



# TWICKENHAM ROWING CLUB

## BYE-LAWS

1. Members representing the Club at regattas and head races shall wear clothing in Club colours, as approved by the Committee.

PROVIDED always that all members of a crew of two or more oarsmen in any one event shall be clothed in an identical manner.

At all other times, members rowing in Club crews shall be suitably attired.

2. Every member of the Club shall be entitled to wear the Club blazer, Club cap Club tie and other Club colours as determined/agreed by the Committee.
3. The Club colours shall only be purchased at the Club house or at the Club outfitters appointed for the time being.
4. Any member introducing a visitor into the Club shall be responsible for his expenses and for any damage caused by him to the property of the Club.
5. The Club accepts no responsibility for the property of members, nor that of their guests, while on the Club's premises, nor does it accept liability for damage or accident to members or visitors.
6. Any member who damages any property of the Club or any property held in trust by the Club shall immediately have the same repaired at his own expense and the damage made good to the satisfaction of the Committee.
7. **Equipment damage**

7.1. Any damage to Club boats, oars or equipment shall immediately be reported to the Captain, and any accident involving a third party, whether or not damage is caused to Club property, shall immediately be reported to the Captain and an accident form completed.

7.2. In the event of damage to any Club boat, oar or equipment the Committee shall have the power to charge any member whose default or negligence contributed to such injury with the whole or part of the expense of repairing or renewing the boat, oar or equipment so damaged.

8. In the absence of the Captain the member rowing stroke in any Club boat shall be Captain of such boat for the time being.
9. Every member, on landing from a Club boat, shall be bound to assist in housing and cleaning such boat, and in doing so shall follow the directions of the Captain or other Officer.
10. No coxswainless boat nor other craft used for racing nor any Club launch shall be taken out of the boathouse or off the Club moorings without the permission of the Captain or his representative.
11. Each member of a crew selected by the Captain to compete at a regatta shall pay the full cost of the entrance fee, payable at the time of entry.
12. Members using sculling boats must obey the Rules for Scullers – see page 6.
13. The charge for housing private sculling boats belonging to members shall be determined by the Committee. From 1st April 2007 rack fees are due on the 1st April each year, payable in advance. Allocation of sculling racks is at the discretion of the Committee. Members renting racks must obey the Rules for Scullers.
14. Other boats may only be housed, moored or left on Club property on a temporary basis and with the prior consent of the Committee who shall fix the fee thereof.

15. Prior notice must be given to the Secretary of the date it is desired to leave or remove a private boat on or from the Club's premises. The Committee will accept no responsibility or liability for any private boat under any circumstances whatsoever, and the onus of insurance lies with the owner.
16. The Club shall have a first and paramount lien and charge on every private boat kept on Club premises for all monies due from the owner to the Club, on any account whatsoever, and for the purpose of enforcing such lien the Club may sell or dispose of any such boat as they may think fit. The net proceeds of any such sale shall be applied in or towards the satisfaction of the amount due and the residue, if any, shall be paid to the owner.
17. The Club bar is reserved for the use of members only. Members in rowing attire are not permitted in area of the Club bar adjacent to the lounge at any time during licensed hours.
18. No dogs, unless under proper control, shall be admitted into the club premises.
19. No smoking is permitted in any part of the Club house.
20. No member shall remove from the Club premises any article belonging to the Club.
21. Any complaint respecting the charges or servants of the Club, or the conduct of any member shall be made in writing to the Committee.
22. The display upon the Club notice board of a list of members whose subscriptions or other dues are in arrears shall not have the effect of a publication under Rule 6.4 unless it be the formal report of the decision of the Annual General Meeting.
23. Night time rowing is only permitted with the permission of the Captain. Correct lights must be displayed (two white lights, stern and bow); at least two people should wear reflective clothing during dusk and evening outings and any launch must display port and starboard navigation lights with a white light at the front shining forward and aft.

#### **24. Insurance**

- 24.1. The Committee will nominate one person to process insurance matters on it's behalf. All contact by the Club with insurance brokers, assessors, and repairers will be solely through that nominee.
- 24.2. The Captain is responsible for promptly informing the Committee (or if requested it's appointed nominee) and the Club's Safety Adviser of any incident that might involve an insurance claim or require a report.
- 24.3. An "insurance incident" is one that involves any personal injury, and/or any damage to property belonging to the Club or any other party, or any collision with another party irrespective as to whether damage occurred or not.
- 24.4. When an "insurance incident" occurs on water, it is the responsibility of the stroke(s) of the boat(s) concerned to produce a detailed report as directed by the Captain.

