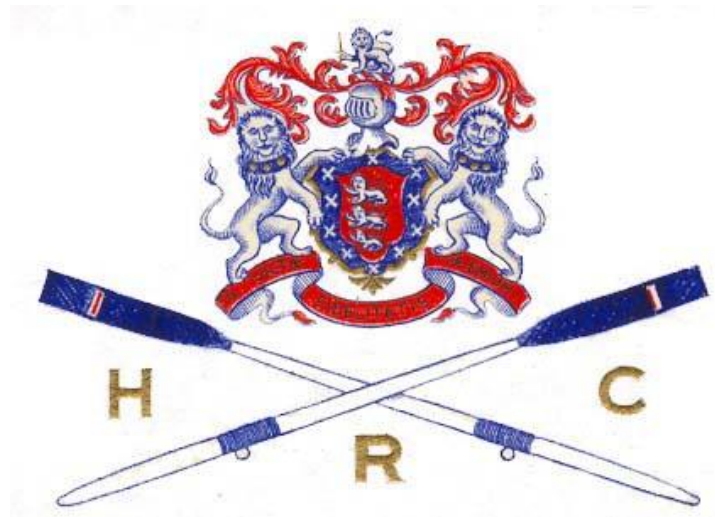


HEREFORD ROWING CLUB



STANDING ORDERS, RULES AND BYLAWS

STANDING ORDERS

(Made by General Meeting)

Revision Date: 24th October 2024

1. TITLE AND COLOURS

The Club shall be called HEREFORD ROWING CLUB, and a trading subsidiary of Hereford Rowing Club shall be called HEREFORD ROWING CLUB LTD, a Company with one share wholly owned by HEREFORD ROWING CLUB. The colours shall be RED, WHITE and BLUE in accordance with the pattern or patterns sanctioned by the Committee.

2. OBJECTS

The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of Rowing in Hereford.

3. CONSTITUTION

The Club shall consist of a President, Vice Presidents, Captain(s), two Sub-Captains, Secretary, Treasurer, four Trustees, other Officers and Committee as may be elected and Members.

4. MEMBERSHIP

The membership of the Club shall be as prescribed in the Rules of the Club from time to time.

Membership of the club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs, except as a consequence of the requirements of Rowing. The club may have different classes of membership and subscriptions on a non-discriminatory and fair basis. The club will keep its subscriptions at levels that will not pose a significant obstacle to people participating.

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

5. FINANCIAL YEAR

The financial year shall end on the 31st July, and the Annual General Meeting shall be held as soon after the 1st August as can be arranged at such time and place as shall be selected by the Committee.

6. OFFICERS AND COMMITTEE

The President, additional Vice Presidents, Captain(s) and other Officers, except the Secretary, shall be elected by a ballot if necessary at the Annual General Meeting in each year. Nominations for President and Captain(s) should be in the hands of the Secretary not later than ten days before the Annual General Meeting. Nominations for additional Vice Presidents must be posted on the Club Notice Board, appropriately proposed and seconded, ten days prior to the Annual General Meeting. A President may serve for a maximum of five consecutive years. Only the Captain(s) shall have the power to nominate Sub-Captains, (any

member may second). They shall then be considered for election in the normal way at an Annual General Meeting.

The Secretary shall be appointed by the Committee. Committee Members shall be elected for a term of three years, two years and one year according to the vacancies available, and not less than one third of their number shall retire each year, but shall be eligible for re-election at the Annual General Meeting. Nominations for the Committee must be in the hands of the Secretary not later than ten days before the AGM. The Principal Officers and Committee shall carry their responsibilities of office into the following year until the Balance Sheet is passed at the Annual General Meeting. The term "Principal Officers" shall mean the President, Vice Presidents, Captain(s), Sub-Captains, Secretary, Treasurer and their Assistants, as may have been appointed.

7. POWERS AND DUTIES OF OFFICIALS

(a) President

The President shall normally take the chair at all General Meetings of the Club at which they are present and shall regulate and keep order in the proceedings.

(b) Captain(s)

The Captain(s) shall be responsible for the Rowing programme and for the selection of rowers and the regattas at which they shall compete. They may delegate duties to their sub-Captains or others. The Captain shall also be responsible for the general discipline of Club Members. Should the need arise, the Captain may call upon the Committee at any time for guidance or assistance in their responsibilities.

(c) Secretary

The Secretary will be responsible for keeping the records of the Club, recording and circularising as necessary Minutes of Meetings, conducting correspondence and discharging such other duties as shall be necessary. The Secretary shall produce at Meetings the previous Minutes for reading and confirmation. They shall have copies made of all agreements and contracts entered into by the Club, which copies they shall file and index in suitable form for reference and examination. The duties of the Secretary shall include the observance of the appropriate Licensing Act. An Assistant Secretary may be appointed as and when necessary. The office of Secretary shall carry with it the full privileges of membership without payment of subscription.

(d) Treasurer

The Treasurer shall be responsible for the keeping the Accounts of the Club and shall receive the funds of the Club and place them in the bank appointed and shall report to the Committee on matters relating to the Club funds as they may require. The office of Treasurer shall carry with it the full privileges of membership without payment of subscription.

