land based training session is organised. Fashion trainers are not recommended for these sessions.*
- *Juniors must bring wellies to every water session as it is sometimes necessary to stand in the water when getting in and out of the boat. Wellies can't be worn in the boat.*
- *Spare kit/complete change of clothes should be available during training sessions and at events, including a towel.*

**Co-operating with coaches/volunteer helpers**

**Rules applicable to all:**

- *Members/athletes are expected to adhere to the instructions and requests of the coaches and volunteer helpers.*

**Rules applicable to juniors/parents:**

- *Parents/guardians are expected to discuss appropriate behaviour with their son/daughter when they are taking part in a training session. Once they are under the responsibility of a club coach, RRC legally becomes their 'corporate parent'.*

**Membership.** Applicants for membership and members renewing their membership will be asked to indicate in the online application that they agree to abide by the rules and regulations of the club, and the sport of rowing. The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating. 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. Appeal against refusal or removal may be made to the board. A list showing the names of members may be posted in the clubhouse.

**Rules applicable to all:**

- *An application for membership must be completed online before taking part in any activity at the club. This includes our current fees and payment options.*
- *The club requires all competing rowing members to join British Rowing, who provide additional personal insurance cover and the ability to compete in British Rowing registered events. It is advised that all non-competitive rowing members also consider joining BR.*
- *Where a member is re-applying for membership any previous debts to the club must be settled prior to the application.*

**Storage and Racking.** Boats and blades should be returned to the appropriate rack. Care should be taken when removing boats to avoid damage to other stored boats.

**Rules applicable to all:**

- *All petrol and petrol tanks must be stored only in the boat house, or other specifically designated area, when not in use and must not be placed in any other club buildings.*

**Club Equipment.** The club offers a range of both water and land-based training and consequently invests heavily in equipment to support this. Protecting this equipment to reduce damage is paramount in keeping running costs, and therefore membership fees, to a minimum. Please respect all equipment and if in doubt about its use ask for advice.

- *Juniors should seek permission to use equipment outside of normal session times, from the Juniors' Captain.*

**Private Equipment.**

RRC houses a number of private boats. Club members should make sure they are completely clear on the identity of the equipment they are using.

**Rules applicable to all:**

- *Club members should take care not to use private equipment without prior authorisation.*
- *Whilst gaining permission to use private equipment, please ensure both parties are clear as to who will pay for any damage concerned.*
- *Boat storage charges. The board has the power to make a charge for storage of private boats upon club premises, but accept no responsibility for the safety of such boats under any circumstances.*

**Trailer Towing.** Further guidelines are available in the Row Safe section of the BR website.

[Row-Safe-April-2018-Chp-7.pdf \(britishrowing.org\)](#)

**Rules applicable to all:**

- *Members towing the boat trailer are deemed to have read the guidelines for towing and therefore take full responsibility for the compliance with road traffic regulations. Members towing trailers should have appropriate insurance.*

**Engines on club boats.** No motor or other equipment shall be used on any club boat, which has not been modified or constructed or allocated by the board for that purpose.

**Launches.** The topography of the riverbed over which we travel comprises many areas of shallows and we, therefore, find the use of propeller guards to be detrimental to water safety at Ross. Therefore, it is of the utmost importance that every precaution be taken to avoid the risk of entanglement during a rescue. Our accident history indicates that we have never had an injury caused by propellers.

Further guidelines are available in the Row Safe section of the BR website. [2.4 \(britishrowing.org\)](#)

During junior sessions there should be a minimum of one safety launch on the water, manned by two people, one of whom will be a coach.