This to be completed on an ARA Incident Report Form.

#### **25. Towing**

While the Club's boats and trailers are insured against loss while in transit, it is the responsibility of the person towing to ensure that:

- 25.1. He and his vehicle are suitably insured for the purpose, and that in particular, third party liability cover is in place in respect of any damage caused by boats or trailer while being towed.
- 25.2. He is conversant with the legal and practical requirements of towing, and in particular, is aware of the load and trim limitations that apply to the vehicle/trailer combination

## 26. Dangerous Weather Conditions

If a red flag is displayed, no-one is allowed to go afloat, however experienced they are.  
If a yellow flag is displayed, no Novice or Junior crews (including scullers) are allowed to go afloat.

## 27. Bar Licence

27.1. The hours for sale and consumption of intoxicating liquor on the premises shall be as follows, unless an authorised extension has been permitted:

Christmas Day	12:00	-	18:30
Good Friday	12:00	-	22:30
Sunday	12:00	-	22:30
Other Days	11:00	-	23:00

Provided that the said hours may be varied by resolution of the Committee acting in accordance with and within the limits allowed by The Licensing Act 2003 or any statute amending or replacing the said Act

- 27.2. The AGM shall elect a Bar Steward for the management of the Club bar and to arrange the purchase for the Club and the supply by the Club of intoxicating liquor including setting the scale of charges. In the absence of an elected Bar Steward the Committee will nominate one or more members of the Committee to take on this role.
- 27.3. No intoxicating liquor will be sold to anyone under the age of 18 years
- 27.4. No intoxicating liquor shall be supplied to members other than on the premises of the club or sold to any person who is not a member except visitors and guests as defined
- 27.5. Rowing Clubs and crews visiting the Club for the purpose of fulfilling sporting or recreational fixtures previously notified to the Committee shall together with the officials and friends accompanying them be entitled to use the facilities of the Club including the purchase of intoxicating liquor for the period of their visit
- 27.6. Members may introduce guests to the Club. Such guests together with all visitors shall be deemed to be subject to the Rules and Bye Laws of the Club Bona Fide guests of members shall at all times be entertained by and at the expense of the member introducing them
- 27.7. Social functions for club members will be granted on the understanding that the majority of guests (two-thirds) will be club members and lists of guests are supplied in advance or recorded on the day
- 27.8. Club members can hire the licensed facilities of the club for significant events eg 21, 30, 40 birthdays, upon agreement of the committee and in accordance with any agreed charges levied
- 27.9. License extensions will be arranged upon agreement of the committee and in accordance with the license office rules for licensed extensions

## 28. Temporary Members

Those persons using the Club's facilities on a trial basis, or undergoing a course of instruction, will be considered as Temporary Members pending their election to full membership. Before using the Club's equipment such persons must complete and sign a Registration form that will then be passed to the Membership Secretary or retained by the Captain.

The Membership Secretary will provide the Committee with a list of Temporary Members for its consideration monthly.

Temporary Membership carries no rights, and can be cancelled without notice by any officer of the Club

## **29. Byelaws associated with Junior members and their carers, coaches and parents.**

Twickenham Rowing Club 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 encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the Junior Co-ordinator

- 29.1. As a member Twickenham Rowing Club you are expected to abide by the following junior club rules:
- 29.2. All Junior members must abide by the bylaws and constitution of the club. They must respect officials and their decisions.
- 29.3. All members must respect opponents.
- 29.4. Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- 29.5. Members must wear suitable kit –for training and match sessions, as agreed with the coach/team manager.
- 29.6. Members must pay any fees for training or events promptly.
- 29.7. Junior members are not allowed to smoke on club premises or whilst representing the club at competitions.
- 29.8. Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.
- 29.9. Safety is of paramount importance. As such the water safety code must be respected and any Junior member thought to be behaving in an unsafe manner may be removed from the club for that session. If unsafe behaviour occurs on multiple sessions the matter shall be referred to the committee for consideration under the disciplinary code and the junior member may be suspended or have membership revoked as decided by the committee.
- 29.10. The weights room and ergos must not be used without supervision by juniors without a qualified person in attendance.
- 29.11. Juniors are not allowed on TwRC premises unsupervised.

### **Code of Conduct for parents/carers**

Parents and Carers that assist at TwRC must be members of the club. All Parents are bound by the rules of the club

- 29.12. Encourage your child to learn the rules and play within them.
- 29.13. Discourage unfair play and arguing with officials.
- 29.14. Help your child to recognise good performance, not just results.
- 29.15. Never force your child to take part in sport.
- 29.16. Set a good example by recognising fair play and applauding the good performances of all.
- 29.17. Never punish or belittle a child for losing or making mistakes.
- 29.18. Publicly accept officials' judgements.
- 29.19. Support your child's involvement and help them to enjoy their sport.
- 29.20. Use correct and proper language at all times.

