



CCRC Rules

1. The club shall be called the City of Cambridge Rowing Club. The aim of the club is to provide encourage and promote amateur rowing and amateur sculling for men and women of all ages and abilities.

Membership

2. The Club shall consist of members and life members who must conform to the definition of amateur laid down by the Amateur Rowing Association.

There shall be the following categories of membership:

- (a) **Junior Member:** Under 18 on 1 January;
- (b) **Student Member:** Over 18 on 1 January and in full-time education;
- (c) **Coxswain: Member** participating in the club's rowing activities as a coxswain only;
- (d) **Social Member:** Member who does not participate in the club's rowing activities;
- (e) **Full Member:** Members other than those above;
- (f) **Life Member:** Any member who has been elected to the position of life member by a resolution passed at a General Meeting of the Club.

Election of Membership

3. 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 5). However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

- (a) 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.
- (b) Applicants for membership and members renewing their membership, will abide by the Rules and Regulations of the Club and the sport of rowing.
- (c) 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.'

4. **Restriction**

A person who has been expelled from, or refused membership of, the Amateur Rowing Association shall not be eligible for membership.

5. **EQUAL OPPORTUNITIES POLICY**

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

6. **CHILD PROTECTION PROCEDURES**

The Club accepts the policy and procedures relating to Child Protection and the Protection of Vulnerable Adults as set out by the ARA, and requires all members to accept them as a condition of membership.

7. The annual subscription for full members student members, junior members, coxswains social members and rack rents shall be determined by a resolution at the Special General Meeting (SGM). There shall be no requirement for life members to pay an annual subscription.

8. The Financial Year runs from 1st June to 31st May in the following year. The Subscription Year runs from 1st October to 30th September in the following year. Any member not paying their subscription for three months after the date that it falls due for payment shall not be allowed the use of the clubhouse, equipment or name of the club.

9. **CESSATION OF MEMBERSHIP**

(a). Any member may resign giving one month's clear notice in writing to the Secretary.

(b.i). Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the Committee, be suspended or expelled. Any member so suspended or expelled may appeal to an independent Hearings Panel if such an appeal is approved by a quorum of the officers of the Club. The panel may be drawn from the membership of the Club or from other clubs in the region. The panel will hear and receive evidence, reach a conclusion, affirm or reject the sanctions imposed as appropriate.

(b.ii). Any hearings panel must give a fair and independent hearing to the appellant within an appropriate timescale. Hearings must not contravene the Human Rights Act 1998 or any other policies of the Club and Amateur Rowing Association.

[Note: See current ARA Guidelines on Grievance and Disciplinary Procedures in Rowing published in the British Rowing Almanack and downloadable from the ARA website www.ara-rowing.org]

General Meetings

10. The club shall hold an Annual General Meeting (AGM) once in each calendar year and within fourteen months of the previous AGM.

11. The Secretary shall ensure that each member receives written notice of the date, time and place of the AGM, delivered by hand, post or email to the member's last known address, together with the agenda for the meeting at least seven days before the meeting.

12. The business of the AGM shall be to :-

- (a) Approve the minutes of the last meeting;
- (b) Receive and approve the Secretary's report for the year;
- (c) Receive and approve the Treasurer's report and audited accounts for the year;
- (d) Receive and approve the Captains report for the year;
- (e) Receive and approve the Captains plans for the forthcoming year;
- (f) Elect a president and Vice President
- (g) Elect the following officers to serve on the F&GP Committee;
 - i) Secretary;
 - ii) Treasurer;
 - iii) Boathouse manager;
 - iv) Events Coordinator;

(h) Elect the following officers to serve on the Captains Committee:-

- i) Coaching Advisor;
- ii) Two senior rowing members (See paragraph 16 below);

(i) Elect the following officers:-

- i) Safety officer
- ii) Website/ Newsletter editor
- iii) Membership Secretary
- iv) Bar steward
- v) Equipment officer
- vi) Welfare Officer

(j) Elect the Honorary Auditor(s)

13. The job description of each officer in 12(g) to (i) is set out in Appendix A. No member may hold concurrently more than one of the offices in 12(g) or more than one of those in 12(h). The President, the Captain and the Vice-Captain may not hold any of the offices in 12(g) or 12(h). Those offices in 12(i) may be held concurrently with other offices of the club.

14. A Special General Meeting of the Club shall be held before October of each year to elect the Captain and Vice

Captain, and to approve a resolution to set the Subscription Rate for the forthcoming year. The Captain shall have control of all rowing activities of the club, and may appoint as many Deputy Captains as he or she shall see fit.