- *To carry British Rowing boat identification numbering and plate stating max carrying weight.*
- *Occupants must wear life jackets or buoyancy aids.*
- *Drivers to be qualified to RYA Level 2 for BR events or to RRC local standards otherwise and have basic first aid knowledge.*
- *All incidents to be reported to BR.*  
*An appropriate, safe, and considerate speed should be used except in emergencies or when following crews for coaching purposes.*
- *Boats to be regularly maintained (documented) and equipped.*
- *Minimum standard equipment:*
  - *First aid kit*
  - *Throw or grab line*
  - *Bailer, Safety knife, Paddle*
  - *Fleece blankets for rescued rowers*
  - *Rescue tube spare life jackets*
  - *Attached rope ladder to help get casualties into the boat*
  - *A 2-person crew for all safety launches (as opposed to coaching boats)*
  - *Means of communicating with shore and/or other launches i.e. radio or mobile phone.*

**Water-borne Disease.** The use of inland water will never be risk free and it is essential that users are aware of the risks involved in using a particular stretch of water. The water we row upon is not always as clean as we would choose and certainly is not pure enough to be swallowed without giving more than a passing thought to the possible effects it will have upon our internal systems. There is a risk of contracting leptospirosis (*Weill's* disease), cyanobacteria or gastrointestinal illness from immersion in river water. To reduce the risk of infection:

- Never drink river water.
- Cuts and abrasions (including blisters) should be covered with waterproof dressings.
- Wear footwear to avoid cuts and protect feet when paddling in the water.
- Shower after contact with the water.
- Wash hands thoroughly before eating or drinking.
- If 'flu like symptoms develop shortly after contact with the water (1-3 weeks) then your doctor should be contacted and advised of the circumstances of exposure.
- After any contact hose down all equipment to avoid contact with residual scum.
- All clothing should be washed and thoroughly dried on returning home.
- Should you develop any unusual symptoms then report them to a doctor as soon as possible.

**Visitors.** A member may introduce occasional visitors to the club to row, paying a visitors' fee via WebCollect. The introducing member will be held responsible for the conduct and behaviour of his/her visitors. In the event of an organised visit by members of a sporting club or association for the purpose of participating in a pre-arranged sporting event with RRC or other affiliated clubs, such members, officials and friends of the visiting club or association shall be entitled to purchase intoxicating liquor for consumption on the premises on the day of the visit only.

**Rules applicable to all:**

- *Cycles must be kept only in the racks provided and are not allowed inside the clubhouse.*
- *Dogs, except assistance dogs, and all other animals are not allowed inside the clubhouse.*
- *Notice boards are reserved generally for the posting only of official Club communications from the captain, Club Safety Officer or board*
- *No bathing is to take place from the Club while racing craft are practising or about to practise in the vicinity of the Rowing Club.*
- *E-bikes, e-scooters and mobility scooters are not to be brought in to the boathouse or clubhouse as they pose a fire risk.*

**Bar.** The normal permitted hours of opening of the bar for the sale and consumption of intoxicants shall accord with the hours granted by the licensing justices.

**Rules applicable to all:**

- *Pursuant to Section 49 of the Licensing Act 1964 there may be admitted to the club, persons, other than members or their guests, who shall be entitled to be supplied with intoxicating liquor. This privilege shall not be extended more than ten times in one year and then only for the use of organised societies or functions approved by the board. A Temporary Event Notice will be obtained. No informal guests shall be permitted under this rule. No society or function shall be admitted more than once in any period of thirty consecutive days.*
- *Junior members and guests may use the club room facilities, but must be accompanied by a parent/guardian during bar opening hours*
- *Persons between 16-18 are permitted to consume alcohol (not spirits) when food is served, purchased by a parent/guardian*
- *Members and guests using the bar and lounge areas must maintain an acceptable standard of dress. Those wearing training kit, working overalls, or topless, etc. may not be allowed in the bar.*

**Regattas and events.** It is our intention to enable all athletes, who have reached the required level of competence, to gain experience of rowing in competitive events. It is essential that coaches know your availability at the earliest opportunity. Please continually monitor the list of activities on Spond for new events or changes to the schedule. In choosing crews for these events the coaches not only take into account the abilities of the athletes, but the course and prevailing conditions. The key concern is for the safety and enjoyment of the athlete, please respect these decisions.

Those that have races later in the day are requested to stay to the very end in order to ensure that boats and equipment are returned to the trailer for transport home. A huge amount of effort has to go into getting crews to events. It is therefore essential that we have as much help as possible with the organisational and physical effort necessary.