(e) Trustees

All Freehold and Leasehold property of the Club shall be vested in four Trustees who shall be appointed at a General Meeting of the Club. Such Trustees shall hold office until death, resignation or removal at the instance of a resolution duly passed at a General Meeting of the Club. It shall not be obligatory to replace any such vacancies until the number is reduced to two, but such vacancies may be filled at the next General Meeting. Nominations for new

Trustees must be in the hands of the Secretary not later than ten days before the General Meeting.

The Trustees shall deal with the Freehold and Leasehold property of the Club in accordance with the instructions given by the Committee or any General Meeting of the Club. Any monies requiring to be invested on behalf of the Club may be invested in the purchase or upon the security of such investments as the Trustees in their absolute discretion think fit to the intent that the Trustees shall have the same unrestricted powers of investing in all respects as if they were absolutely entitled thereto beneficially.

Any investments other than property purchased on behalf of the Club shall, at the Committee's discretion, be placed in the name of the Trustees for the time being of the Club or in the name of the Club's bankers as nominees. Subject to the prior approval of the Committee, the Trustees may engage a professional organisation to manage the Club's investments. If such management is undertaken the investments may be transferred into the names of the investment managers for the time being.

The Trustees are authorised to pay the fees of the investment managers, but the fees and the manner in which they are paid must have the prior approval of the Committee.

(f) Committee

The general management of the affairs of the Club shall be entrusted to the Club Committee of nine members plus the President, Captain(s), Sub-Captains, Secretary, Treasurer and Sub-Treasurer and Assistant Secretary (if any), who shall be members ex officio. All other officers shall be eligible for election to the Committee, but no person shall serve or be elected to serve on the Committee who is not entitled to the full privileges of Senior Membership, or who is a current employee of HRC or a Club that holds affiliated membership with HRC, and who has not received at least $\frac{1}{3}$ of the votes available at the General Meeting at which he/she stood for election. Should compliance with this Standing Order result in a lesser number than nine members being elected to the Committee, then the Committee may, if considered necessary, implement Standing Order 8(e), but in so doing should take into account the wishes of the membership shown at the General Meeting.

The Committee has executive powers, but limited as to expenditure in that the Club shall not be committed to capital expenditure exceeding £25,000 for any one item without the specific authority of a General Meeting. This restriction shall not apply to the expenditure for the purchase of boats.

The Committee shall have the power to borrow up to £5,000 from the Club's bankers for the specific capital project without the authority of a General Meeting of Members and may authorise the Trustees to provide security for any such loan should the bank request it.

Directors of Hereford Rowing Club Ltd, a subsidiary of Hereford Rowing Club, shall be appointed from the duly elected officers and Committee of Hereford Rowing club by a vote at a Committee meeting as specified under standing order 8A.

8. COMMITTEE (General Regulations)

(a) Meetings

The Committee shall decide the time and place of their meetings, at which five shall be a quorum.

(b) Chairman

The Chairman will be elected annually post Annual General Meeting from the newly formed Committee to serve until the following Annual General Meeting. In the absence of the Chairman, the Chair will be taken by a member of the Committee elected from those present.

(c) Chairman's Powers and Duties

The Chairman of the Meeting shall decide upon the points of order and procedure, he/she shall guide and control discussions, and shall have the power to suspend any meeting for a brief interval for such sufficient cause and likewise to adjourn it to another date, he/she may also postpone discussion or close a meeting because of the lateness of the hour or other sufficient reason.

(d) Voting at Committee Meetings

Each Committee Member present, whether elected direct to the Committee or serving on it ex officio, shall have equal rights of voting except for the Secretary and Assistant Treasurer and their appointed Assistants who shall have no vote at Committee Meetings.

The Chairman of the Meeting has a casting vote at all times which they may exercise if they so wish, but it is customary for the Chairman only to use their casting vote when it is their considered opinion that it is in the interests of the Club to do so. If the Chairman has a vote in their own right as a Committee Member they shall be entitled to vote on any matter and that shall not preclude them from exercising their casting vote in addition. The Chairman should not however, use their vote without giving notice of their intention to do so when putting the motion to the meeting. If the Chairman votes on a motion and a count shows the side to which they gave their support lost the day, this shall in no way be interpreted as a vote of 'No Confidence' in the Chairman.

Except as otherwise provided for, the vote of the majority of those voting shall decide, and thus a motion on which the voting is equal shall not be carried unless the Chairman in their absolute discretion uses their casting vote.

(e) Co-opting

The Committee shall have the power to co-opt others for specific purposes but persons co-opted to the committee shall have no vote.

(f) Attendance at Committee Meetings

Any Members of the Committee not attending half of the Committee Meetings called during the year may only continue as a Committee Member if re-elected at the following Annual General Meeting.

(g) Rescindment of Resolutions

A resolution passed by the Committee can only be rescinded within the subsequent three months by the decision of four-fifths of the Committee present voting for the rescindment.

