

# Whitby Coastal Rowing Club

## Club rules and constitution

Est. 8<sup>th</sup> November 2022

(Version 2 updated following AGM on 30<sup>th</sup> Nov 2023)



## **Contents**

1. Definitions
2. Name of Club
3. Main objects
4. Membership
5. Application procedure
6. Subscriptions
7. Resignation, suspension and expulsion
8. Confidentiality
9. Equal Opportunities Policy
10. Child Protection Procedures
11. Grievance and Disciplinary Procedures
12. Safety
13. Declaration
14. Appointment and removal of Officers
15. Management of the Club
16. Quorum for Committee meetings
17. Powers of Committee
18. Annual General Meeting
19. General Meeting
20. Quorum at meetings
21. Voting at meetings
22. Liability
23. Finance
24. Distribution of Profit
25. Dissolution
26. Miscellaneous matters

Schedule 1. Annual Subscription charges

Schedule 2. Club Officer Positions and Role Descriptions (including sub-committee positions and role descriptions)

# Rules of Whitby Coastal Rowing Club

(the "Club")

## 1. Definitions

These definitions apply unless the context requires a different interpretation:

"Accounting Year"	means the year beginning on 1 <sup>st</sup> April, the date to which the accounts of the Club will continue to be prepared.
"AGM"	means the Annual General Meeting of the Club
"Committee"	means the committee or board consisting of Officers and Members elected / nominated to operate and manage the Club.
"Confidential Information"	means all information about the Club and the Members information about members, their personal contact information and businesses, Club's future plans and policies. It includes information about the Intellectual Property.
"General Meeting"	means any meeting of the Club other than an AGM.
"Intellectual Property"	means intellectual property of every sort, whether or not registered or registrable in any country, including intellectual property of all kinds coming into existence after today; and including, among others, patents, trademarks, unregistered marks, designs, copyrights, software, domain names, discoveries, creations and inventions.
"Member"	means any person who has paid for Membership of the Club.
"Membership"	means membership of the Club as set out in the Rules.
"Officer(s)"	means the holder of any titled office of the Club

"Rules" means the rules / bylaws of the Club as set out in this constitution document as amended from time to time.

## **2. Name of the Club**

The name of the club is Whitby Coastal Rowing Club.

## **3. Main objects**

The objectives of the Club are:

- 3.1. to promote coastal rowing in sliding seat sculls
- 3.2. to strengthen the bonds between the Club and other clubs/associations working for similar purposes
- 3.3. to support and organise various coastal rowing events
- 3.4. to apply any profits of the Club in furthering the objects of the Club.

## **4. Membership**

- 4.1. Membership of the Club shall be open to anyone interested in the sport of rowing, on application, in accordance with the Equal Opportunities Policy (Paragraph 9). However, limitation of membership according to available facilities is allowable on a non-discriminatory basis
- 4.2. 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.
- 4.3. It is a condition of Membership that a Member shall at all times comply with the Rules of the club and promote the interests and objects of the club.
- 4.4. A Member cannot transfer Membership to any other person.
- 4.5. If it is considered by the Club 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

Club committee shall be entitled to refuse or withdraw such membership. In doing so, the committee shall provide full reasons for their decision and grant a right of appeal to the members.

## **5. Application procedure**

- 5.1. An application by a person for Membership must be made through completing a club application form; and submitted to the Committee.
- 5.2. The Committee shall decide whether to approve or to reject it.
- 5.3. The Committee reserves the right to reject or accept the application for membership of the club on a non-discriminatory basis.
- 5.4. After the Committee makes final determination, the Secretary shall:
  - 5.4.1 notify the applicant in writing about the decision of the Committee; and
  - 5.4.2 if the Committee has approved the application, then he shall request the applicant to pay the subscription fee within 28 days of receiving the notification.
- 5.5. After payment, the Secretary shall enter the applicant's name in the register of members whereupon the applicant becomes a Member of the club.

## **6. Subscriptions**

- 6.1. Payment for Membership is for one year.
- 6.2. A Member's annual subscription shall be such as the Members determine at the AGM or from time to time. Current subscription prices are set out in the Schedule.
- 6.3. On joining, a subscription is payable pro rata with a full year, due every quarter on 1<sup>st</sup> Jan, 1<sup>st</sup> April, 1<sup>st</sup> July, 1<sup>st</sup> Oct within a 12 month period.