**Rules applicable to all:**

- *No member of the club shall contend for any public prize under the name or colours of the club without the sanction of the Director of Rowing.*
- *No RRC member shall compete in any composite crew without the prior authority of the Director of Rowing.*
- *Competitors MUST arrive at least 90 minutes before their first race time in order to register for their race, and ensure that their boat and equipment is ready in good time*
- *To take part in competitions, membership of British Rowing is compulsory (it provides insurance cover).*
- *All rowers and parents of juniors are expected to:*
  - *Load the boats onto the trailer prior to the race and once racing is finished*
  - *Ensure that the boat is prepared in advance of boat check at the event.*
  - *Re-rig the boat and put it away as requested by the coach.*

*Rules applicable to juniors/parents:*

- *Parents are expected to:*
  - *Be in attendance at the event or make a responsible adult known to their athlete in loco parentis, and to inform the coach which adult is acting in loco parentis.*
  - *Make transport arrangements for their athlete to and from the event.*
  - *Provide sufficient food and drink for the duration of the event.*
  - *Pay entry fees as requested.*

**Payment for events.** This payment is to cover the cost of the advanced entry fee and a contribution towards fuel and towing costs. Please note if payment is not received on time the competitor may be removed from the event. Payment via WebCollect. Late payment incurs a £2 fee.

**Training times.** To ensure a safe environment for all water users training times are scheduled. It is important that these times are adhered too in order to avoid congestion on the launching area. Please be considerate of ensuring that everyone can maximize his or her time on the water. Please be especially conscious of the junior boating times as these often entail huge logistical issues and large numbers of boats. Please liaise with individual captains regarding training times and use the notes regarding boat allocation

**Junior Squad.** The captain will notify training schedules. To enable everyone to get the best from the session please ensure that juniors arrive 15 minutes before the start time. Parents, or a representative, should be present until their child is on the water, and return in time to assist them off the water. Juniors must not leave the session early unless they have the permission of the coach and parents/carers. Although sessions may occasionally run over time all athletes are expected to stay until all equipment is stored away and will only be allowed to leave a session with prior permission of parents and the coach. A parent/guardian or nominated person will be required to be available on the river bank during the water sessions in case of incident or emergency concerning their junior rower.

Parent and volunteer help is needed in the carrying of boats and equipment. This will ensure that we can maximise the rowing time for the athletes. Without parental assistance the number of boats available for rowing may be reduced. The club provides complimentary social membership for parents as part of the junior membership to encourage involvement.

If parents wish to discuss any aspects of training, please request a separate appointment with the coaches.

This will ensure that all athletes get the best from the training sessions. Please also remember that coaches do have other lives!

See Appendix 1 for additional information on junior rowing.

There is a requirement for senior crews with junior coxes to have one member of the crew DBS checked via British Rowing.

**Equal opportunities.** 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, gender identity, 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 or safety. This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

- Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

### **Club funding for coaching courses**

Where training courses that meet the core objectives of the rowing club are identified, and interested members are willing to attend the courses the Club and deliver the knowledge to the Club and its members, RRC will pay the full fees and any reasonable expenses incurred in attending the course. As the knowledge and skills gained from these training courses are often transferrable, in return for covering the cost of the course and reasonable expenses for the individual member, the Club will expect a 'payback period' to be honoured. The payback period will be based on 1hr of volunteer time coaching, safety boat driving or similar per £10 of cost paid for the course, eg a Session Coach Course might cost £250, the payback period would be honoured after 25 hrs of coaching sessions. There might be occasions when a member leaves the rowing club and cannot honour the payback period, in this case the Board of Directors will consider any other volunteer time the member has given during the membership of the Club before asking the member to pay back the Club any remaining costs via WebCollect before leaving the Club.

**Welfare.** Everyone that takes part in rowing at RRC is entitled to do so in an enjoyable and safe environment. To ensure this, RRC – abides by the principles developed by British Rowing. All members of RRC are encouraged to familiarise themselves with the British Rowing 'Good Practice in Rowing – participant welfare, good practice and child protection policy and procedures' – this can be found on the British Rowing website. The principles apply to everyone involved in rowing, but young people and vulnerable adults in particular are entitled to a higher duty of care and to be protected from poor practice or abuse. Everyone involved in rowing either in a coaching or supportive capacity, together with those working in affiliated organisations, has a role to play in safeguarding the welfare of young people and preventing their abuse. Everyone at RRC has some type of contact with the junior members and could be a very important link in identifying cases where a young person needs protection.

