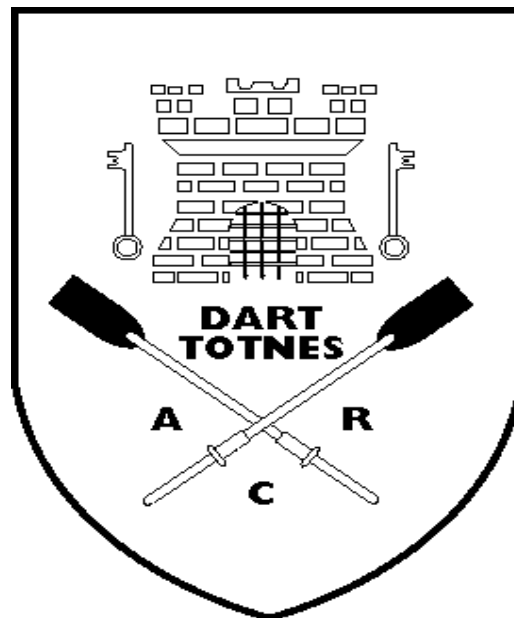


---

# Dart-Totnes Amateur Rowing Club

# Rules



Adopted on 18 April 2004:

Alan Pyne (Chairman)

---

## Dart-Totnes Amateur Rowing Club - Rules

---

### General

- Name 1. The name of the Club is Dart-Totnes Amateur Rowing Club.
- Colours 2. The Club colours are black and gold, and the racing colours are black vests with black blades.
- Objects 3. The objects of the Club are:
- a) to encourage rowing amongst amateurs who are members of the Club governed by the rules of the West of England Amateur Rowing Association, being affiliated to the Amateur Rowing Association.
  - b) the provision of opportunities for recreation, social intercourse and refreshment for the benefit of its members.
  - c) the provision and maintenance of a Clubhouse and boathouse at Longmarsh, Totnes and/or such other places as the committee may determine

### Members

- Categories of Members 4. The categories of membership within the Club shall be as follows:
- a) Life member appointed pursuant to Rule 9.
  - b) Full rowing member
  - c) Junior rowing member (aged under 18)
  - d) Supporting member
  - e) Temporary member
  - f) Associate member
- Admission 5. Every candidate for Full Rowing, Junior Rowing or Supporting membership shall submit a Membership Application Form, including their full name and address to the Honorary Secretary, who shall cause these particulars to be exhibited prominently in the clubhouse. Until a candidate's Membership Application has been accepted by the Committee they shall not be entitled to any of the privileges of the Club.
- Election 6. Except as otherwise provided in these Rules, candidates for membership shall be elected by the Committee at its sole discretion
- Equal Opportunities 7. No member shall receive less favourable treatment (and no application for membership shall be declined) on the grounds of sex, marital status, creed, social class, colour, ethnic group, age, sexual orientation or, subject to risk assessment and the resources available, handicap.
- Expulsion of Members 8. The Committee shall have the power to expel any member who shall offend against the Rules of the Club or whose conduct shall in the opinion of the Committee render them unfit for membership of the Club. Before any such member is expelled the Honorary Secretary shall give them seven days written notice to attend a meeting of the Committee and shall inform them of the complaints made against them. No member shall be expelled without first having an opportunity of appearing before the Committee and answering complaints made against them nor unless at least two-thirds of the Committee then present vote in favour of their expulsion.
- Life Members 9. The Club may elect Life members such elections shall be made at the Annual General Meeting and shall be only in respect of outstanding services to the Club. Names of proposed Life members shall be submitted by the proposer and seconder (who must be Full Rowing or Life members of the Club) to the Secretary at least 21 days before the date of the Annual General Meeting.
- Supporting Members 10. Supporting membership shall be open to members of the Dart-Totnes Amateur Rowing Club Supporters Club
- Associate Members 11. Associate membership shall be open to members of the Totnes and District Skittles League and Rule 5 shall apply except that the candidate must also be proposed and seconded by the Chairman, Vice-Chairman, Secretary or Treasurer for the time being of the Totnes and District Skittles League provided such officer is already an associate or full rowing member of the Club.

