



## **Maidstone Invicta Rowing Club**

### **Club Rules**

*The aims of the Club are to provide facilities for and to promote, encourage and give instruction in the sport of rowing, with an emphasis on good sportsmanship at all times, for participation of all members of the community, on the River Medway at Maidstone. (Aims - The Constitution of Maidstone Invicta Rowing Club)*

#### **1. Membership**

The various classes of membership shall be posted from time to time by the Management Committee and approved by the AGM

All Membership Classes will conform to the requirements of the Club's Constitution.

Details of rates and rights of the various Membership Classes will be listed within the Club's Development Plan.

Membership is available annually from January 1st or in exceptional circumstances for individual months at the discretion of the Management Committee. Fees shall be payable annually (pro-rated for NEW members joining part way through the year), or monthly (by standing order) at rates set by the AGM. The Management Committee may amend or waive these requirements under exceptional circumstances. Membership will be cancelled if standing order payments are not maintained.

#### **2. Safety**

Members are required to act in a safe, responsible and sportsman like manner at all times.

All coxes are in charge of their craft and are responsible for that craft whilst it is under their direction; coxes must familiarise themselves with the local river features and hazards marked on the appropriate Club notice board. Coxes should check the boat before going afloat paying especial regard to the bow ball, heel restraints, rudder and steering wire, fin and rigger nuts.

Coxes are not permitted to stand in the boat while it is moving, and may only do so when the boat is stationary and is necessary for medical reasons. All coxswains must wear a lifejacket when on the water.

In coxless boats the bow person will take responsibility for the conduct of the crew on land and water and should conduct the same boat checks as listed above for coxes.

Coxes and steerers should always keep to the correct side of the river for navigation (bow side nearest the bank) and should always be mindful of other rowing crews and river users.

Any incident involving club boats and/or a third party (including capsizes) whether resulting in any damage or not, should be reported immediately to the Director of Rowing and must be recorded in the incident book.

The Club will appoint a safety advisor responsible for the co-ordination of all safety related activities. The Club will also make every effort to identify and reduce the likelihood of hazards. However, it is also the individual member's responsibility to ensure that day-to-day activities are carried out as safely as possible. Any hazards, associated with equipment, facilities, buildings or

rowing activities must be brought to the attention of a Committee member immediately and appropriate steps taken to mitigate the risk.

All members must read the Clubs safety policies and procedures, the British Rowing Row Safe Code and all safety notices on the Club's safety notice board. All members are required to be able to swim 50m in light clothing and will be expected to take part in a swimming test organised by the Club to demonstrate such ability. Crews or members are required to use the outings board/book to record departure and expected return times. Any overdue returns should be reported to a Committee member immediately.

The safety advisor may implement new procedures, without reference to the Management Committee and with immediate effect, when necessary.

### **3. Rowing/ Coaching**

All coaching activities should be agreed in advance by the Director of Rowing.

All coaches of the junior squad shall be authorised by the Director of Rowing or nominee, and shall have completed the appropriate British Rowing forms and Disclosure and Barring Service checks.

All members should act responsibly at all times, with due regard to safety of themselves and other river users.

### **4. Equipment**

The Club undertakes to provide usable equipment, organise a suitable structure for crews to operate under where possible and provide opportunities for regular training.

Allocation, storage and availability of the Club equipment shall normally be the responsibility of the Director of Rowing, as the representative of the Management Committee. Only equipment appropriate to the crew and which has been allocated for use either to the crew or squad by the Director of Rowing may be used. All boats when out on the water must be recorded on the outings board at the club with a crew name and return time shown.

Boats should be washed thoroughly after each outing inside and out and tied securely to the racking.

Club equipment may be allocated to squads, crews or individuals on an exclusive or prioritised basis, at the discretion of the Director of Rowing. Such allocation will be displayed on the appropriate noticeboard at the club or on the website.