**Anti-bullying and Intimidation.** Bullying is defined as the abuse of power. It is deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It may be: physical, eg hitting, kicking, theft; verbal, eg racist or homophobic remarks, threats, name-calling, graffiti, abusive text or social media messages; emotional, eg tormenting, ridiculing, humiliating, ignoring, isolating from the group; sexual, eg unwanted physical contact or abusive comments.

### **THE CLUB WILL NOT TOLERATE BULLYING, OR INTIMIDATION OF ANY KIND.**

You are encouraged to report all cases of bullying, in the knowledge that you can do so without fear of reprisal. All reports of bullying will be taken seriously and investigated. You are reassured those confidences will be respected and information will not be passed to anyone without prior permission. However, you will appreciate, that in order to deal with the matter appropriately we will require your co-operation and that there will be some who need to be informed about the incident.

**Procedures for dealing with reports of bullying.** Members are to be encouraged to report cases of bullying, in the knowledge that they can do so without fear of reprisal. All reports of bullying or suspected bullying will be treated seriously and will be followed up as a matter of urgency. The person receiving the report must consult the Club Welfare Officer immediately. All information should be made available by reporting verbally, then following with a written report. The Club Welfare Officer has the responsibility to launch an immediate enquiry into the reported incident. A full report should be passed to the board. If the reported incident of bullying is substantiated the disciplinary procedures will be followed and where an incident has been reported, but not substantiated, the situation will be notified to all persons concerned, those involved will be advised, and warned, and their behaviour will be closely monitored.

**Grievance Procedure.** If you wish to discuss any aspect of your involvement with the club, please feel free to initially contact any member of the coaching team, board, a Captain or Welfare Officer. Please be assured that the matter will be referred to the appropriate person within the club structure. We ask that you please consider the appropriate time and place for discussions. The complaints procedure is on the Member Only password protected section of RRC Website.

**Discipline Policy.** The board shall have the power to expel or suspend from membership from all or any of the privileges of membership any member, whose conduct is, in the board's opinion, not in keeping with traditions, objects or interests of RRC. However, such a member shall first have had reasonable opportunity of appearing before the board to state his/her case. In the event of a junior member being required to attend a board meeting upon an issue of discipline, a parent or other responsible adult of their choosing must accompany that junior. In default the Chairman may, at his discretion, appoint someone to speak on the junior member's behalf. Members must obey the rules of the club, with which they should be acquainted, as these regulate and control their privileges of membership.

**Data privacy policy.** We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you. We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.

**What information we collect and why:**

Type of information	Purposes	Legal basis of processing
Members' (including Junior Parents) name, address, telephone numbers, e-mail address(es).	Managing the Members' membership of the Club.	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member's vital interests and those of their dependants
Date of birth / age related information	Managing membership categories which are age related	Performing the Club's contract with the Member. Ensuring safeguarding responsibilities can be met.
Gender	Provision of adequate facilities for members. Reporting information to BRITISH ROWING.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender. For the purposes of the legitimate interests of BRITISH ROWING to maintain diversity data required by Sports Councils.

The Member's name and boat name (if privately owned)	Managing race entries and race results. Providing race results to local and national media.	For the purposes of our legitimate interests in entering events for the benefit of members of the Club. For the purposes of our legitimate interests in promoting the Club. For the purposes of our legitimate interests in operating the Club
Photos and videos of Members and their boats	Putting on the Club's website and social media pages and using in press releases.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.
The Member's name and e-mail address	Creating and managing the Club's online Membership Directory.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form. The Member may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to appear in the Membership Directory.
Bank account details of the member or other person making payment to the Club	Managing the Member's and their dependants' membership of the Club, the provision of services and events.	Performing the Club's contract with the Member.