(h) Power to fill Vacancies

If an Office becomes vacant, the Committee shall have the power to appoint a person to fill such a vacancy until the next General Meeting of the Club only, at which such appointment must be confirmed or varied, until the Annual General Meeting only, when the person so appointed must retire but shall be eligible for re-election in the normal way. When the vacancy has been filled by the Committee under this section, it shall be published on the Club notice-board immediately and for not less than fourteen days thereafter.

9. VICE PRESIDENTS

Persons shall be eligible for election to the Office of Vice President who have rendered outstanding services to Hereford Rowing Club or who have distinguished themselves in rowing elsewhere. Once elected they shall remain Vice Presidents and would only be removed from that Office by a two thirds majority ballot of the Annual Meeting, with the exception of where Disciplinary Action has taken place as per Rule 9 - Discipline of any category of membership which has resulted in membership being revoked.

Additional Vice Presidents can be nominated by two members with the nomination in the hands of the Secretary at least 28 days prior to the AGM. This nomination will be vetted by a selection Committee, the make up of which will be the current President plus 4 members that must be either former President's or Vice President.

If selected, the name(s) will be forwarded for voting at the Annual General Meeting and admitted on a two-thirds majority ballot.

10. PRIVILEGES OF OFFICERS

The President, Vice Presidents, Secretary, Treasurer and their Assistants if any, shall enjoy the same privileges as Senior Members but shall be exempt from payment of subscriptions. All other Officers of the Club shall pay the same rate as other members. Should any of the above wish to upgrade their membership (i.e. to Senior Rowing) subscription must be paid at a pro-rata rate.

11. HONORARY LIFE MEMBERSHIP

Honorary Life Members shall be admitted to the Club in recognition of their outstanding and exceptional services to the Rowing Club on the unanimous vote of the Annual General Meeting and provided that notice of such proposal shall have been received by the Secretary in accordance with Standing Orders relating to notices of motion at the Annual General Meeting. Honorary Life Members shall enjoy the same privileges of membership as Senior Members, but shall be exempt from the payment of subscriptions.

12. GENERAL MEETING - CONVENING

If ten or more members of the Club shall deem it advisable to hold a General Meeting they shall deliver to the Secretary a Requisition in writing, signed by all the members requiring them to summon such a meeting, and stating the proposed objectives thereof, and the Secretary shall thereupon summon such General Meeting (at which no other business shall be transacted except as may be necessary under Standing Order 8(h)) to be held within twenty eight days from the time of delivery of such requisition.

Subject as aforesaid all General Meetings shall be called at the discretion of the Committee.

13. GENERAL MEETING - QUORUM

At all General Meetings twenty-five members entitled to vote at such meetings shall be a quorum.

14. GENERAL MEETINGS - PROCEDURE

A motion for the consideration of a General Meeting must be submitted in the name of a person entitled to vote at such Meeting and seconded by another person similarly entitled to vote, and if either named proposer or named seconder be not present at the Meeting for any reason, it shall not be invalidated thereby, provided that a similarly qualified person(s) present be willing to propose or second the motion. Notice of a motion for consideration must appear in the summons for the Meeting, and no other motion than those on the summons may be voted at the Meeting.

As far as possible the Committee will guide members who submit notices of motion as to their phraseology. No amendment to a notice of a motion may be accepted at the General Meeting, unless the amendment be on the Summons for that Meeting, but the Chairman may, at their discretion, vary the wording of a motion provided that such variation does not alter the purport of the motion in any respect, nor any detail of its intention. In this respect the Chairperson can elect, if he chooses, to hold an immediate vote on the understanding of the motion can be carried.

No resolution by a General Meeting shall direct the Club Committee on any matter which is within the Committee's jurisdiction to decide, but this shall not prevent a General Meeting from recommending that the Committee consider taking a certain course of action. A resolution by any General Meeting may be rescinded at an Annual General Meeting, but at any other General Meeting such rescindment, if agreed upon by the majority, shall not take effect until and unless it is confirmed by a subsequent General Meeting.

The procedure outlined in this Standing Order shall apply similarly to motions submitted for the consideration of the Annual General Meeting, at which the Agenda shall include Minutes of the previous Annual General Meeting, matters due for consideration from a previous General Meeting (if any), the Annual Report, the Treasurer's Report and adoption of Accounts and Balance Sheet, Election of Officers other than the Secretary, and filling of vacancies on the Committee. A discussion period may also be held if time permits.

15. COMPETING AT REGATTAS

No Member of the Club shall contend for any public prize under the name or colours of the Club without the sanction of the Captain(s) or of the Committee.

16. WEST OF ENGLAND CHALLENGE VASE COMMITTEE

A Member of the Club shall be appointed by a General Meeting to be the representative of the Club on the West of England Challenge Vase Committee.

17. BYLAWS

The Committee shall have the power to make, alter and repeal Bylaws.