15. An Extraordinary General Meeting (EGM) must be convened by the Secretary if either the F&GP Committee or five members request it. The Secretary shall ensure that each member receives written notice of the date, time and place of the EGM, delivered by hand or by post to the member's last known address, together with the agenda for the meeting at least seven days before the meeting.

16. The Secretary shall keep a Minute Book recording the business transacted at each General Meeting.

Management of the Club

17. The affairs of the Club shall be managed by the Finance & General Purposes (F&GP) Committee, which shall consist of the President of the Club (ex-officio), the Captain and the Vice-Captain and those officers elected at the AGM under 8(g) above. The F&GP Committee shall have the power to fill any casual vacancies arising by co-opting additional members as it sees fit. A description of the role of the F&GP committee and the job description for each officer are included in Appendix A. Five voting persons excluding the President shall constitute a quorum.

18. The F&GP committee shall meet monthly with every third meeting open to all members of the club. Dates of all meetings together with the agenda and the minutes of the previous meeting must be made available in the Clubroom 7 days in advance of the meeting by the Secretary. In the event of a tie the President (or, in the President's absence, the most senior Vice-President present) shall have the casting vote. The Secretary shall keep minutes of the meeting, which shall be circulated to all members of the F&GP committee.

19. The Treasurer shall keep an account of all monies received and expended. All expenditure, with the exception of normal running expenses, in excess of £25 shall have previously been approved by the F&GP committee, except as otherwise provided in the job descriptions set out in Appendix A.

20. The Captains Committee shall consist of the President (ex-officio), the Captain, Vice Captain, and those other officers elected at the club's AGM under 8(h) above. The two senior rowing members of the club elected under 8(h) shall have formerly served as a Captain or Vice Captain or are of similar standing (one man and one woman). A description of the role of the officers is included in Appendix A. The Captains Committee shall meet no less than four times annually and shall be convened by the Vice Captain.

21. 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.

Water Safety

22. All members shall comply with the ARA codes of practice on safety

23. A rowing log book shall be kept in the boathouse in which each crew/sculler shall record before going on the water the date and time of the outing, the equipment used and the names of the persons going out and on their return shall record the time of their return and the distance covered during the outing.

Colours

24. The Club's colours shall be dark blue, claret and old gold. The Club blazer shall be dark blue with brass buttons, claret binding and the Club crest on the pocket. The Club cap shall be dark blue with claret binding and crest. The Club crest consists of the Arms of the City of Cambridge with the addition of the initials CCRC.

Discipline

25. All cases of misconduct on the part of any member shall be dealt with by the Captain who may refer the matter to the F&GP committee, who shall have the power to suspend or expel any member. Once the matter has been referred to the FG&P Committee, the decision of that Committee shall be final.

26. Any damage done to boats or equipment belonging to, hired from or lent to the Club shall be reported to the Captain or the Vice Captain or any Deputy Captain the same day.

27. GRIEVANCE AND DISCIPLINARY PROCEDURES

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

Property

28. All Challenge Plates and Cups and any other property of the club shall be vested in the President, Vice-Presidents, Secretary and Treasurer for the time being.

Representation

29. The F&GP Committee shall have the power to appoint a representative of the Club to attend any meeting of the Amateur Rowing Association (ARA) and to appoint delegates to attend any meeting of the Cambridgeshire Rowing Association (CRA).

The Bar

30. The permitted hours for the supply of intoxicating liquor by the bar shall be determined by the F&GP Committee in accordance with the following conditions:-

- (a) The hours fixed shall not end on any day be longer than, begin earlier than or end later than or end later normal licensing hours in Cambridge; and
- (b) On Sundays, Christmas Day and Good Friday, there shall be a break in the afternoon of not less than two hours to include the hours from 3.00pm to 5.00pm and there shall be not more than three and a half hours after 5pm.

Written notice signed by the Secretary shall be given to the Clerk to the Justice of the permitted hours fixed under this rule. No decision fixing the hours shall be effective until such notice has been given and the hours previously fixed and notified shall continue to apply.

31. Members may introduce and entertain guests in the clubhouse and there shall be kept in the clubhouse a Visitors Book which both the members and their guest(s) shall sign. Introducing members shall be responsible for their guests' observation of the Club Rules and must not leave the club house before their guests. Under no circumstances shall guests pay for intoxicating liquor supplied to them.

Members of visiting rowing clubs may also be admitted to the clubhouse and shall be allowed to purchase intoxicating liquor on the premises. Intoxicating liquor shall not be supplied for consumption off the premises except to a member in person.