## **7. Resignation, suspension and expulsion**

- 7.1. A Member may resign from the club by giving one month's clear notice in writing to the Secretary, no part of their subscription will be refundable for that quarter paid.
- 7.2. The Committee has the power to:
  - 7.2.1 suspend (for a period not exceeding twelve months); or
  - 7.2.2 expel any Member who infringes any of these Rules or whose conduct, (in the Committee's opinion) is harmful to the good name of the club or renders them unfit for Membership.
- 7.3. No Member shall be suspended or expelled unless the Committee gives him notice in writing and he fails to remedy the breach (if capable of remedy) within 30 days after being given notice.
- 7.4. Any notice given to a Member in breach shall be without prejudice to any other claim or action against the defaulting Member
- 7.5. A suspended member shall not be elected as an Officer nor be entitled to vote at any meeting.
- 7.6. If a Member chooses to resign or is suspended or expelled in accordance with this paragraph, no part of their subscription shall be refundable.
- 7.7. Expulsion shall be permanent.

## **8. Confidentiality**

- 8.1. Each Member agrees and undertakes that he will:
  - 8.1.1 not remove from club's premises or copy or allow anyone else to copy from any document, computer disk, tape or other tangible item which contains any Confidential Information except as may be necessary in the course of his work for the club;
  - 8.1.2 in respect of any part of the Confidential Information of the club, from today until the expiry of five years from the termination of Membership, keep it secret and not divulge or make it known to anyone nor use it for the benefit of himself or any other person.

- 8.2. This paragraph does not apply to disclosure:
- 8.2.1 made with the consent of the Officers of the or under the authority of the Committee or by order of the court.
  - 8.2.2 of information or knowledge which comes into the public domain otherwise than as a result of his default.
  - 8.2.3 as may be necessary in the course of his work for the club.

## **9. Equal Opportunities Policy**

- 9.1. 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.

## **10. Child Protection Procedures**

- 10.1. The Club accepts the policy and procedures relating to Child Protection and the Protection of Adults at Risk as set out by British Rowing and requires all members to accept them as a condition of membership.

## **11. Grievance and Disciplinary Procedures**

- 11.1. An individual or member with a complaint about treatment by the Club should set out their grievance, in the first instance to the Club Chairman. The Club will seek to deal with complaints in a fair and timely manner, with reference to British Rowing's Guidelines on Grievance and Disciplinary Procedures in Rowing.

## **12. Safety**

- 12.1. The Officers and Committee have primary responsibility for safe practice within the Club and for observing guidance of water safety issued by British Rowing and through RowSafe.

## 13. Declaration

13.1. Each member upon joining shall sign the following declaration:

Name: \_\_\_\_\_

Upon acceptance into membership of the Whitby Coastal Rowing Club. 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. \*

I also confirm that I am able to swim a minimum of 200 metres.

Signed: \_\_\_\_\_

Parent/Guardian (if under 18) \_\_\_\_\_

\*Should a medical condition exist, this will not necessarily preclude you from membership/participation, but it must be declared. Should you be in any doubt, advice should be sought from your family doctor.

## 14. Appointment and removal of Officers

14.1. The Officers shall be:

14.1.1 Chairperson

14.1.2 Secretary

14.1.3 Treasurer

14.1.4 Captain

14.1.5 Welfare Officer

14.1.6 Safety Officer

Officer job roles are outlined in Schedule 2

14.2. Office holders shall hold office for one year and can be re-elected.

14.3. No office holder shall hold office for longer than 5 years without a break of at least one year.

14.4. Each office holder shall be appointed and removed by a vote of the Committee.



## 15. Management of the Club

- 15.1. The Committee shall manage the Club. Financial or legal liability incurred in the rightful exercise of their office shall not, however, be the personal liability of the Committee, but shall be the responsibility of the Club as a whole. The Committee should ensure that adequate and appropriate public or preferably civil liability insurance is in place to cover all the activities of the club, its committee and members.
- 15.2. The Committee shall be made up of 9 members, including all of the Officers.
- 15.3. At each AGM one third members of the Committee shall retire and new members shall be appointed. A retiring member may apply for re-election.
- 15.4. Any Member may be a Committee member, nominate a member (including themselves) and may vote to appoint a Committee member.
- 15.5. To nominate a Committee member, a Member shall write to the Secretary to give the name of the Member they nominate. They must do so at least 28 days before a General Meeting. The Committee shall present that nomination at the General Meeting.
- 15.6. At the General Meeting, three Members who are not members of the Committee shall accept the role of returning officer. A poll shall be taken on the appointment to the Committee of each nominated Member. The returning officers shall count the votes and declare the results without disclosing the outcome of any Member's vote. The Members polling the highest number of votes shall be appointed as Committee members. No Member shall vote for his own appointment.
- 15.7. A decision of the Committee on any of the following matters must be ratified by a vote of at least 75 % of the Members in a General Meeting to:
  - 15.7.1 change the Rules of the Club;
  - 15.7.2 change the constitution of the Club;
  - 15.7.3 buy any real property for the use of the Club;
  - 15.7.4 dissolve the Club;