18. RULES

The Rules of the Club may only be altered or repealed or new ones made by General Meeting, after ten days prior written notice circulated to Members. Notice of a Proposal to alter or repeal any of the Rules or to add new Rules shall be given by the proposer to the Secretary in accordance with the procedure laid down in Standing Order 14 and subject to the provisions of that Standing Order, not less than twenty-eight days before the General Meeting at which such proposal is to be submitted and the Secretary shall forthwith circulate notice to members.

19. STANDING ORDERS

Standing Orders shall be subject to revision every third year, for which purpose the Secretary will during the last week in June in that year, advise all Members that Standing Orders are subject to revision at the Annual General Meeting and that any suggestions for alteration or deletion of the Standing Orders or addition of new ones must be received by him/her within the following fourteen days. The Club Committee will appoint a Sub-Committee to consider and advise on Standing Orders, which Sub-Committee will meet as early in July as is practicable and their recommendations will be circulated to all members with the Summons of the Annual General Meeting.

In addition, should an opportunity arise which it is thought will benefit the Club financially and/or operationally, then an associated proposal can be made in writing to the Committee of the day for the revision of a Standing Order. Provided that this proposal is endorsed by the entire Committee then it can be put to members at an EGM within the three year period.

20. VOLUNTARY DISSOLUTION

The Hereford Rowing Club shall only be voluntarily dissolved under the following conditions and procedure:

- (a) A resolution must be passed at a properly convened General Meeting that the question of voluntary dissolution must be referred to the Club Committee for full consideration and report, or alternatively to a Special Committee of not less than twelve members, six to be a quorum. The Committee must give its recommendations in a written report signed by all the members of that Committee whether agreeing or dissenting, and the report duly submitted to a further General Meeting.
- (b) If at this second General Meeting a two-thirds majority of the members present and voting decides to recommend dissolution, notice of a Special General Meeting to consider and decide upon the recommendation must be sent by post to the last known address of every member, giving eight days' notice, exclusive of the day of posting, and the day of the meeting. If that (third) Special General Meeting decides to recommend dissolution by a two-thirds majority of the members present and voting, a further Special General Meeting must be called to receive for confirmation the Minutes of the previous meeting, such confirming meeting to be held no sooner than fourteen days and not later than twenty-eight days after the previous meeting, notice of meeting being given in the same manner as previously. The non-receipt by any member of either notice shall not invalidate the proceedings of either meeting.
- (c) The Club's Solicitor must be invited to attend these Special Meetings and if present shall take the chair.

- (d) If upon the winding up or dissolution of the Club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Club but shall be given to some other Institution or Institutions having objects wholly or partly the same as the objects of the Club and which shall prohibit the distribution of its income and property among its members to an extent at least as great as is imposed on the Club, such Institution or Institutions to be determined by the members of the Club at or before the time of dissolution. For the purpose of this standing order, an Institution or Institutions shall be defined as:- the Sport's governing body for use in related community sport, another CASC, or a charity.

21. STANDING ORDERS, RULES AND BYLAWS

The Standing Orders, Rules and Bylaws of the Club will be emailed to new members and will be made available to all members on the Club website. A printed copy will be held at the Clubhouse and on request to the Club Secretary or Committee Official, a printed copy can be provided to members.

22. FINANCE

All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

RULES

(Made by General Meeting)

Revision Date: October 2024

1. OBJECTS

The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of Rowing in Hereford.

2. MEMBERSHIP OF HEREFORD ROWING CLUB

Membership of the club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs, except as a consequence of the requirements of Rowing. The club may have different classes of membership and subscriptions on a non-discriminatory and fair basis. The club will keep its subscriptions at levels that will not pose a significant obstacle to people participating.

3. APPLICATION FOR MEMBERSHIP

A person wishing to become a member of the Club must complete and sign an application form obtainable from the Secretary, to whom it should be returned.

The appropriate subscription must accompany the completed membership form for all categories of membership. Where a member is re-applying for membership any previous debts to the Club must be settled prior to the application. The Committee shall have the power to elect in such category of membership as they consider suitable or to refuse or defer the application, taking into consideration any information available. In the event of refusal/removal from the Club the applicant/member may appeal in writing to the Committee.

NOTE: COMPETENCE IN THE WATER

It is important that rowers who find themselves in the water do not panic and are able to respond so that they can keep themselves safe. This means that they should be able to swim or float. Floating rather than swimming is recommended by the RNLI, RLSS and NWSF as this tends to conserve heat and energy when in cold water.

All participants in rowing should be competent and confident in water. The club will use its own Risk Assessment to determine the capability that it requires its members to have.

Everyone taking part in rowing should be able to:

- Float unaided for at least five minutes

And ideally:

- Swim at least 50 metres in light clothing (rowing kit)
- Tread water for at least two minutes
- Swim under water for at least 5 metres

Those rowers who can only float or swim when wearing a buoyancy aid should also wear such an aid, or a lifejacket if coxing, whenever they are afloat.

Junior members must furnish a health declaration signed by their parents or legal guardian.