32. No illegal betting or gaming shall take place on the Club's premises.

Amendments to the Rules

33. No Alterations or amendments may be made to these Rules except at a General Meeting of the Club. Seven days' written notice of a motion to amend any rule shall be given to the Secretary, together with a statement of which Rule it is proposed to amend and a description in general terms at least of the proposed amendment. The Secretary shall give written notice of any alteration to these Rules to the Chief Officer of Police and to the Chief Executive of the Local Authority within 28 days of the alteration.

34. The Secretary shall give written notice to the Clerk to the Justices of any changes to Rule 1, change in Secretary or change to the Club's address within 42 days of such change.

CITY OF CAMBRIDGE ROWING CLUB

RULES OF THE CLUB

APPENDIX A

Job Descriptions of Club Officers, & Purposes Of Committees

JOB DESCRIPTIONS

President

The president is an ex-officio member of both the Finance & General Purposes (F&GP) Committee and the Captains Committee. It is intended that he/she should assume a role appropriate to him/herself, within a general requirement to be a figure head for the Club and to represent the Club or appoint suitable representatives of the Club in its dealings with external bodies.

Captain

The Captain has the widest range of duties in the club, although many of these may be undertaken by the Vice-Captain and by such Deputies as the Captain chooses to appoint.

The duties of the Captain are:-

- (a) To be responsible for all the rowing and training activities of the Club.
- (b) To organise crews to represent the Club at Regattas, head races and other events, including the Head of the River and Women's Head of the River races, Henley Royal Regatta, Women's Henley, the Town Bumps and any other events he/she considers appropriate.
- (c) To select crews for these events.
- (d) To organise coaching and appropriate land and water training programmes for all Club members wishing to row including novices.
- (e) To allocate the Club's equipment to crews and individuals and to determine how that equipment shall be used.
- (f) To ensure that the Club members behave responsibly in training on and off the water and always act with consideration towards other members and members of the public.
- (g) To ensure that Club members are aware of and observe the ARA code of water safety.
- (h) To ensure that crews record their outings in the rowing log book to be kept in the boathouse.
- (i) To ensure that prospective members of the Club are given full information about the Club and its activities and an opportunity to participate in a limited amount of rowing before joining the Club. A prospective member is anyone who has made contact with an officer of the Club or nay member to make enquires with a view to joining the Club.
- (j) To ensure that the Membership Secretary is informed of all new and prospective members and to assist the Membership Secretary in collecting subscriptions where necessary.
- (k) To attend and report to all meetings of the Finance and General Purposes Committee of the Club on the Club's rowing activities, and to ask and answer questions at such meetings.

The Captain's decision on all rowing matters is final. He/she is empowered to spend up to such limits as shall be agreed by the F&GP Committee (without further reference to the Committee) in carrying out his/her duties.

Vice Captain

To assist the Captain in carrying out any or all of his/her duties. The exact division of duties should be decided by mutual agreement between the Captain and Vice Captain, with the assistance of the other members of the Captains Committee where necessary.

To convene meetings of the Captain's Committee at least four times annually, and at any other time the Captain considers necessary or when asked to do so by any member of the Captains Committee.

Senior Rowing Members of the Captains Committee

The Captains Committee is to include two senior rowing members, who should be former Captains/Vice-Captains or members of similar status and experience. Ideally, the club should elect one man and one woman to these positions , but if insufficient suitable candidates are nominated two men or two women may be elected. The duties of the senior rowing members are :-

- (a) To attend such meeting of the Captains Committee as the Vice Captain shall convene during the year and provide such support for the Captain as is agreed at these meetings.

Coaching Advisor

To attend such meetings of the Captains Committee as the Vice Captain shall convene during the year and provide such support for the Captain as is agreed at these meetings, and in particular to advise the Captains Committee on coaching matters.

It is envisaged that the person elected to this position will have substantial coaching experience. He/she is not expected to coach full time for the Club but is expected to advise on how coaching should be undertaken for the benefit of the Club as a whole.

Secretary

The duties of the Secretary are :-

- (a) To manage and organise the administration of the Club.
- (b) To keep minutes of meetings of the F&GP Committee (including the quarterly open meetings) and all General Meetings.
- (c) To hold and maintain the Club's liquor license.
- (d) To ensure that information is communicated and disseminated throughout the Club.
- (e) To ensure that the ARA Almanac contains an accurate record of the clubs successes and such other information as is necessary.
- (f) To represent the Newsletter Editor and Safety Officer at the F&GP Committee where necessary.