## **16. Quorum for Committee meetings**

- 16.1. The quorum for Committee meetings may be fixed from time to time by a decision of the Committee, but it must never be fewer than five, and unless otherwise fixed it is five.
- 16.2. If the total number of members for the time being is less than the quorum required, the Committee must not take any decision other than a decision to adjourn the meeting.

## **17. Powers of Committee**

The Committee's powers shall include, but not be limited to:

- 17.1. filling any vacancy on the Committee from among Members until the next AGM;
- 17.2. appointing such sub-committees as they believe necessary. Any sub-committee so appointed shall be accountable to the Committee.
- 17.3. employing or contracting staff to carry out activities of the Club;
- 17.4. opening and operating a bank account in the name of the Club;
- 17.5. managing the financial affairs of the Club;
- 17.6. taking any action to promote the objects of the Club.

## **18. Annual General Meeting**

- 18.1. The AGM of the Club shall be held in January each year for the purpose of:
  - 18.1.1 receiving the reports of the Committee and any sub-committees in relation to the Club's activities;
  - 18.1.2 receiving and if thought fit approving the accounts in respect of the preceding financial year;
  - 18.1.3 electing the Officers of the Club
  - 18.1.4 fixing the subscription charges for Membership, and
  - 18.1.5 dealing with any other general business of the Club.

- 18.2. Each Member shall be entitled to receive 21 days' notice of an AGM.
- 18.3. The notice shall state the date, time and place of the meeting, and proposals to resolve the matters set out in this rule.
- 18.4. A Member may raise any matter at the AGM, provided that he has given 30 days' notice to the Committee to that effect.

## **19. General Meetings**

- 19.1. A General Meeting shall be convened by the Committee within 28 days of receipt by it of a direction by the majority of Officers or of a requisition signed by at least one fifth of the total Members of the Club.
- 19.2. No General Meeting shall take place without giving 14 days' notice of the meeting to the Members.
- 19.3. The notice shall state the date, time and place as well as the purpose of the meeting.

## **20. Quorum at meetings**

- 20.1. The quorum for an AGM or a General Meeting may be fixed from time to time by the Members, except that a quorum must never be fewer than five, and unless otherwise fixed, it is five.
- 20.2. Any AGM or General Meeting may proceed provided that at least 50% of the Members constituting a quorum are present within 30 minutes of the time specified for the start of the meeting.

## **21. Voting at meetings**

- 21.1. A Member who has paid a subscription for the current year and is currently an active member may vote at an AGM or a General Meeting.
- 21.2. In the event of equality of votes for and against a matter, the chairperson shall have a casting vote.

## **22. Liability**

The General Committee shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of their office shall not, however, be the personal liability of the Committee, but shall be the responsibility of the Club as a whole. The Committee should ensure that adequate and appropriate public or preferably civil liability insurance is in place to cover all the activities of the club, its committee and members.

## **23. Finance**

23.1. The Accounting Year of the Club shall be from January of each year.

23.2. The Club shall open a bank account in the name of the Club.

23.3. All membership fees and other money received shall be deposited in the Club bank account.

23.4. Every cheque drawn from the Club's bank account shall be signed by the Chairperson and the Treasurer, or by such other Officers as may be authorised by the Committee.

23.5. The Treasurer shall keep proper accounts of the Club.

23.6. An independent auditor appointed by the Committee shall audit the accounts of the Club annually. This person shall not be disqualified as auditor because he also provides other accounting services to the Club.

## **24. Distribution of profits**

24.1. In no circumstances can any profit be distributed to members, but any profits earned shall be used in furthering the objects of the Club.