---

## Dart-Totnes Amateur Rowing Club - Rules

---

12. Associate members may use the Club premises (excluding the boathouse) during and for one hour before and one hour after periods when the Totnes and District Skittles League is by arrangement with the Committee of the Club using the Clubhouse.
- Temporary Members 13. The Honorary Secretary may admit as Temporary members of the Club members of other rowing clubs visiting or temporarily resident in the locality for the period of such visit or residence. The names of Temporary members shall be exhibited in a prominent place on the Club premises for a period of 48 hours before admission and throughout the period of their membership, which shall not exceed one month
- Limitations on Rights of Members 14. Except as provided by these Rules Temporary members shall have the same privileges as members
15. Temporary and Associate members may not introduce guests.
16. Supporting members, Temporary members and Associate members shall not be entitled to attend general meetings of the Club or take part in the management or business of the Club.
- Register of Members 17. A register shall be maintained at the Club premises showing the names and addresses of all members, arranged by categories. Members will notify the Honorary Secretary within 14 days of any change of address.

### Guests

- Guests 18. All members not being Associate or Temporary members may personally introduce guests but no person who is eligible for Full Rowing, Junior Rowing or Associate membership may be introduced more than once in every calendar month and no member may introduce more than two guests at any one time, except when the member is hiring the premises for a special occasion being an anniversary, wedding reception, christening party or similar function when the member may introduce more than two guests. The member introducing a guest shall enter the name and address of the guest together with their own name in a book which shall be kept at the Clubhouse.
19. The Committee acting through the Honorary Secretary or otherwise as they may from time to time decide may admit to the Club as guests members of other rowing clubs or sporting or activity clubs visiting the River Dart or the Club house to participate in a race or races, training session or social occasion organised by or participated in by the Club or in the Totnes and Bridgetown Royal Regatta and the Dart Head of the River Race and members of skittles clubs playing features with the Totnes and District Skittles League at the Club premises.
20. No person whose Membership Application has been declined or has been expelled from the Club shall be introduced as a guest.

### Subscriptions

- Subscriptions 21. Every member other than Life members shall pay an annual subscription that shall be due on the 1st day of April in each year. Subscriptions shall be determined at the Annual General Meeting, and shall be deemed to be a debt due to the Honorary Treasurer of the Club for the time being.
- Subscriptions in Arrears 22. If any member shall fail to pay their subscription within thirty days after it has become due the Honorary Treasurer shall cause notice to be exhibited prominently in the Club house in a part frequented by members calling upon them to pay the same within seven days. If they shall fail so to pay their subscription the Committee shall be entitled to terminate their membership without further notice.

### Officers

- Officers 23. The officers of the Club shall consist of a President, Chairman, Vice-Chairman, Club Captain, Club Vice-Captain, Honorary Secretary, Honorary Treasurer.

---

## Dart-Totnes Amateur Rowing Club - Rules

---

### Safety & Welfare

- Safety 24. The Committee shall appoint a member to act as a Safety Adviser whose duty it will be to understand the requirements of the ARA Code of Practice for Water Safety and advise on their prominent display, their observation and their implementation at all times.
- Welfare 25. The Committee shall appoint a senior member of high standing, who must be independent of the Junior coaching team(s), to act as Welfare Officer, whose duty it will be to understand the requirements of the ARA Child Protection Policy and Procedures, and other welfare policies, and advise on their prominent display, their observation and their implementation at all times, and to act as the Person-in-charge in Child Protection matters. The Welfare Officer shall report to the committee, but shall only be co-opted on to it when appropriate.

### Management

- Management and Committee 26.
- The management of the Club shall be entrusted to a Committee consisting of: the Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, and six other Full Rowing or Junior Rowing members of the Club elected annually at the Annual General Meeting; the Club Captain and Club Vice-Captain; and the Safety Adviser.
  - The Committee shall meet on the second Thursday of every month or at such other times as the Committee shall decide. The quorum at any committee meeting shall be six.
  - No person shall be eligible for election to any office within the Club, or to the Committee, unless they have previously served as an Officer or Committee member, elected or co-opted, or competed on behalf of the Club in any class at any open Regatta.
  - Notwithstanding paragraphs (a) and (b) of this Rule the Committee may co-opt on to it members of the Club who are not qualified under paragraph (b) hereof. At no time shall there be more than three such co-opted members on the Committee.
- Casual Vacancies 27. The Committee shall have power at any time and from time to time to fill any casual vacancy among the Officers and Committee. Any Officer or member of the Committee so appointed shall hold office only until the next following Annual General Meeting but shall then be eligible for re-election.
- Liability 28. 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.
- Power of Decision 29. Any matter not provided for in these rules, or any question over the interpretation of them shall be dealt with by the Committee whose decision shall be final.