4. CATEGORIES OF MEMBERSHIP.

Senior Rowing Membership:

is open to persons who

- (a) undertake to row for Hereford Rowing Club, or
- (b) wish to regularly use the racing craft or any other training facility for leisure purposes

Senior Rowing Members, who have been members continuously for twelve months immediately preceding the Annual General Meeting, shall be entitled to vote at meetings and shall be eligible to be nominated members of the Committee, except employees as in Standing Orders 7(f). Senior Rowing Members may use all club facilities.

Senior Membership:

is open to persons who

- (a) have rowed for this or any other Club, or
- (b) will foster the Club's rowing activities.

Senior Members are not generally entitled to the use of the racing craft or other training facilities, but may do so on specific occasions with the prior authority of the Captain(s). Senior Members who have been members continuously for twelve months or more shall be entitled to vote at meetings and shall be eligible to be nominated members of the Committee except employees as in Standing Order 7(f), and except where restricted above may use all the Club's facilities.

Country Senior Rowing Membership:

is open to persons who reside outside a 25 mile radius of the Club and who

- (a) undertake to row for the Club, or
- (b) wish to regularly use the racing craft or other training facilities for leisure purposes.

Country Senior Rowing Members shall enjoy the same privileges as Senior Rowing Members except employees as in Standing Order 7(f) but shall be accepted at a special annual subscription as set by the Annual General Meeting or Extraordinary Meeting.

Junior Rowing Membership:

is restricted to persons under the age of 18 years who undertake to row for the Club.

Applicants for Junior Rowing Membership must furnish proof of age. Junior Rowing Members shall be entitled to the use of the Club premises including licenced areas, when accompanied by an adult. Junior members shall not vote at any meeting, and not be eligible to serve on the Committee or hold office in the Club. Junior Rowing Members shall be entitled to use the Club pleasure boats on permission of the Captain.

A Junior Rowing Member shall cease to be such at the end of the calendar year in which they attains the age of 18 years.

Junior Members must comply with the Junior Code of Practise which must be signed by parent or guardian and adhered to.

Student Membership:

is open to persons over the age of eighteen who are in full time education and

- (a) undertake to row for Hereford Rowing Club, or
- (b) wish to regularly use the racing craft or other training facility for leisure purposes.

Student Members Age 18 and above shall be eligible to vote after being a member continuously for one year. Student Members may use all the Club facilities and shall pay the agreed subscription rate applicable in the year of joining.

Student vacation membership. Open to students currently attending University or other full time education away from Hereford and:-

- (a) Undertake to row for Hereford Rowing Club, or
- (b) Wish to regularly use the racing craft or other training facility for leisure purposes.

The membership to cover use of the Club's facilities during Christmas, Easter and Summer vacations only. Student vacation members Age 18 and above shall be eligible to vote after being a member continuously for one year.

Associate Membership:

A limited number of Associate Memberships may be granted at the discretion of the Committee. Associate Members shall not be entitled to vote at meetings, and shall not be eligible to hold office in the Club, nor be nominated to serve on the Committee. They shall not be entitled to the use of the Club pleasure boats.

Junior Coxing Membership:

Junior Coxing Membership is open to persons under the age of 18 years who undertake to cox for the Club. Junior coxing members shall not be eligible to vote or serve on the committee or hold office in the club.

Applicants for Junior Coxing Membership must furnish proof of age. Privileges of Coxing Membership are restricted to the use of the Club premises and the occasional use of racing craft with the prior authority of the Captain(s).

Senior Coxing Membership:

Senior Coxing Membership is open to persons over the age of 18 years who undertake to cox for the Club. Senior coxing members who have been members continuously for twelve months or more, shall be entitled to vote at meetings and shall be eligible to be nominated for election on to the committee or as an officer of the club.

Privileges of Senior Coxing Membership are restricted to the use of the Club premises and the occasional use of the racing craft with the prior authority of the Captain(s).

Subscriptions

All subscriptions are due in full on the 1st April (or on the date a new application for membership is received). The rates of subscriptions will be agreed at the AGM in the preceeding year and will be posted on the noticeboard in the Clubhouse. Senior Rowing Members who opt to pay their subscriptions in full prior to the 1st April shall be entitled to a 10% reduction on the rate agreed at the previous AGM. Alternatively, all members may pay their subscriptions by standing order in 12 equal monthly instalments due on the first of each month of the subscription year.

New Senior Rowing Members joining after April may pay their subscriptions by (a) One single payment proportional to the number of months remaining in that year. Or (b) Three months (pro rata) subscription by cash/cheque and the remaining months by monthly standing order. Junior and Student Rowing Members and Coxing Members joining after April will be liable for a single payment proportional to the number of months remaining in that year. Previous Members who are returning as holiday students while in full time education will be liable to pay for the complete months of holiday membership due. The terms of this membership will be solely at the discretion of the committee.

Senior Rowing Members and Senior members, on reaching the age of 65 after a continuous membership period of at least 10 years will be entitled to a discount of 50% but neither will be eligible for any additional early payment discount. Senior Rowing Members and Senior members who at 21st October 2016 already received a discount of 25% or 50% for age may continue to pay a discounted membership fee.

Senior Members who at 15th October 2010 paid a frozen membership fee lower than the discounted fee may continue to pay the lower amount.

