

LEEDS ROWING CLUB - CONSTITUTION

1) NAME

The club will be called Leeds Rowing Club hereinafter known as THE CLUB and will be affiliated to British Rowing.

2) AIMS AND OBJECTIVES

The principal object of the Leeds Rowing Club is the promotion of community participation in healthy recreation in particular by the provision of facilities for the sport of rowing, for the benefit of the inhabitants of Leeds and surrounding areas.

3) EQUAL OPPORTUNITIES POLICY

The Club will ensure that the talents and resources of all members are utilised to the full and that no member receives less favourable treatment on the grounds of gender, disability, marital status, creed, social class, ethnicity, age or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

The Equity Policy Statement shall be deemed to form part of the constitution of the club.

4) WELFARE PROCEDURES

The Club accepts the policy and procedures relating to Participant Welfare, as set out by British Rowing and any modifications of these policies and procedures agreed by British Rowing in the future. All members are required to accept these as a condition of membership.

5) WATER SAFETY

The Club and all its members shall at all times comply with and actively promote British Rowing's Water Safety Guidance and any modifications of this guidance agreed by British Rowing in the future.

6) CODES OF CONDUCT

Codes of conduct providing guidelines for the behaviour of various people within the club are attached as schedules to this constitution. It is important that members not only accept and comply with them, but that they actively support them.

The Codes relate to:

- a) Coaches
- b) Officials
- c) Parents/carers
- d) Rowers and coxes

Members must also comply with the club's Anti-bullying Policy

7) MEMBERSHIP

Membership will consist of officers and members of the club. Members will enrol or be appointed in the following categories:

- a) Full member
- b) Honorary member - elected by resolution at a General Meeting.
- c) Non-rowing member - not entitled to the use of the club's boats or training facilities
- d) Junior member
- e) Student member
- f) Over 65 member

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and the codes of conduct that the club has adopted. Members are also required to follow the local safety policies and rules of the club.

8) APPLICATION:

Applicants for membership shall make written application to the Secretary of the Club on the form provided. Acceptance shall rest with the Committee, who may refuse to elect to membership any applicant but, on request, will furnish to the applicant the grounds for refusal.

9) RESTRICTION

A person who has been expelled from, or refused membership of, British Rowing shall not be eligible for membership,

10) MEMBERSHIP FEES

Membership fees will be set annually by the Committee during May of each year and notified to members at least four weeks before membership fees are due to be paid.

Fees will be paid annually and will become due on 1st July. In the first year of membership, the fee will be calculated pro rata to the number of months in the year remaining before 30th June

In exceptional cases of individual hardship the committee may agree alternative arrangements for payment of fees.

11) CESSATION OF MEMBERSHIP

- a) Any member may resign giving one month's clear notice in writing to the Secretary. Any member so resigning shall not be due any refund of any part of their membership fee.
- b) 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 three 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.

- c) 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 British Rowing Guidelines for the Composition of Hearings Panels published in the Almanac.]
- d) A member whose subscriptions have become six months in arrears shall be deemed to have resigned from the Club if, after due notice in writing, they have not paid the annual subscription. They may, however, rejoin at any time during that year by payment of the full membership fee for the year in question.

12) OFFICERS OF THE CLUB

The officers of the club will be:

- a) Chair
- b) Head of Rowing
- c) Treasurer
- d) Secretary
- e) Funding, Sponsorship and Development Officer
- f) Welfare officer and Membership Secretary
- g) Men's Squad Captain
- h) Women's Squad Captain
- i) Junior Squad Co-ordinator

Officers will be elected annually at the Annual General Meeting with the exception of the Men's and Women's Captains who will be elected annually by a postal/ email ballot of respective squad members at the time of the Annual General Meeting, and the Junior Co-ordinator who will be appointed on an annual basis by the Head of Rowing. All elected officers will retire each year but will be eligible for re-election.