### General Meetings

- General Meetings 30. An Annual General Meeting of the Club shall be held in the month of March in each year and in default not more than fifteen months after the previous Annual General Meeting. Fifteen months shall not elapse without a general meeting. At the Annual General Meeting the following business shall be concluded:
- The presentation and if (accepted) the passing of the accounts for the previous financial year end on the 31st day of December prior to the meeting which accounts shall first have been examined by an independent examiner;
  - The election or appointment of the Officers and Committee, with the exception of the Captains and Co-ordinators whose election or appointment is subject to Rule 31;
  - The election of an independent examiner;
  - Such other business as shall have been communicated to the Honorary Secretary and included in the notice of the meeting
31. A meeting of all Full and Junior Rowing members shall be convened in the month of October in each year the purpose of which shall include the election of the Club Captain, Club Vice-Captain, and appointment of the Men's, Women's and Junior Co-ordinators.

---

## Dart-Totnes Amateur Rowing Club - Rules

---

- Extraordinary General Meetings 32. An Extraordinary General Meeting may be convened at any time and shall be convened within 21 days of the requisition of one-fifth of the members of the Club for the time being or 30 members whichever is the less. Such requisition must state the purpose for which such meeting is required.
- Notice of Meetings 33. The Honorary Secretary shall immediately upon being notified of the calling of an Extraordinary General Meeting, and at least 21 days before the Annual General Meeting, cause a notice to be exhibited prominently in the Club house in a part frequented by members stating the time and place of the meeting, and the business to be conducted.
- Business at General Meetings 34. The business at a general meeting shall be limited to that provided by these Rules and those further matters set out in the notice convening the meeting. The quorum at any general meeting shall be 15.
- Voting 35. At all meetings of the Club each Life member, Full Rowing member and Junior Rowing member aged 16 or over shall have one vote. Associate, Temporary and Supporting members shall not be entitled to vote.
- Chairman 36. The Chairman of the Club or in his absence the Vice-Chairman shall preside at all meetings of the Club but if neither shall be present within 15 minutes after the time appointed for the meeting or both have signified their inability to be present at the meeting, the members present and entitled to vote shall choose one of their number to chair the meeting.

### Rowing Matters

- Crews 37. All crews are to be selected by the Club Captain, with advice from the Club Vice-Captain, the Men's, Women's, and Junior Co-ordinators, and Coaches
- Competing 38. No crew is to contend for any public prize under the name of the Club without the sanction of the Club Captain.
- Captain 39. The Club Captain is (subject to Rules 49 and 50) in overall charge of the boathouse, and equipment, and all Full and Junior Rowing members in relation to rowing matters.
- Use of boats 40. No boat will be used unless sanction has been obtained from the Club Captain, Club Vice-Captain, and the relevant Co-ordinator or Coach. When the crews are afloat the Stroke is to be captain of the boat.
- Junior Co-ordinator 41. The Junior Co-ordinator shall be responsible for:
- a) Maintaining and implementing the Junior elements of the Club Development Plan
  - b) Leading and developing the Junior Coaching Team
  - c) Representing, reciprocally, the interests of the Club and those third parties also working with young people with whom the club has links (Schools, Youth Networks, Youth Services, Local Authorities etc.)
- The Junior Co-ordinator shall report to the committee, and shall, for the time being, be automatically co-opted on to it.

### Child Protection

- Child Protection 42. The Club accepts the policy and procedures relating to Child Protection, as set out by the ARA, and requires all members to accept them as a condition of membership.

### Property and Accounts

- Title to property 43. The legal title to all property to which the Club is or may be entitled, or shall from time to time have charge of, shall be vested in trustees appointed by the Committee for that purpose. The statutory power of appointing new trustees shall be vested in the Committee for the time being.
- Application of Profit 44. No money or property of the Club or any gain arising from the carrying on of the Club shall be applied otherwise than for the benefit of the Club as a whole or for some charitable or benevolent purpose or purposes chosen by resolution of a general meeting.