Arrears of subscriptions will be dealt with under Rule 6.

5. COMMITTEES POWERS REGARDING MEMBERSHIP

The Committee shall have the power to grant membership on other terms than those laid down in these Rules at their absolute discretion.

6. ARREARS OF SUBSCRIPTION

A member who does not pay their renewal subscription (or the appropriate subscription instalment) within 7 days of the 1st April due date, or has any other debt unpaid shall ipso facto cease to be a member of the Club. Anyone having membership withdrawn under this Rule, if they wish, may re-apply for membership in accordance with the procedure laid down in Rule 2.

A list of members who have paid their subscriptions shall be held by the Club Office for administration purposes only and in accordance with current legislative governance.

7. VISITORS

A member may introduce occasional visitors to the Club. The introducing member will be held responsible for the conduct and behaviour of their visitors.

8. LIABILITY FOR DAMAGE

Members shall be liable for all damage done to boats, sculls, oars or other Club property whilst in their custody or charge and such damage shall be dealt with by the Committee in such manner as the Committee may think fit. In exercise of the inherent right of the Club to compensation for the damage sustained, the Committee may require any member who damages Club property to pay into the Club Funds the whole or part of any cost of making good such damage.

9. DISCIPLINE

The Committee shall have the power to expel or suspend from membership from all or any of the privileges of membership any member whose conduct is, in the Committee's opinion, not in keeping with the traditions, objects or interests of the Club; provided that such member shall first have had reasonable opportunity of appearing before the Committee to state their case.

The Committee will adhere to and follow the appropriate Disciplinary Procedure in place at Hereford Rowing Club, taking into account legislative ruling.

Members must observe the Rules and Bylaws of the Club with which they should be acquainted, as these regulate and control their privileges of membership.

10. DEFINITION OF MEMBERS

In the foregoing Rules 2, 6, 7, 8 and 9 the term "members" shall include Associate Members.

11. LOCKERS

Lockers may be rented annually at a fee and under terms to be decided by the Committee, subject to being available.

12. ENGINES ON CLUB BOATS

No motor or other equipment shall be used on any Club boat which has not been modified or constructed or allocated by the Committee for that purpose.

13. KEELAGE CHARGES

The Committee shall have the power to make a charge for keelage upon boats kept by members upon the Club premises, but accept no responsibility for the safety of such boats under any circumstances.

14. VOLUNTARY DISSOLUTION

The Hereford Rowing Club shall only be voluntarily dissolved under the following conditions and procedure:

- (a) A resolution must be passed at a properly convened General Meeting that the question of voluntary dissolution must be referred to the Club Committee for full consideration and report, or alternatively to a Special Committee of not less than twelve members, six to be a quorum. The Committee must give its recommendations

in a written report signed by all the members of that Committee whether agreeing or dissenting, and the report duly submitted to a further General Meeting.

- (b) If at this second General Meeting a two-thirds majority of the members present and voting decides to recommend dissolution, notice of a Special General Meeting to consider and decide upon the recommendation must be sent by post to the last known address of every member, giving eight days' notice, exclusive of the day of posting, and the day of the meeting. If that (third) Special General Meeting decides to recommend dissolution by a two-thirds majority of the members present and voting, a further Special General Meeting must be called to receive for confirmation the Minutes of the previous meeting, such confirming meeting to be held no sooner than fourteen days and not later than twenty-eight days after the previous meeting, notice of meeting being given in the same manner as previously. The non-receipt by any member of either notice shall not invalidate the proceedings of either meeting.
- (c) The Club's Solicitor must be invited to attend these Special Meetings and if present shall take the chair.
- (d) If upon the winding up or dissolution of the Club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Club but shall be given to some other Institution or Institutions having objects wholly or partly the same as the objects of the Club and which shall prohibit the distribution of its income and property among its members to an extent at least as great as is imposed on the Club, such Institution or Institutions to be determined by the members of the Club at or before the time of dissolution. For the purpose of this standing order, an Institution or Institutions shall be defined as: the Sport's governing body for use in related community sport, another CASC, or a charity.

15. FINANCE

All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

16. EXPECTED BEHAVIOURS OF MEMBERSHIP

In keeping with the vision and values of Hereford Rowing Club all members should conduct themselves in an appropriate manner. This includes the appropriate use of Social Media and the HRC Club website.

Social Media is a great way for the Club to promote sporting and social events. Any misuse by members of inappropriate messaging or photography causing harm, distress to another member or family or with an aim to discredit the reputation of Hereford Rowing Club will lead to Disciplinary action being taken as per Rule 9 Discipline.

BYLAWS

(Made by Committee)

Revised by Committee: January 2025

1. The normal permitted hours of opening of the Bar for the sale and consumption of intoxicants shall accord with the hours granted by the Licensing Justices for all licensed premises in the City.

Standard hours of opening, within the above shall be laid down by the Committee and are currently:

Monday to Friday	6.00 pm to 11.00 pm
Saturday	12 noon to 3.00 pm & 7.00pm to 11.00 pm
Sunday	12 noon to 3.00 pm

Temporary variations to actual hours of opening, particularly in respect of Bank Holidays, will be posted on the notice board and posted on social media.