#### **How we protect your personal data.**

- We will not transfer your personal data outside the EU without your consent.
- We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- Please note however that where you are transmitting information to us over the Internet this can never be guaranteed to be 100% secure.
- For any payments that we take from you online we will use a recognised online secure payment system.
- We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

#### **Who else has access to the information you provide us?**

- We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.
- We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (eg to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

#### **How long do we keep your information?**

We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Club's legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will

retain your personal data in an archived form in order to be able to comply with future legal obligations, e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims. We securely destroy all financial information once we have used it and no longer need it.

**Your rights.** You have rights under the GDPR:

- (a) To access your personal data
- (b) To be provided with information about how your personal data is processed
- (c) To have your personal data corrected
- (d) To have your personal data erased in certain circumstances
- (e) To object to or restrict how your personal data is processed
- (f) To have your personal data transferred to yourself or to another business in certain circumstances.

You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

**Communications.** The club is committed to communicating in a clear and timely manner and to this end email, *Spond* and newsletter will be the forms in which most communications take place. Whenever appropriate, notices will also be placed on the notice boards in the club house.

**Child Protection Policy.** RRC is committed to implementing policies so that everyone involved with the club accepts their responsibilities to safeguard children from harm and abuse. This means following procedures to protect children and to report any concerns about their welfare to appropriate authorities. The effectiveness of the policy depends on everyone who is involved with rowing being aware of what is good practice and current procedures. This applies particularly to those working directly with young people, but an awareness of child protection issues is also needed by others who may be involved more indirectly.

The club strongly recommends that all members, volunteers and parents familiarise themselves with the guidelines set down by British Rowing. These can be found on the British Rowing website here [Welfare Guidance Documents - British Rowing](#)

**DBS Checks.** Members who will have significant access to young people, including those running our social media accounts, will be DBS checked to establish whether they have any criminal convictions or other past behaviour that suggests they are unsuitable to work with children. This is done by obtaining a disclosure about the individual. The Club Welfare Officer is responsible for ensuring all members/volunteers who have regular access to junior rowers are vetted.

**RRC Club Welfare Officer.** The Welfare Officer acts as the focal point for reporting any concerns. This person has the primary responsibility to check that everyone who has significant access to young people within the club is suitable for that role and has been vetted as described below. The Welfare Office is available to discuss any concerns raised by juniors or parents. Please raise any issues immediately and make a note of any conversations that take place. The Welfare Officer is not just concerned with junior members but equally available to adult members. If you have any concerns, you can contact the Club Welfare Officer directly or complete the British Rowing Incident Report Form online. If you have any concerns at the club and want to speak to someone in confidence then contact the Club Welfare Officer at: [welfare.officer@rossrowingclub.co.uk](mailto:welfare.officer@rossrowingclub.co.uk)

**Photography and filming.** This is a very difficult subject in a sport where competition is almost exclusively carried out in large open public spaces where it is not possible to control admission. The club will however encourage members, and request parents, to adhere to the following guidelines:

- **Identification** - You must ensure that the visual contents or captions cannot be used as means of identifying juniors. This includes names, addresses or any other unnecessary information, which could be used to trace the individual. Ensure that this information is withheld in all reproductions.
- **Dress** - Juniors should be photographed or filmed in suitable dress. Some sporting activities have a higher risk for potential misuse of imagery than others, such as swimming and athletics, but the clothing worn in rowing could be seen to have a number of similarities with these sports. Make sure that the footage or photographs focus on the activity, rather than a full body shot.
- **Safety gear** - It is important that juniors are not featured wearing jewellery, body piercing or clothing that could cause safety issues. Subject(s) should be photographed in the appropriate safety equipment, e.g. lifejackets.

If the club is planning to use specially commissioned photography for a specific publicity purpose such as a brochure, we will ask permission from the juniors' parents. If you suspect someone of taking photographs for an inappropriate use you should report them to the Club Welfare Officer, Police or Social Services.

## **APPENDIX 1 Club Handbook and Rules**

### **Junior Rowing for Members Under 18**

**For the purposes of this appendix, 'supervised' means in line of sight at all times.**

#### **J17/18 Rowing**

For clarity, any J18 over the age of 18 may row at any time outside of a junior scheduled session and may use the gym or weights.