## **25. Dissolution**

25.1. The Club may be dissolved by a resolution passed by no less than 80% of Members present and voting at a General Meeting convened for that purpose.

- 25.2. Any assets, money or funds remaining after the settling of any debts and liabilities shall be applied towards charitable purpose which has similar objects to those of the Club.

## **26. Miscellaneous matters**

- 26.1. Each Member undertakes to provide to the Club his current land address, e-mail address, telephone as often as they are changed together with all information that may be required to communicate with them.
- 26.2. Club privacy policy is strong and precise. It complies fully with the Data Protection Act 2018 which is at [\[link to privacy policy\]](#).
- 26.3. In any case where any part or provision of these Rules is held to be unlawful, void or unenforceable, then that part or provision shall be deemed to be removed from these Rules so as to leave valid and enforceable the remainder of the Rules.
- 26.4. Any communication to be served on the Club or to the Members shall be delivered by hand or sent by first class post or recorded delivery or by e-mail.

It shall be deemed to have been delivered:

- if delivered by hand: on the day of delivery;
- if sent by post to the correct address: within 72 hours of posting;
- if sent by e-mail to the address from which the receiving party has last sent e-mail: within 24 hours if no notice of non-receipt has been received by the sender.

- 26.5. In the event of a dispute between the Members, then they undertake to attempt to settle the dispute by engaging in good faith with the other in a process of mediation before commencing arbitration or litigation.

## **Schedule 1: Annual Subscription charges**

Subscriptions will be calculated to reflect the set-up costs, ongoing storage and maintenance of equipment and will incorporate funds required for club development.

The following membership fees from March 2024 – Feb 2025 were agreed:

Adult member - £200 per year paid in four quarterly payments of £50 paid on 1<sup>st</sup> Jan, 1<sup>st</sup> April, 1<sup>st</sup> July & 1<sup>st</sup> Oct.

Junior member (18 years and under) & Full time students - £100 per year paid in four quarterly payments of £25 paid on March 31st, June 30th, September 30th & 31st December.

## **Schedule 2: Club Officer Positions and Role Descriptions** (including sub-committee positions and role descriptions)

### **Club Officer Positions**

#### **Role of the Chairperson**

Charged with providing leadership and direction to the committee, the Chairperson is responsible for ensuring that the committee fulfils its responsibilities for the governance and success. The Chairperson is generally the spokesperson and should work to maintain key relationships within and outside the committee.

#### **Desirable attributes**

The Chairperson should:

- Be friendly and approachable
- Be able to think strategically
- Have strong interpersonal skills
- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be forward thinking and committed to meeting the overall goals of the committee
- have a good working knowledge of the committee constitution, rules, and duties of office bearers
- be able to work collaboratively with other committee members
- be a competent public speaker

#### **Specific duties include but are not limited to:**

- Chair committee meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the committee in all legal purposes and financial purposes
- Regularly focus the committee's attention on matters of governance that relate to its own structure, role, and relationship
- Ensuring an understanding of the legal responsibilities of the club to which the Club complies
- Work with the committee to ensure:
  1. The necessary skills are represented on the committee and that a succession plan is in place to help recruiting and supporting new committee members, taking into consideration skills, experience and diversity
  2. Actively involved in the development of goals and relevant strategic and business plans in order to achieve the goals of the committee.

- Serve as a spokesperson when required
- Assist in the development of partnerships with other boards and organisations that are relevant to the goals of the committee.

### **Role of the Treasurer**

The Treasurer is responsible for the financial supervision of the Club to allow the committee to provide good governance. The Treasurer is the chief financial management officer whose tasks include the preparation of annual budgets, planning for the organisations financial future and monitoring the organisations revenue and expenditure. It is desirable that the treasurer is well organized and possesses a level of financial expertise.

### **Desirable attributes**

- Good organisational skills
- Has some financial expertise
- Ability to maintain accurate records
- Honest/trustworthy
- Good communication skills
- Have an eye for detail
- Be methodical

### **Specific duties include but are not limited to:**

- Provide advice to the committee in their management of the Club finances
- Administer all financial affairs of the Club
- Lead the annual budget process and ensure an appropriate annual budget is provided to the committee for approval
- Ensure development and committee review of financial policies and procedures
- Support any required auditing processes
- Receipt of all incoming monies
- Bank all monies received
- Pay all accounts
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Be a signatory on committee account
- Keeping up to date financial records



## **Role of Secretary**

The Secretary is responsible for the documentation and communication of the activities of the committee. The secretary is the primary administration officer of the committee and provides the links between the committee members, and outside agencies. The Secretary should be a good communicator, maintain confidentiality on relevant matters and have the ability to delegate tasks and supervise others. Amongst the Secretary's tasks are to prepare agendas, control and distribute minutes, receive, and disseminate correspondence to and from the committee etc.