### **Code of conduct for club officials and volunteers associated with Juniors**

The essence of good ethical conduct and practice is summarised below. All volunteers must:

- 29.21. Consider the well-being and safety of participants before the development of performance.

- 29.22. Develop an appropriate working relationship with performers, based on mutual trust and respect.
- 29.23. Make sure all activities are appropriate to the age, ability and experience of those taking part
- 29.24. Promote the positive aspects of the sport (e.g. fair play)
- 29.25. Display consistently high standards of behaviour and appearance
- 29.26. Follow all guidelines laid down by the national governing body and the club
- 29.27. Hold the appropriate, valid qualifications and insurance cover
- 29.28. Never exert undue influence over performers to obtain personal benefit or reward
- 29.29. Never condone rule violations, rough play or the use of prohibitive substances

### **30. Expenditure Claims**

Members claiming for re-imbusement of approved expenditure must submit the claim within two month of incurring the expenditure.

### **31. Rowing Members' Subscriptions**

Rowing members may pay their annual subscription by completing a bankers standing order form. The standing order must be for six payments due on the 1<sup>st</sup> of each month, May to October.

Full Rowing, Recreational, Student and Junior members who do not already receive a discount of some kind, will receive a discount on their subs if either the amount is paid in FULL, or the correctly completed and signed standing order form is received, by the middle of April each year. Failure to comply with this will result in the payment of the full amount being required.

### **32. Social Members' Subscriptions**

Social Members who pay their subscription by annual bankers standing order will have the amount of their subscription frozen and, so long as the standing order continues to be paid, will not be required to increase the amount paid.

### **34. Late Payment of Subscriptions**

If the payment of subscriptions, or an arrangement to pay, has not been received by the end of May each year then a 5% charge will be added to the full subscription amount.

## Bye-law 12 : Rules for Scullers

**Note :** 1 to 6 apply to all scullers, whether using either Club or private sculling boats; 7 to 13 apply to members renting racks and/or to members wishing to rent a rack.

1. Only sculling boats belonging to the Club or individual Club members are to be housed on the Club's Premises, and normally only Club members may scull from the Clubhouse, exceptions to this being at the Captain's discretion..
2. Scullers boating from the Club must record the time and date of exit on the wipeboard and give their expected return time; they should remove the entry on return.
3. If a sculler takes out a boat at a time when the Club is not open for general rowing, he/she must ensure that the Boathouse and Clubhouse are left securely locked, during and after the outing.
4. No sculler may boat from the Club when the Captain or his representative deems the conditions to be unsafe to do so.
5. Sculling blades must be stored in the racks allocated for that purpose. The Captain's permission must be obtained to use Club sculling blades.
6. Members entering regattas in sculling boats housed at the Club are expected to make such entries in the name of Twickenham Rowing Club, such entries to be made with the approval of the Captain, as per bye-law 11.
7. The allocation of racks for private sculling boats will be reviewed by the Committee as and when it deems necessary, but generally regard will be given to :
  - a. frequency of outings and intention to race at regattas
  - b. prompt payment of Club subscription and rack fee
  - c. helping the Club in other rowing and non-rowing areas, e.g. coaching, building maintenance
8. If a sculler fails to meet the Committee's reasonable requirements, the Committee can require his/her rack to be given up.
9. Private boats and oars are not covered by the Club's insurance policy and the Club accepts no responsibility for loss or damage however caused. It is a condition of storage that the owner arranges at his/her expense marine and third party liability cover to values accepted by the Club. This cover to be maintained throughout the period that the boat is stored at or used from the Club's premises.
10. If a rack is vacated, other than temporarily for boat repairs or for training elsewhere in preparation for a particular regatta or race, it will be forfeited. On no account can scullers "sublet" or lend their racks to others, except with the consent of the Committee, which will only be granted in special circumstances.
11. The waiting list for racks will be displayed on the Club notice board from time to time, and updated by the rack organiser as appropriate. Any Club member wishing to join the list can do so only by an application in writing to the Committee, to include details of boat availability and intended usage.
12. In normal circumstances, racks will be offered to those on the waiting list in strictly chronological order, although the Committee reserves the right to accommodate any sculler who, in its opinion, merits priority.
13. Any sculler can make written representation to the Committee in respect of matters concerning the allocation or recall of racks, and those representations will be given full consideration. The Committee's decision on any matter will be final.