In case of damage occurring to a boat or other equipment (including cox boxes) this must be reported straight away (the same day where possible) to the Boat Master by email or telephone using the contact numbers displayed at the club. If the damage is serious enough to render the equipment unusable a notice to that effect must be posted on the equipment.

If equipment is taken from the club by members to attend open events it is their responsibility to ensure that it conforms to British Rowing safety requirements and has been issued with a MAV registration number. All equipment should be unloaded and re-rigged immediately upon its return or if this is not possible no later than 48 hours later.

Privately owned rowing equipment should not be stored, or used on the Club's premises without the prior agreement of the Director of Rowing. The Club accepts no liability for damage caused to private equipment stored on the Club premises, members are advised to ensure their property has adequate and appropriate insurance cover.

Members should respect all privately owned equipment at all times. Such equipment must not be

used or moved without the owner's prior permission. Due care to avoid damage must be taken at all times. All equipment stored outside must be securely tied down after use.

## **6. General**

### **Behaviour**

Members should at all times maintain professional and responsible standards of conduct. This should include:

Operating within the framework of the club rules and regulations. Taking reasonable care of the health and safety of other members and third parties. Complying with reasonable instructions given by club officials and by other officials, for example, race officials. Act at all times with respect for others, in good faith and in the best interests of the club.

The Committee and Officers of MIRC are committed to providing a caring, friendly and safe environment for all of our members so they can train in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all rowers or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *telling* club. This means that anyone who knows that bullying is happening is expected to tell the Club Welfare Officer or any committee member.

The club operates its bullying policy in line with the recommendations of British Rowing as per their guidance document ref WG1.1. Details can be viewed on the club notice board or at [www.britishrowing.org](http://www.britishrowing.org).

### **Security**

All members are responsible for keeping the Club secure and helping to preserve the Club's equipment. The gates must be kept closed at all times when the club is open and locked with the combination padlock when there is no-one is present on site. New adult Club members will normally be added to the list of members authorised by the Club to draw the keys from the Army gatehouse at Invicta Barracks. All buildings and gates must be secured using the locks and padlocks and the keys returned to the Army gatehouse by the last person to leave. Nominated Club officers will be key holders and will hold spare keys for various Club buildings.

Members who have not paid their subscriptions will have their names removed from the key list. Procedures for handling, storing keys and securing the Club will be posted on the notice board.

### **Property**

Private property is left at the Club entirely at the owner's risk. The Club accepts no liability for loss or damage.

### **Bicycles**

Private bicycles may be stored at the club with the permission of the Director of Rowing for the purpose of coaching. These should be stored in the designated area and should not be left in boathouses where they may impede the use of or cause damage to club equipment.

### **Vehicle Access**

All vehicles should be parked responsibly and used in a safe manner with due regard for pedestrians, boat movements and the access and egress of other vehicles parked at the club.

### **Housekeeping**

The facilities and site should be kept as clean and tidy as possible. Where possible litter should be taken home to avoid the club having to dispose of it.

### **Social Media**

No member should set up any site using the name of the club without the express written permission of the Management Committee.

When posting content or images on club sites, or sites associated with the club, particularly in regard to juniors under the age of 18 years, you should ensure that the images are of a general nature and that no contact details such as address or telephone numbers are listed. Only Christian names should be used. Images of a personal nature not involving rowing or associated sporting activities are not to be posted online.

The club operates its social media policy in line with the recommendations of British Rowing as per their guidance on Safeguarding and Protecting Children ref WG5.4. Details can be viewed on the club notice board or at [www.britishrowing.org](http://www.britishrowing.org).

### **Games**

The playing of ball games on club grounds is prohibited.