## **Desirable attributes**

The Secretary should:

- be organised and efficient
- have good communication skills
- have computer skills
- have a good eye for details
- be able to keep confidential matters confidential
- approachable and friendly

## **Specific duties include but are not limited to:**

- Being the first point of contact for club enquiries
- Maintain records of the committee and ensure effective management records
- Manage minutes of committee meetings, including ensuring the minutes Secretary does so, and ensuring minutes are distributed to members shortly after each meeting
- Development of the agenda in consultation with other committee members and distribution prior to the meeting
- Is sufficiently familiar with documents to note applicability during meetings
- Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- Enable and authorise people to help with the committee's business.
- Ensure that the records of the committee are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of committee members, committee meeting minutes, financial reports, and other official records
- Provide an up-to-date copy of the constitution and rules at all meetings.
- Ensure that proper notification is given of committee meetings as specified in the rules
- Manage the general correspondence of the committee except for such correspondence assigned to others
- Help and lead the committee in providing systematic communication from the committee to relevant stakeholders

- Attending to affiliations
- Ensuring insurance is up to date and relevant

### **Role of Welfare Officer**

The Welfare Officer is responsible for ensuring the club fulfils its responsibilities to safeguard children and vulnerable adults at club level. They will ensure that club members feel welcome, included and supported and act as a safeguarding focal point in conjunction with the committee, all members and visitors, to uphold the Clubs safeguarding policies and procedures in order to safeguard children and adults at risk. They will understand welfare information and make sure this is embedded in the Clubs processes for dealing with issues to ensure the policies set out by British Rowing and other guidance are considered and implemented by the Club to safeguard the membership.

### **Desirable attributes**

- Be approachable and empathetic
- Be tactful and discrete
- Have good interpersonal, listening and communication skills
- Be calm and approachable
- Have good administrative and recording skills
- Ability to deal with conflict and handle confidential issues
- Understand the boundaries of the role and when to seek external advice and support
- To have an understanding and knowledge of responsibilities of safeguarding and good practice

### **Specific duties include but are not limited to:**

- Ensure the policies set out by British Rowing and other guidance are considered and implemented by the Club to safeguard the membership
- Implement the club's reporting and recording procedures
- Respond to safeguarding concerns and disclosures when they arise in line with Club policy and best practice
- Work with British Rowing (and where required, other external safeguarding authorities) on safeguarding concerns and disclosures
- Provide a signpost of up-to-date information about who to contact and when if matters are urgent (and/or out of hours) to include the local children's social care department, the police and local safeguarding children board
- Ensure any safety concerns are reported to the Safety Adviser (if appropriate)
- Promote the club's best practice guidance/code of conducts within the club
- Represent welfare on the club's management committee

- Ensure adherence to the club's safeguarding training
- Ensure safe recruitment procedures are observed and followed through (e.g. DBS check)
- Keep and securely store confidential records, including of all those who have been vetted within the Club and ensure that DBS checks are updated on at least a three-yearly basis (but not keep the certificate or photocopies/scans of it); and a log of those who have had safeguarding training and when; Share this record with the Secretary on a timely basis
- Ensure the safe recruitment procedures are observed; pursue references for those who will be coaching / working with junior rowers or adults at risk
- Willingness to attend safeguarding training

### **Role of Safety Officer**

The Safety Officer is responsible for establishing the standards for safe rowing at Whitby Coastal Rowing Club and that these standards align with those of the national governing body, British Rowing, and other key stakeholders, such as Whitby Harbour. They will encourage club members to act in a safe manner, to report any incidents in a timely manner, ensure that the safety performance at Whitby Coastal Rowing Club is regularly reviewed, and that any learning points from events at Whitby Coastal Rowing Club or elsewhere are used at the club as appropriate

### **Desirable attributes**

- An understanding of the importance of safety
- Effective communication skills
- Have a good eye for detail along with administrative and recording skills