2. Junior Members and Guests under 16 years of age are allowed in the Bar when accompanied by an adult during hours of opening.

Young children must be accompanied by an adult who are responsible for their supervision and behaviour.

3. Persons under the age of 18 years are not permitted to consume intoxicants within the Club premises.

4. Members and Guests using the Bar and Lounge areas must maintain an acceptable standard of dress. Persons wearing training kit (except on regatta days), working overalls, etc. will not be allowed in these rooms.

5. Cycles must be kept only in the racks provided and are not allowed in the vestibule of the Club.

6. Dogs, except Guide Dogs, and all other animals are not allowed inside the Club.
Any temporary change to this rule made by the Facilities Manager will be done in consultation with the Committee.

7. Noticeboards are reserved for the posting only of official Club communications from the Captain(s), Sub-Captains, Main Committee or Sub-Committees. No pamphlet, advertisement or notice shall be placed on any notice board or in any Club room by any other person without prior authority via the Club Secretary. Any member found to have defaced a notice or to have removed a notice from a notice board without permission is liable to be suspended from the Club.

8. No bathing is to take place from the Club while racing craft are practising or about to practise in the vicinity of the Rowing Club.

9. Lockers will be allocated by the Committee at the end of each year for the ensuing twelve months to 31st March, following Members' applications. The annual rent for the lockers will be determined by the Committee each year prior to allocation and will be due for payment immediately on allotment. Lockers are not transferable.

10. All petrol and petrol tanks whether property of the Club or an individual member, must be stored only in the Engine Shed when not in use, and must not be placed in any other Club buildings.
11. The Committee will issue permits each year, expiring on 31st March, to Members who apply for permission to moor their privately owned pleasure boats at the Club premises, subject always to availability of space and also subject to the Committee's approval of the craft concerned. Such boats, unless they are left on the river must be removed from the Club premises, but this shall not prevent the Captain(s) from giving permission for a member's boat to be placed on some part of the Club premises prior to its removal or launching, for a period not exceeding one week. Member's own pleasure boats must not be moored with the Club boats, but only at the place allocated and will not be serviced by the Club Boatman.

ROWING

12. Only Members who have competed at an open regatta or head of the river may wear the Club badge.
13. At the end of each rowing season awards will be made for rowing success in the name of Hereford Rowing Club as follows (Note: Rowing – Sculling / Sweep or Coxing):
 - A certificate will be given to a rower achieving their first ever Junior category win.
 - A certificate will be given to rower for their first ever win at a British Rowing registered event.
 - A certificate will be given to rowers with the most success that year determined by the Captain.
 - Caps and Ribbons will be given to those determined by the Captain.
The levels are 1) A plain white cap, 2) a red ribbon for the peak of the cap and 3) a blue ribbon for the peak of the cap.
 - Only one presentation will be made to any individual member in any year and this will be in accordance with the highest status attained.
14. No Hereford Rowing Club member shall compete in any composite crew without the prior authority of the Committee.
15. Every member using a boat which has to be carried up or down the bank shall help to carry it. Every member using an oar or racing sculls shall return them to their proper rack after use.
16. Crews in training must at all times wear appropriate rowing training kit and have change of clothing in case of capsize.
17. **Definitions**

Age and Skill Level and Coaching Definitions

	Novice	Competent
Junior	British Rowings J15 or younger	British Rowing J15 or younger, and accredited to Minimum Level 2 in British Rowing Rower Development Guide

Senior Junior	British Rowing J16, J17 or J18	British Rowing J16, J17 or J18 accredited to Minimum Level 2 in British Rowing Rower Development Guide
Senior	Age 18+	Age 18+ and accredited to Minimum Level 2 in British Rowing Rower Development Guide OR deemed competent by the Captain under grandfather rights based on many years of experience.
Coxwain	Coxwain of any age	Coxwain of any age, who has been deemed competent by Captain or BR Level 2 Coaches.
Coach	A person that has completed a recognised coaching course, and has a current DBS Check.	
Responsible Adult Supervisor	Person over the age of 18 yrs that has been certified by the HRC Captain as capable of running an on-water training session without a coach being present. Responsible adult supervisors must have a current DBS check.	

River Level Definitions

3 ft. Level	A level above the green marker as measured at the club steps
6 ft. level	A level above the yellow marker as measured at the club steps
River level Guage	The decision on the river level is defined by the boards at the club steps. While the river level guages are a useful guide, the final decision on river levels defined by the coloured markers, NOT the river level guage.

Launch Supervision definitions:

Direct Supervision	Launch to follow the crews closely, and able to react immediately.
Extended Supervision	Launch present on the water. Crew to remain within sight of the launch, and in a position to verbally communicate (either unamplified, or via safety radio).