**The Management Committee reserves the right to invoke disciplinary procedures in the event of any material breach of the above.**

## **MIRC DISCIPLINARY AND GRIEVANCE POLICY**

### **Who is covered by the policy?**

The procedure applies to members of Maidstone Invicta Rowing club

### **DISCIPLINARY POLICY**

#### **What is covered by the procedure?**

Minor conduct issues can often be resolved informally between the member and a club official. These discussions should be held in private and without undue delay whenever there is cause for concern. Where appropriate, a note of any such informal discussions may be placed on the member's record. Formal steps will be taken under this

procedure if the matter is not resolved, or if informal discussion is not appropriate (for example, because of the seriousness of the allegation).

If a member has difficulty at any stage of the procedure because of his or her disability, he or she should discuss the situation with the club Welfare Officer at the earliest opportunity.

## **Procedure**

### **Disciplinary hearing**

The MIRC Management Committee will set out in writing the details of the disciplinary case including, where possible, details of any rules or agreements that have been deemed to be contravened and this will be sent to the accused within a reasonable timescale. This notice should contain details of the disciplinary procedure, including timescales, and the right of appeal.

A disciplinary panel will be appointed by the MIRC Management Committee. As a minimum the panel should comprise the club chairman and two other members of the club nominated by the Management Committee. Wherever practical, the panel members should have no conflicts of interest but in the event that this is not possible any panel member with a conflict must declare it to all parties to the proceedings.

The club member against whom the disciplinary action is being taken has the right to be accompanied by a person of his or her choosing to any hearing or other meetings in connection with a disciplinary hearing. The Organisation should ensure that the person being subject to the disciplinary proceedings is aware of this right prior to any such hearing or meeting.

The panel must give a fair and independent hearing to both sides of the dispute within an appropriate and agreed timescale.

If either party chooses not to attend the hearing, the panel, if properly constituted, has the right to proceed with the hearing in their absence and/or based on telephone conference calls or written submissions.

The panel may wish to call on 'expert' witnesses for advice.

Discussions should be well recorded in writing or taped so a transcript may be produced

The result of the hearing, with sufficient reason to explain the result, must be communicated in writing to the member against whom the action is being taken within 14 days of the date of the hearing.

The panel and the club member against whom the disciplinary action is being taken should be made aware of the possible outcomes of the disciplinary hearing in line with the club's constitution and disciplinary code.

If the outcome of the hearing is unacceptable to either party they have the right to request an appeal.

## **Appeal procedure**

If either party wishes to appeal against the outcome of the disciplinary hearing they should set out the grounds on which they wish to appeal in writing. This letter should be sent to the MIRC Chairman within 14 days of the outcome of the initial hearing being known. An appeal should be granted where there is a "strong arguable case" that:

1. a) Relevant information was ignored or not considered by the original panel; or
2. b) The disciplinary process was tainted by unreasonable bias or conflict of interests; or
3. c) The provisions of the disciplining Organisation's disciplinary procedure were not adhered to; or
4. d) The original panel exceeded its jurisdiction; or
5. e) The findings of the original panel were irrational or otherwise wrong in law.

Where an appeal hearing is granted, the Management Committee of MIRC will appoint a panel of a minimum of three people to consider the appeal, none of whom have had any prior involvement in the matter.

The appeal panel should be constituted along the same principles as the hearings panel outlined above. The chairman of the appeals panel should convene a hearing of the appeals panel in a timely manner and, in consultation with the other panel members, will decide the conduct of the proceedings. If appropriate he may request written submissions and the appeals panel may or may not require the parties to be attend in person or by telephone. If they do attend the appellant has the right to be accompanied by a person of his or her choosing to any hearing or other meetings in connection with an appeal. The Organisation should ensure that the appellant is aware of this right prior to any such hearing or meeting. The appeal panel will also request the presence at the appeal of a person representing British Rowing who will act as an independent member of the panel who may advise both parties.

Discussions should be well documented.

The outcome of the appeal panel, with sufficient reason to explain the outcome will be communicated to both parties within 14 days of the appeal panel hearing.

The outcome of the appeal will be final.