### **Specific duties include but are not limited to:**

- Organise and undertake regular audits of club facilities and equipment and ensure that these audits are kept in club records
- Ensure any actions arising during these audits are communicated with relevant people and completed in a timely manner
- Ensure the Whitby Coastal Rowing Club Safety Code and other safety documentation are regularly reviewed
- Communicate any new information to club members via website, email and safety notice board
- Ensure appropriate safety training is provided including organising regular swim tests and capsize drills
- Liaise with the Captain to ensure that the safety features of boats are inspected at appropriate intervals

- Ensure that safety equipment is inspected and serviced at appropriate intervals including buoyancy aids, throw lines and first aid kits
- Liaise with British Rowing on safety matters
- Ensure that the British Rowing Incident Reporting system is used and incidents are reported accordingly
- Report on safety matters to the committee and advise them on appropriate courses of action as necessary
- Produce relevant risk assessments for Whitby Coastal Rowing Club inclusive of competitions hosted by the club
- Ensure club members understand the importance of safety

### **Role of Captain**

The Captain is responsible for ensuring the smooth running of Whitby Coastal Rowing Club through managing and overseeing the day-to-day rowing affairs of the Club. They will act as a point of contact between the membership and the committee, organising and chairing monthly rowing meetings and report the outcome back to the Club Committee. In conjunction with Committee Officers, act as a point of contact for Whitby Coastal Rowing Club with British Rowing, the Northern Rowing Council and other relevant committees. They are responsible for the management of boat allocation, usage and replacement when needed and will work with coaches and club members to provide a training structure that ensures all rowers have appropriate access to boats and facilities. They will manage entries for regattas and competitions and prepare the racing calendar for the club at the start of each season.

### **Desirable attributes**

- Effective communication with all Club members and is inclusive
- A knowledge of the Whitby Coastal Rowing Club fleet of equipment
- Knowledge of the fundamentals of rowing and competing
- The ability to develop and lead successful teams
- Has a knowledge of British Rowing and how clubs work with the governing body
- Desire to ensure the success of Whitby Coastal Rowing Club

### **Specific duties include but are not limited to:**

- Ensure all relevant information is communicated to the membership in an efficient and timely manner
- Work with the Vice-Captains and coordinators to ensure all members have the opportunity to row and increase recruitment by encouraging new members

- Review and update the club three-year business plan on an ongoing basis to ensure it fits with the current plans of the committee and club ethos
- Report progress against the three-year plan on an annual basis at the AGM
- Work with the Treasurer and Equipment to create and maintain a budget plan for the purchase of equipment, in accordance with the three-year plan
- Periodically meet with Vice Captains to determine current and long-term needs of the Club
- Allocate restricted equipment to racing crews and ensure all relevant club members are aware of decision
- Liaise with the Secretary and Treasurer to ensure that all entries to regatta and competitive events have been entered and paid for prior to deadlines
- Ensure transport is organised to and from events and ensure members are aware of the relevant fees
- Oversee the organisation of Whitby Coastal Rowing Club competitive events.
- Ensure that Club Regattas and regular Club Races take place
- Canvas members' opinions and forward these to the committee where appropriate
- Ensure any safety concerns are reported to the Safety Officer
- Ensure all members abide by the club rules and bye-laws
- In conjunction with Committee Officers, ensure the Club is represented at the Northern Rowing Council
- Make the Captain's speech at the Club's Annual Dinner and AGM

### **Sub Committee Positions**

#### **Role of the Equipment Manager**

Organises the equipment maintenance programme in consultation with the Captain, Vice Captains and Coaches

Overall responsibility for maintaining boats, launches and associated equipment in safe working order.

Report to the Committee on the status of the fleet and any major repairs.

Maintains a damage and maintenance reporting system for use by club members.

In conjunction with the Captain, allocate equipment where appropriate.

Acts as a gatekeeper, effectively, to enable the club to keep track of its equipment.

#### **Desirable attributes**

- Reasonable DIY skills
- Knowledge of rowing equipment

- Knowledge of the Whitby Coastal Rowing Club fleet of equipment
- Knowledge of the fundamentals of rowing
- Knowledge of safety requirements
- Regularly available at the club premises to carry out necessary works.