13) COMMITTEE

- a) The club will be managed through the Committee consisting of the officers of the club described in Paragraph 12 above. Only these members will have the right to vote at meetings of the Committee. Where one person holds more than one role on the Committee that person will only have one vote. In the event of a tied vote at committee, the Chair will have an additional, casting vote.
- b) The Committee will, at its first meeting after the Annual General Meeting, elect one of its number to act as Vice Chair.

- c) Committee Meetings will be convened by the Secretary of the club and held no less than 4 times per year.
- d) The quorum required for business to be agreed at Committee meetings will be 3 officers.
- e) The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.
- f) The Committee has the power to appoint sub-committees as necessary and has the power to co-opt up further members as required. Co-opted members shall have no right to vote at Committee meetings. One of the co-opted members will be the Water Safety Adviser.
- g) When appropriate, the Committee may invite representatives from bodies external to the club to Committee meetings and to join sub-committees. Such representatives will not have a right to vote at meetings of the Committee.

14) DUTIES OF COMMITTEE

Details of the roles of committee members are outlined in an appendix to this Constitution entitled 'Committee member Job Descriptions'.

15) FINANCE

- a) All club monies will be banked in an account(s) held in the name of the club.
- b) The Club Treasurer will be responsible for the finances of the club.
- c) The financial year of the club will end on 30th June.
- d) An audited statement of annual accounts will be presented by the Treasurer at the Committee meeting prior to the Annual General Meeting, where they will be put to the Meeting with a view to their acceptance.
- e) A brief outline of the financial situation of the club will be presented at each committee meeting.
- f) Any cheques drawn against club funds should bear the signatures of two of the following officers of the club namely the Treasurer, the Head of Rowing or the Secretary.

16) ANNUAL GENERAL MEETINGS

The Annual General Meeting (AGM) will take in the Autumn of each year. The procedure for the Annual General meeting will be as follows:

- a) Notice will be given by the Club Secretary to all members with not less than 28 clear days' notice. This notice will include a request for nominations for committee posts.
- b) Nominations for officers of the Committee will be sent to the Secretary not less than 14 days prior to the AGM

- c) Motions for discussion at Annual General Meetings not of origin from within the Committee, shall be lodged with the Secretary at least 14 days preceding the AGM, and be signed by 3 members entitled to vote
- d) The Chairman will preside or, in his/her absence, a Chairman for the meeting will be elected by the voting members present.
- e) The quorum shall be not less than 25% of members of the Club entitled to vote.
- f) Absences of Quorum: If after half an hour from the time appointed for the meeting, a quorum is not present, the Meeting, if called at the request of the members, shall be dissolved. In any other case, the Meeting shall be adjourned until a time and place to be fixed by the Committee. If a quorum is not present within half an hour from the time appointed for an Adjourned Meeting, the members present shall be a quorum.
- g) Accidental Omission: Accidental Omission to give notice of a meeting to, or the non-receipt of notice of, a meeting by any member shall not invalidate the proceedings of a meeting.
- h) A resolution put to the vote of the Meeting shall be decided by a show of hands, of those entitled to vote, except when more than one nomination has been received for a position on the Committee, in which case voting will be by secret ballot.
- i) The AGM will receive a report from officers of the Committee and a statement of the audited accounts.
- j) Election of officers is to take place at the AGM.
- k) All members have the right to vote at the AGM.

17) EXTRAORDINARY GENERAL MEETINGS

If the need arises, an Extraordinary General Meeting (EGM) may be called outside the Annual General Meeting. Procedures for Extraordinary General Meetings will be the same as for the Annual General Meeting.

- a) An Extraordinary General Meeting shall be called on the instructions of a simple majority of the Committee, or on a requisition signed by not less than 25% of the members of the Club entitled to vote.

18) LIABILITY

The 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.

19) DISCIPLINE AND APPEALS

- a) The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/ constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

- b) All complaints regarding the behaviour of members should be submitted in writing to the Secretary.
- c) The Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- d) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
- e) There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within 21 days of the Secretary receiving the appeal.