Website Editor/ Newsletter Editor

To produce an up to date website as often as is practicable and necessary, The Website should contain inter alia details of current rowing activities, head race and regatta wins and forthcoming events. Newsletters may be circulated in addition to updating the website.

Membership Secretary

To maintain an up to date record of all members and their addresses, together with such other personal information as shall be required by the F&GP Committee.

To ensure that all persons using the Club boats and equipment are fully paid up members of the Club.

Safety Officer

To ensure compliance by the Club with the ARA Code of Water Safety. To maintain a watching brief over all matters affecting the safety of Club members and the effects of the Club's activities on the safety of members of the public and make appropriate recommendations where necessary to the F&GP Committee.

Treasurer

To manage and organise the club's financial position in such a way that the Club remains solvent and financially viable.

To have custody of the Club's financial assets.

To receive the Club's monies and make such payments as necessary to ensure that the club meets all its financial obligations.

To submit accounts made up to 30 September in each year to the Club's auditors and to present the audited accounts together with a Treasurer's Report for the year to the AGM.

To advise the F&GP Committee on all matters affecting the Club's financial position and provide such information as is required by that Committee.

To monitor the financial position of the Bar, to approve the selling prices determined by the Bar Steward and to advise the Bar Steward as necessary. To represent the Membership Secretary at meetings of the F&GP Committee where necessary.

Boathouse Manager

To manage and organise the maintenance of the fabric of the boathouse, including the clubhouse and changing rooms, the fleet, the trailer and all other equipment owned by the Club. In the furtherance of this duty, the Boathouse Manager may spend up to such limits as shall be set by the F&GP Committee at the start of his term in office.

To represent the Equipment Officer and Bar Steward at meetings of the F&GP Committee.

Equipment Officer

To maintain or organise the maintenance of the Club's boats and other equipment as necessary and in conjunction with the Boathouse Manager.

Bar Steward

To organise the running of the bar.

To open or organise the opening of the bar at such times as shall be determined by the F&GP Committee.

To have custody of the Club's bar stocks.

To sell or organise the selling of the Club's bar stocks at prices to be determined in conjunction with the Treasurer.

To purchase or organise the purchasing of bar stocks where necessary.

To manage the bar area in the clubhouse and to ensure that it is cleaned regularly and maintained to an appropriate standard.

Events Coordinator

To arrange the Club's calendar of rowing and social events and other fund raising activities necessary to provide financial support for the Club's activities and enhance the social aspects of the Club. The calendar of events should be prepared at least six months in advance. This position may be held jointly by one or more people to allow easier organisation of social and rowing events.

To appoint a competent member to run each event.

To monitor the organisation of each event and report to the F&GP Committee as required by that Committee.

Welfare officer

To advise the club committee on compliance with all the procedures described in the ARA child welfare literature and to act as a focal point for reporting any concerns. This person will have 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 above. The person appointed should be identifiable to the junior members of the club and their parents, but should have a degree of independence from their activities – for example he or she should not be the junior co-ordinator or actively coaching juniors. The Welfare Officer should undergo the vetting procedure described on the ARA website.

To take all reasonable steps to protect young people (under 1 years of age) from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.

To identify cases where a child needs protection.

Entries Secretary

An unofficial position set up to facilitate club entries into Regattas.

To ensure prompt entry to regattas, together with payment of entries fees.

To collect money from club members intending to attend regattas in the future to ensure there is sufficient money to pay for entries, and track these funds.

PURPOSES OF THE COMMITTEES

Finance & General Purposes

The primary role of the F&GP Committee is to ensure that the Club achieves its aims as set out in Rule 1 in such a manner as to secure its long-term future.

All expenditure in excess of the spending limits set in the job descriptions of the officers must be approved by the committee.

Each member of the Committee is expected to be pro-active and to liaise frequently with other officers and members of the Club.

The members of the F&GP Committee are :-

- President
- Captain
- Vice Captain
- Secretary
- Treasurer
- Boathouse Manager, and
- Events Coordinator

Captains Committee

The duties of the Captains Committee are:

To advise, assist and provide support for the Captain in carrying out his/her duties and to ensure that the duties of the Captain are carried out effectively.

To report via the Captain and Vice-Captain to the Finance and General Purposes Committee where necessary on matters of rowing policy and equipment needs.

The members of the Captains Committee are:-

- President
- Captain
- Vice Captain
- Coaching Advisor
- And two senior rowing members.