Permission has been given to **J18** and **J17** (lower sixth form) members under the age of 18 (upper sixth form) to row or use the gym facilities at any time outside of the junior timetabled sessions provided they are supervised by a RRC DBS checked coach at all times. This permission is subject to the rules set out below.

Permission has been given to **J18** rowers under the age of 18 (upper sixth form) to row in the timetabled senior sessions provided they are supervised by a RRC DBS checked coach at all times. This permission is subject to the rules set out below. J18 rowers will also be added to the senior rowing group on Spond.

Permission has been given for **J18** and **J17** rowers to assist in development squad scheduled sessions subject to the rules set out below.

These permissions will be in place under the following rules -

- The junior has been given specific permission by the Head Coach or Junior Captain to row independently based on their competence.
- It is accepted by the junior's parent or guardian there can be no guarantee that a safety boat will be on the water outside of a scheduled junior session.
- It is accepted by the junior's parent or guardian that during senior sessions, or at any time other than timetabled junior sessions, any rowing club member may be present at the club.
- It is accepted by the junior's parent or guardian that during senior sessions, or at any time other than timetabled junior sessions, campers, canoeists or other members of the public
- The parent or guardian retains full responsibility for the junior's safety and welfare where the junior is rowing outside of a scheduled session, and is expected to be riverside while the junior is on the water.
- The parent or guardian, the junior and the DBS checked supervisor are responsible for boating safely and for taking appropriate care with equipment.
- The parent or guardian, the junior and the DBS checked supervisor are responsible for assessing the river conditions at the time and making an informed and safe decision regarding any potential risk, in line with the safety matrix in the RRC club handbook/website.
- No junior rower under 18 rowing outside of a scheduled session is permitted to row up to Backney Bridge unless there is a safety boat on the water.
- The junior must abide by the RRC club rules in relation to rowing up to Backney bridge and, along with their parent or guardian and DBS checked supervisor, make a proper decision in relation to river levels and conditions.
- While on the water the main gate and boat house should be shut.
- The parent or guardian or the junior must ensure they book their boat out and back in in the log book in the boat house.
- In relation to gym use, the gym rules as posted in the gym area of the club house must be abided by at all times.
- Where a J18 or J17 who is under 18 wishes to row, coach, cox or help in a boat with seniors, either the parent or guardian of that junior or a RRC DBS checked person must be in the boat ~~or present~~ throughout the session, and ~~or~~ an RRC DBS checked person or the parent or guardian must be supervising the session.

#### **Family rowing for Juniors (J14-J18)**

Permission has been given for J14-18 juniors to row in a boat with their parents in the Learn to Row timetabled sessions on Saturday and Sunday 10-12 under the following conditions

- The parent and junior must be a full rowing member of Ross Rowing Club
- The parent must be a competent sculler/rower
- The parent must be in the boat with their child
- The junior and parent have been given specific permission by the Head Coach and Junior Captain based on their competence.
- It is accepted by the junior's parent or guardian that there can be no guarantee that there will be a coach present at any session
- It is accepted by the junior's parent or guardian that there can be no guarantee that a safety boat will be on the water during any session
- If a junior is rowing alone in a boat with their parent the need for an additional DBS checked person is negated, even so there can be no guarantee that a DBS checked person will be present at or supervising any session
- It is accepted by the junior's parent or guardian that during this timetabled session, any rowing club member may be present at the club.
- It is accepted by the junior's parent or guardian that during this timetabled session, campers, canoeists or members of the public may be present.
- The parent retains full responsibility for the junior's safety and welfare
- The parent is responsible for boating safely and for taking appropriate care with equipment.
- The parent is responsible for assessing the river conditions at the time and making an informed and safe decision regarding any potential risk, in line with the safety matrix in the RRC club handbook.
- The parent and junior must stay on the course, i.e. between the club and top wires
- The parent or guardian or the junior must ensure they book their boat out and back in in the log book in the boat house.

#### **Under 18 Junior coxes in senior boats**

Where a senior crew wishes a junior to cox their boat during a senior session or at any other time, one member of that crew must be the junior's parent or guardian, or an RRC DBS checked person, and the session must be supervised by the junior's parent or guardian or an RRC DBS checked person.