Severe disciplinary action will be taken against any member who contravenes the Club code of river conduct and safety, which is the current British Rowing Rowsafe Document as displayed in the Clubhouse, plus the following Hereford Rowing Club bylaws:

18. General Rules

- a) No sliding seat boats are permitted below the Wye Bridge . No Novice Junior, Novice Adult / Crew, Novice Adult or Novice Coxswain is permitted above Warham Steps without the Captain's permission.
- b) All boats must be signed out and back in to the Boathouse using iCrew.

- c) All safety incidents must be reported to British Rowing. Reports should be made online within 24 hours of the incident at <https://incidentreporting.britishrowing.org/>. Further guidance on incident reporting is available through [RowSafe](#). These include capsizes and collisions.

An incident report should contain:

- Detailed summary of the incident or near incident, including date, time, boats IDs, crew members, light, wind and stream conditions.
 - Sketch showing positions of boats, obstructions, directions of travel and stream.
 - Statements from witnesses, those involved, in other boats or on the bank.
 - Details of any injuries and any medical treatment administered, and where relevant the name of the first aider.
 - Details of any measures taken to prevent recurrence.
- d) In the case of one to one training of competent juniors (in the green) or Novice adults, it is acceptable that the Coach or Responsible Adult Supervisor supervises from the bank provided an adequate risk assessment has been completed. Throw lines must be carried by the supervisor and line of sight must always be maintained.
- e) Crews must not race past the club steps. Coaches must cut their launch wash before passing the club steps and when passing any crews or scullers on the river.
- f) The general rules on the river is that boats must keep to the right. However, on the stretch of the river above Warham steps from the Little Devil to 100 metres below Red Rocks this rule is reversed and boats must keep to the left when proceeding upstream and to the right (clubside) coming downstream (refer to map located in entrance lobby of the Clubhouse).
- g) No crew or sculler shall go above the 2000 metre mark using club equipment, when the river is below the level of the bottom step.

19. Rules for Rowing

Rules for Rowing in Green

Member Category	Safety Mitigations	GREEN - Allowable Crews
Novice Junior	Manned Safety Launch Required under direct supervision	All boat categories
Competent Junior	Manned safety Launch (direct or extended supervision to be risk assessed by coach) OR accompanied by competent crew, sculler or senior cox. Snr Juniors: 1-1 observation from bank with throwline	All boat categories
Novice Senior	Manned safety Launch (direct or extended supervision to be risk assessed by coach) OR if accompanied by competent crew, sculler or Senior Cox. Club sessions only.	All boat categories
Competent Senior	Competent Senior expected to risk assess the conditions.	All boat categories
Novice Cox	Manned safety Launch OR if accompanied by competent crew or sculler.	All boat categories

Competent Junior Cox	Manned safety Launch OR accompanied by competent Senior crew.	All boat categories
Competent Senior Cox	Competent Senior expected to risk assess the conditions.	All boat categories

Rules for Rowing in Amber

Member Category	Safety Mitigations	AMBER – Allowable Crews
Novice Junior	Manned Safety Launch Required under direct supervision	• 4x • 4+ • 8+ • 2x
Competent Junior	Manned safety Launch Required under direct supervision	Competent Junior: No Single Sculls Doubles and above Competent Senior Juniors: All boat categories including 1x
Novice Senior	Manned safety Launch OR if accompanied by competent crew, sculler or Senior Cox Club sessions only.	• 2x • 4x • 4+ • 4- • 8+
Competent Senior	Competent Senior expected to risk assess the conditions.	All boat categories
Novice Cox	Manned safety Launch OR if accompanied by competent crew or sculler.	All boat categories.
Competent Junior Cox	Manned safety Launch OR accompanied by competent Senior crew.	All boat categories
Competent Senior Cox	Competent Senior expected to risk assess the conditions.	All boat categories

Rules for Rowing the in Red

Member Category	Safety Mitigations	Red – Allowable Crews
Junior Crews	Senior Juniors Min 75% of crew to be Competent. Under direct launch supervision. Juniors – does this crew really need to paddle? Junior crews on red discouraged.	8's and quads only
Senior Crews	Min 75% of crew to be Competent. Launch extended supervision	8's, quads and fours only.
Novice Cox		No Novice coxes
Junior Coxes		Competent Junior Cox can cox a Competent Junior or senior allowable crew.

Rules after Sunset

Rowing or sculling in the dark or in poor visibility is not encouraged: those going out should consider whether their outing is necessary or prudent. Extra sessions on weekends in daylight are preferable to evening sessions in darkness.

- a) All rowing and sculling boats must show a bright flashing white light at the bow and solid white light at the stern and high visibility vests to be worn in the bow. Water level must be below 6ft. Water temperature must not be below 5°C.
- b) Crews should either be accompanied by a manned safety launch, or must have a Competent Coxswain, or – in the case of Coxless boats – must have a Competent Steersperson; or have the Captain's permission.
- c) The safety launch must show a 360-degree solid white light, as well as 120-degree port (red) and starboard (green) navigation lights. In addition to standard safety launch equipment, there should be a club-approved, high-powered torch.
- d) All boats (rowing and launches) must carry a mobile phone in a waterproof container and contain contact information of the Clubhouse, Club Captains, Safety Officer and Emergency Services.