## **GRIEVANCE POLICY**

### **The Procedure**

The MIRC club officer receiving a complaint should consider carefully the most appropriate method of dealing with that complaint. This might be through informal

discussions with the parties concerned, or through a more formal hearing. It is important that there is clarity about the procedure to be followed whatever course of action is proposed and that all parties are made aware of the procedures and process that will be put in place. It is recommended that informal discussion or mediation is tried, if appropriate, before a formal hearing procedure is implemented.

If the MIRC Management Committee wishes to try to resolve informally in the first instance it should identify a suitably qualified person who has not previously been involved in the dispute, in agreement with all parties.

Such a stage is not obligatory but may help to clarify any misunderstandings or help identify the issues in dispute and may serve to resolve the issue before initiating a formal hearing.

The outcome of this stage is not binding but may be referred to in any subsequent hearing or appeal as may any failure or refusal to participate in such proceedings.

## **Hearing**

If the Complainant is not satisfied with the outcome of informal discussions (or such a stage is not deemed to be appropriate) he/she must set out in writing his/her grievance and request for a hearing and send to the club Chairman within a reasonable timescale. This may vary depending on the issue at hand but should not, where possible, exceed three months.

The hearings panel should be appointed by the MIRC Management Committee.

At a minimum it should comprise the club chairman and two club members. All panel members must be independent of the dispute.

The Complainant should signify his agreement to the constituted panel.

The panel must give a fair and independent hearing to both sides of the dispute within an appropriate and agreed timescale. The complainant has the right to be accompanied by a person of his or her choosing to any hearing or other meetings in connection with a hearing. The panel chairman should ensure that the complainant is aware of this right prior to any such hearing or meeting.

Discussions should be well recorded in writing or taped so a transcript may be produced.

Hearings should be conducted in person or, if this is not practicable, by telephone conference.

If either party chooses not to attend the hearing in person or by telephone if appropriate, the panel, if properly constituted, has the right to proceed with the hearing in their absence and/or based on written submissions.

The outcome, and sufficient reason to explain the outcome, of the hearing must be communicated to both parties within 14 days.

The panel should be aware of the possible outcomes of the hearing, including referring the conduct of either party to a Disciplinary Panel

If the outcome of the hearing is unacceptable to either party they have the right to

request an appeal.

### **Appeal procedure**

If either party wishes to appeal against the outcome of the grievance hearing hearing they should set out the grounds on which they wish to appeal in writing. This letter should be sent to the MIRC Chairman within 14 days of the outcome of the initial hearing being known. An appeal should be granted where there is a "strong arguable case" that either:-

1. a) Relevant information was ignored or not considered by the original panel; or
2. b) The disciplinary process was tainted by unreasonable bias or conflict of interests; or
3. c) The provisions of the disciplining Organisation's disciplinary procedure were not adhered to; or
4. d) The original panel exceeded its jurisdiction; or
5. e) The findings of the original panel were irrational or otherwise wrong in law.

Where an appeal hearing is granted, the Management Committee of MIRC will appoint a panel of at least three people to consider the appeal, none of whom have had any prior involvement in the matter.

The appeal panel should be constituted along the same principles as the hearings panel outlined above. The chairman of the appeals panel should convene a hearing of the appeals panel in a timely manner and, in consultation with the other panel members, will decide the conduct of the proceedings. If appropriate he may request written submissions and the appeals panel may or may not require the parties to be attend in person or by telephone. If they do attend the appellant has the right to be accompanied by a person of his or her choosing to any hearing or other meetings in connection with an appeal. The Organisation should ensure that the appellant is aware of this right prior to any such hearing or meeting. The appeal panel will also request the presence at the appeal of a person representing British Rowing who will act as an independent member of the panel who may advise both parties.

Discussions should be well documented.

The outcome of the appeal panel, with sufficient reason to explain the outcome will be communicated to both parties within 14 days of the appeal panel hearing.

The outcome of the appeal will be final.