**Specific duties include but are not limited to:**

- Provide basic maintenance for club blades, boats, launches, trailers and gym equipment, organising and lightly supervising the carrying out of work in-house where possible, or managing third party repair arrangements.
- Manage the volunteers working as part of the Equipment Team.
- Decide whether to pass minor issues/repairs back to the crew and, if this is to be the case, provide any tools and/or parts required. Ensure such jobs are completed in a timely fashion.
- Purchase and keep secure a stock of spares to facilitate basic maintenance, recycling parts where appropriate and possible.
- Acquire and keep secure the appropriate tools to facilitate basic repair and maintenance.
- Keep a record of repairs, boat, trailer and gym equipment servicing.
- Periodically arrange club maintenance days.
- Provide advice to club members regarding boat maintenance.
- Keep the Treasurer informed of any purchases, costs and future budgeting requirements.
- Authorised to spend up to £100 of club money to facilitate the above without first referring to the Committee but must always remain accountable for this expenditure.
- Canvas members' opinion and forward these to the Committee where appropriate.
- Ensure any safety concerns are reported to the Safety Adviser.
- Ensure all members abide by the club rules and bye-laws.

**Role of the Fundraising and Sponsorship Coordinator**

The Fundraising and Sponsorship Coordinator is responsible for overseeing the sponsorship and fundraising activities of Whitby Coastal Rowing Club

The Fundraising and Sponsorship Coordinator is directly responsible to the Treasurer and the committee members.

The Fundraising and Sponsorship Coordinator may chair the Sponsorship and Fundraising Committee.

### **Desirable attributes**

- Can communicate effectively.
- Is well organised.
- Has a high level of attention to detail.
- Ideally, experience in marketing or sponsorship would be an advantage.

### **Specific duties include but are not limited to:**

The Fundraising and Sponsorship Coordinator should:

- Determine what purpose the funds are being raised for
- Develop a fundraising plan.
- Identify potential source of funds e.g. sponsorship, grants etc
- Write the grant application or sponsorship proposal.
- Ensure the acquired funds are being used for the designated purpose.
- Maintain relationships with grant agencies and sponsors.
- Submit regular reports to the club/group committee.

### **Role of the Membership Secretary**

To be the first point of contact and welcome new members

To process new application forms and follow up accordingly.

Maintain membership social media groups.

Support the Treasurer, Captain and Secretary as requested.

### **Desirable attributes**

- Can communicate effectively with club members.
- Be organised and efficient.
- Has a high level of attention to detail.
- Is numerate, able to create and maintain databases and has access to a computer.
- Is considered to be trustworthy and has an understanding of GDPR.
- be able to keep confidential matters confidential.
- approachable and friendly

### **Specific duties include but are not limited to:**

- Hold and process all new application forms; dispose of materials in line with GDPR
- Notify the Treasurer and Captain of new admissions or amendments to membership.
- Maintain a database of membership to include email, address, swimming competency, coaches etc. to be made accessible to the Captain, Treasurer, Safety Adviser and Secretary in line with GDPR.
- Ensure contact and emergency contact details are updated on an ongoing basis.
- Ensure all members return their acknowledgement of swimming competency and inform the Safety Adviser if appropriate.
- Ensure new members medical issues are shared accordingly.
- Liaise with the Captain to arrange induction.
- Add and delete members to membership social media groups. Set up sub-groups as required.
- Canvas members' opinion and forward these to the committee where appropriate
- Ensure any safety concerns are reported to the Safety Adviser
- Ensure any accidents witnessed or heard about are correctly reported.
- Ensure the club rules and bye-laws are abided by.

### **Role of the Ordinary Member**

Attend and participate in Club Committee meetings.

Support other committee members in the running of the Club as required.

Act as a point of contact between membership and the committee.

### **Desirable attributes**

- Good interpersonal and communication skills
- Have an interest in the Whitby Coastal Rowing Club committee and a willingness to support the leadership.
- Ability to influence and negotiate.
- Desire to ensure Whitby Coastal Rowing Club stays successful.

### **Specific duties include but are not limited to:**

- Provide advice and support to Club members when sought.
- Welcome new members and be a friendly face to newcomers.
- Review WCRC policies and procedures for approval
- Keep abreast of British Rowing Guidelines, Policy and Procedures.



- Support other Committee members in their roles by volunteering to help where possible.
- Canvas members' opinion and forward these to the Committee where appropriate.
- Ensure any safety concerns are reported to the Safety Adviser.
- Ensure any accidents witnessed or heard about are correctly reported.
- Ensure the club rules and bye-laws are abided by.
- Ensure Welfare issues are reported in accordance to policy.
- Promote and model Club culture and ethos.