20) DISSOLUTION

- a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- b) In the event of the dissolution of the Club the Trustees must apply any remaining property or money:
 - directly for the Objects;
 - by transfer to any Charity or charities for purposes the same as or similar to the Charity;
 - in such other manner as the Charity Commission for England and Wales ("the Commission") may approve in writing in advance
- c) The Trustees must notify the Commission promptly that the Charity has been dissolved. If the Trustees are obliged to send the Charity's accounts to the Commission for the accounting period which ended before its dissolution."

21) AMENDMENTS TO THE CONSTITUTION

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

22) DECLARATION

Leeds Rowing Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:  Date: 14 May 2011

Name: DAVID SALL

Club Chair

Signed:  Date: 15th May 2011

Name: CAMILLA SHEPHERD

Club Secretary

Amended May 2011

LEEDS ROWING CLUB CONSTITUTION - APPENDICES

1. Equity policy statement
2. Code of conduct for parents/carers and spectators
3. Code of conduct for club officials and volunteers
4. Code of conduct for coaches
5. Code of conduct for rowers and coxswains
7. Anti-bullying policy
8. Committee member job descriptions

1. EQUITY POLICY STATEMENT

Leeds Rowing Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

The club aims to ensure that all people, irrespective of their age, gender, disability, race, ethnic origin, creed, colour, social status or sexual orientation, have an equal opportunity to participate in rowing at all levels and in all roles, whether as a beginner, participant, performer or as a coach, manager, employee, administrator or official.

The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

The club supports the Equity policy of the Amateur Rowing Association and expects members to adopt it and give it their active support.

2. CODE OF CONDUCT FOR PARENTS/CARERS AND SPECTATORS

All spectators must

- Discourage unfair play and arguing with officials.
- Publicly accept officials' judgements.
- Set a good example by recognising fair play and applauding the good performances of all.
- Condemn violence
- Not ridicule rowers who make mistakes or lose
- Use correct and proper language at all times.
- Display respect to club and regatta officials, players and coaches of both teams
- Act with consideration towards other persons on the waterside or using the water

Every parent/carer should

- Encourage their child to learn the rules and play within them.
- Help their child to recognise good performance, not just results.
- Never force their child to take part in sport.
- Never punish or belittle a child for losing or making mistakes.
- Support their child's involvement and help them to enjoy their sport.
- Encourage and assist punctual attendance at training sessions and fixtures

3. CODE OF CONDUCT FOR CLUB OFFICIALS AND VOLUNTEERS

The essence of good ethical conduct and practice is summarised below.

All club officials and volunteers must:

- Treat everyone equally and sensitively regardless of their gender, ethnicity, cultural background, age, sexual orientation or political affiliation.
- Consider the well-being and safety of participants before the development of performance.
- Develop an appropriate working relationship with rowers and coxes, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part
- Promote the positive aspects of the sport (e.g. fair play)
- Display consistently high standards of behaviour and appearance
- Follow all guidelines laid down by the Amateur Rowing Association and the club
- Hold the appropriate, valid qualifications and insurance cover
- Never exert undue influence over performers to obtain personal benefit or reward
- Never condone rule violations, rough play or the use of prohibited substances
- Ensure all equipment and facilities meet appropriate safety standards.
- Show respect to regatta officials, coaches and rowers of your own and other clubs

4. CODE OF CONDUCT FOR COACHES

Coaches are key to the establishment of ethics in all sports. Their concept of ethics and their attitude directly affects the behaviour of rowers under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct.

Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

It is natural that winning constitutes a basic concern for coaches. This code is not intended to conflict with that. However, the code calls for coaches to disassociate themselves from a "win-at-all-costs" attitude.

Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement or the reputation of the club, school, coach or parent.

- Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of rowing.
- Coaches must place the well-being and safety of each rower above all other considerations, including the development of performance.
- Coaches must adhere to all guidelines laid down by governing bodies.
- Coaches must develop an appropriate working relationship with each rower based on mutual trust and respect.
- Coaches must not exert undue influence to obtain personal benefit or reward.
- Coaches must encourage and guide rowers to accept responsibility for their own behaviour and performance.
- Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of rowers.
- Coaches should, at the outset, clarify with rowers and coxes (and, where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.
- Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the rower.
- Coaches must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the ARA Regulations, behaviour contrary to the spirit of ARA regulations or the use of prohibited substances.
- Coaches must consistently display high standards of behaviour and appearance.
- Coaches must not use or tolerate inappropriate language.

5. CODE OF CONDUCT FOR ROWERS AND COXSWAINS

Rowers and coxswains (coxes) are the most important people in our sport. Rowing for the team and club, and winning, are the most fundamental part of rowing. But not winning at any cost. Fair Play and respect for all others in the game is fundamentally important.

This Code focuses on athletes involved in top-class rowing. Nevertheless, the key concepts in the Code are valid for rowers at all levels. Where there is specific reference in this code to rowers, this term will at all time include coxes.

Obligations towards rowing

All rowers should

- Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- Give maximum effort and strive for the best possible performance during a regatta or competition, even if the team is in a position where the desired result has already been achieved.
- Set a positive example for others, particularly young players and supporters.
- Avoid all forms of 'gamesmanship', time-wasting, etc.
- Always have regard for the best interests of rowing, including where publicly expressing an opinion on the event and any particular aspect of it, including others involved in it.
- Accept the decision of Regatta and Competition Officials without protest.
- Avoid words or actions which may mislead any Official.
- Show due respect towards all Officials.
- Know and abide by the Laws, rules and spirit of rowing, and event-specific rules.
- Accept success and failure, victory and defeat, equally.
- Resist any temptation to take banned substances or use banned techniques.
- Never use or condone inappropriate language

Obligations towards one's own team

All rowers should

- Make every effort consistent with Fair Play, ARA Regulations and Regatta Rules to help his or her own team win.
- Resist any influence which might, or might be seen to, bring into question his or her commitment to the team winning.
- Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.

Respect towards competing teams

All rowers should

- Show due respect towards the members, coaches and officials of the competing team.
- Treat opponents with due respect at all times, irrespective of the result of the race or event.
- Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

Care for equipment

All rowers should

- Take care to avoid damage to boats and other equipment
- Ensure sufficient people are involved in lifting and carrying boats - coxes are responsible for overseeing the movement of their crews' boats
- Report damage to boats and equipment and ensure an appropriate entry is made in the Equipment Log
- Use only boats which are in a safe and proper state of maintenance

Obligations towards the Supporters and others

All rowers should

- Show due respect to the interests of supporters
- Act with consideration towards other persons on the waterside or using the water

7. ANTI-BULLYING POLICY

Statement of intent

The committee and officers of Leeds Rowing Club are committed to providing a caring, friendly and safe environment for all of our members so that they can train in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club, we take it seriously and bullying will not be tolerated. If bullying does occur, all rowers and / or parents of rowers should be able to tell and know that incidents will be dealt with promptly, supportively and effectively. Anyone who knows that bullying is happening is expected to tell the club welfare officer or any committee member.

What is bullying?

There is no standard form of bullying – bullying is any behaviour which can ***reasonably be perceived*** as offensive, threatening, hurtful or insulting. Bullying is extremely serious and causes considerable pain or distress to the individual or individuals affected. Examples of bullying are:

- **Emotional bullying**– being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting, (e.g. hiding kit or equipment, threatening gestures)
- **Physical bullying**– pushing, kicking, hitting, punching or any use of violence
- **Racist bullying** – racial taunts, graffiti, gestures
- **Sexual bullying** – unwanted physical contact or sexually abusive comments
- **Homophobic bullying** – because of, or focusing on the issue of sexuality
- **Verbal bullying** – name-calling, sarcasm, spreading rumours, teasing, threats

This list is not intended to be exhaustive and any unwanted and unreciprocated hurtful behaviour towards another member of the club may fall under this policy.

Signs that someone is being bullied may include:

- says he/she is being bullied
- is unwilling to go to club sessions
- becomes withdrawn, anxious, or lacking in confidence
- feels ill before training sessions
- has clothes torn or possessions damaged whilst at the club
- has possessions go 'missing' from the club
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- is frightened to say what's wrong
- gives improbable excuses for any of the above

It is not only children who bully and / or are bullied. Adults can also be severely affected and it is important to show due consideration to all ages of members within the club.

All club members and parents of club members should be aware of these possible signs and if they become apparent, they should discuss their concerns with the individual and / or report the situation to a member of the club committee as soon as possible. The club will always take such concerns seriously and will decide on the most appropriate way forward, which may include a full investigation.

In more extreme cases a wide range of other emotional or behavioural problems may present, which may be for other reasons, but bullying should always be considered a possibility and should be investigated.

Why is it important to respond to bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Rowers who are bullying need to learn different ways of behaving. This club has a responsibility to respond promptly and effectively to issues of bullying.

Procedures

1. Report bullying incidents to the club welfare officer or a member of the committee.
2. In cases of serious bullying, the incidents will be referred to the ARA for advice.
3. In any case where a child is involved, parents will be informed and will be asked to come to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. All bullying behaviour or threats of bullying will be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully/bullies change their behaviour and to mediate between the parties.
7. If mediation fails and the bullying is seen to continue, the club will initiate disciplinary action under the club constitution.

Recommended club action

If the club decides it is appropriate to deal with the situation ourselves we will follow the procedure outlined below.

PLEASE NOTE: Where the allegation involves a person under the age of 18, parents will be involved throughout any formal procedure and may be present at all times.

1. Reconciliation by getting the parties together. It may be that an honest discussion and genuine apology solves the problem.
2. If this fails / is not appropriate, a small panel (made up from chairman, club welfare officer, secretary or committee members) will meet with the person who feels they are being bullied to get details of the allegation. Minutes will be taken for clarity, which should be agreed by all as a true account.
3. The same panel will then meet with the person who it is alleged to be bullying and put the incident raised to them to answer and give their view of the allegation. Minutes will again be taken and agreed.
4. If bullying has, in the view of the panel, taken place, the bully will be given a formal warning and be put on notice of further action which may include temporary or

- permanent suspension if the bullying continues. Further action may also include training or mentoring for the bully and consideration will be given as to whether a reconciliation meeting between parties is appropriate at this time.
5. In some cases where a child is involved, the parent of the bully or bullied rower may be asked to attend training sessions, if they are able to do so and if thought appropriate.
 6. The club committee will monitor the situation for a given period to ensure the bullying is not being repeated.
 7. All coaches involved with both the rowers concerned should be made aware of the concerns and outcome of the process i.e. the warning.

In the case of adults reported to be bullying rowers under 18

1. The ARA will always be informed and will advise on action to be taken.
2. It is anticipated that in most cases where the allegation is made regarding a teacher or coach, child protection awareness training will be recommended.
3. More serious cases may be referred to the police, social services or ARA disciplinary procedure.
4. In cases where a coach or teacher who is employed by an outside organisation is implicated, the matter will be referred to the ARA and to the person's line manager or as detailed in that person's employment contract.

Leeds Rowing Club aims to ensure an open and caring environment and will undertake any action considered necessary to protect and support its members. Please feel free to approach any committee member for formal or informal help at any time.

**Anti-bullying Policy approved at Leeds Rowing Club AGM
September 2009**

8. COMMITTEE MEMBER JOB DESCRIPTIONS

Chairman

1. To preside at all General meetings of the Club and at all meetings of the Committee, and to be responsible for guiding the activities of the club in accordance with its general policy as expressed by the majority of its members.
2. To represent or arrange for representation of the Club at BR regional level and at meetings of other organisations, for example local rowing clubs, as required.
3. To liaise or arrange for liaison with Leeds University, White Rose Canoe Club, Parks Management and Rangers
4. The Chair shall ex officio be a member of any other committee of the Club

Head of Rowing

1. Development of overall training, testing and racing plans for the year
2. Responsible for organisation of coaching for squads
3. Overall responsibility for appointment of lead coaches for men's, women's and Junior squads
4. Make appropriate arrangements to appoint a Junior squad co-ordinator.
5. Overall Responsibility for selection of crews to represent Club in external competitions.
6. Development of new coaches in the club through BR coaching courses and mentoring
7. Deal with complaints that may arise at regattas relating to conduct of club members
8. Conduct risk assessments in absence of club safety adviser
9. Overall responsibility for racing logistics – boats, trailers, transport, arrival times etc
10. Overall responsibility for ensuring boathouse is open for every session and secure at end of session

The Head of Rowing will be advised in these matters by the Men and Women's captains and the Men and Women's squad coaches

Secretary

1. Responsible for the organisation of meetings of the Committee and of the Club, and the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club.
2. Responsible for organisation of regatta entries on behalf of the club via OARA or paper entries as required
3. Responsible for organisation of regattas run by the club
4. To receive and record complaints relating to the behaviour of individual club members whilst representing the club
5. Act as formal club contact for the BR
6. Prepare annual club responses to the BR
7. Liaison with the Charity Commission concerning charitable status, annual returns, updating of Trustee details etc,
8. Liaison with Leeds City Council regarding boathouse issues.

Treasurer

1. Responsible for the collection and disbursement of all monies belonging to the Club and for keeping proper accounting records of all such transactions.
2. Present club financial position to each committee meeting

3. Presentation to the members at the AGM of a balance sheet and income and expenditure account showing the Club's financial position and the results of its transactions for the year

Funding, Sponsorship and Development Officer

1. Responsible for appropriate publicising of the club's activities
2. Liaison with local media
3. Responsible for developing and making grant applications
4. Responsible for fund raising and Commercial Sponsorship
5. Develop and maintain website

Welfare Officer/ Membership Secretary

1. To set, review and implement Club Welfare policy
2. To advise the club committee on compliance with all the governmental welfare procedures and policies
3. To act as a focal point for reporting any concerns relating to welfare of children or adults who are members of the club
4. To have 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 required by BR or governmental requirements
5. Responsible for circulating and updating codes of conduct
6. Responsible for providing application forms for new members and keeping an up-to-date list of club members and their contact details

Men's Captain and Women's Captain, and Junior Co-ordinator

1. To gather squad member availability for each rowing session and liaise with squad coach to co-ordinate crews and outings
2. To arrange appropriate coxing for number of crews likely to boat at each session
3. To advise squad coach of any concerns from squad members relating to training and rowing
4. To receive and keep records of squad member training performance
5. To ensure that squads are kept up to date with training plans, outing arrangements and racing plans
6. To liaise with Club Membership Secretary to ensure membership lists are up to date
7. To contact potential new members with previous rowing experience and arrange integration into squads
8. To arrange for integration into squads of graduates from the Club's L2R programme and Novice squad

Co-opted Members of Committee - non-voting roles under the Club Constitution

1. Lead Coach of either Men's, Women's, Novice or Junior Squad
2. Club Safety Adviser – to be appointed by Committee to advise the Committee on all aspects of safety associated with rowing, and to take the lead responsibility for keeping the Club Safety Plan and Notice Board up to date. However, this does not remove accountability for safety issues from the Officers and Committee members or from all club members each of whom must take action to ensure safety.

Committee Job Descriptions approved at Leeds Rowing Club AGM September 2010