## **Dart-Totnes Amateur Rowing Club - Rules**

---

- Accounts 45. The accounts of the Club shall be prepared to the 31st December in every year or such other date as shall be determined by the Club in general meeting and shall be subject to independent examination and available for inspection by the members (except temporary and associate members) for at least fourteen days before the Annual General Meeting.
- Damage 46. Any member who shall wilfully or by gross negligence, damage any property used by members of the Club shall immediately have the same repaired at their own expense. The question of damage being, or not being accidental, shall be decided by the Committee, from such evidence as it may be able to obtain.
- Dissolution 47. The members may vote to wind-up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.
- The Committee will then be responsible for the orderly winding-up of the Club's affairs.
- After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
- i) to another Club with similar sports purposes which is a charity and/or
  - ii) to another Club with similar sports purposes which is a registered Community Amateur Sports Club and/or
  - iii) to the Club's national governing body for use by them for related community sports.
- The Club premises shall continue to be used predominantly as a base for water sports.

### **Club Premises**

- Opening of the Clubhouse 48. The Club shall be open at such times as the Committee shall from time to time decide
- Boathouse 49. In these Rules the boathouse means such part of the Club premises as is from time to time used for the storage, repair and maintenance of boats, oars and rowing equipment generally, and for changing by crew, and for the storage of the clothes and possessions of crew or otherwise exclusively in connection with the rowing activities.
- Use of Boathouse 50. Notwithstanding anything in these Rules members of the Club of any category shall only enter any part of the boathouse on occasions and for purposes appropriate to the function of such part of the boathouse and the Committee may from time to time make bye-laws for regulating the observance of this Rule.

### **Liquor**

- Liquor 51. Intoxicating liquor may be sold to guests on the Club premises
52. No person under the age of 18 years shall be sold or supplied with intoxicating liquor, nor shall any person under that age be permitted to consume intoxicating liquor on the premises
- Commission 53. No person shall at any time be entitled to receive at the expense of the Club (or any member thereof) any commission percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club; nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests apart from any benefit which accrues to the Club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on of the Club.
- Purchase and Supply of Liquor 54. The purchase for the Club and the supply by the Club of intoxicating liquor shall be in the absolute discretion of a Sub-Committee of not less than 3 members of the Committee appointed by the Committee for that purpose. In the event of any member for any reason ceasing to be a member of the Committee, he shall automatically cease to be a member of the Sub-Committee and another member of the Committee shall be appointed in his place. Such Sub-Committee shall in no way be restricted in freedom of purchase but shall be answerable to the Committee.
- Permitted Hours 55. The permitted hours for the supply of intoxicating liquor shall be fixed (and may be varied from time to time) by the Committee in accordance with the statutory provisions for the time being.

## Dart-Totnes Amateur Rowing Club - Rules

---

### Rules

- Modification of Rules
56. No alteration or addition to these rules shall be made except by resolution carried by a majority of at least two thirds of the members present at a general meeting the notice of which shall have contained particulars of the proposed alteration or addition. The Secretary shall as soon as possible and in any case within 21 days of the making of any such alteration or addition to these Rules give written notice of such alteration or addition to the chief officer of the Police and to the clerk of the local authority and to the clerk of the magistrates and otherwise as may from time to time be required by law.
- Notice of Change
57. The Secretary shall send by post or deliver to the last known address of any member entitled to vote a written notice of any general meeting at which a change in the Rules is to be proposed
- Bye-laws
58. The Committee is empowered to make, alter, and repeal Bye-laws exhibited at the boathouse, consistent with the spirit of the foregoing Rules.

## Dart-Totnes Amateur Rowing Club - Rules

---

### Amendments

<b>Version</b>	<b>Rule</b>	<b>Change</b>
18 April 2004	Welfare Officer	Added for consistency with ARA Policies & Procedures.
	Dissolution	Added to meet the requirements of Sport England
	Officers, Management and Committee, General Meetings, Crews, Competing, Captain, and Use of Boats	Amended to reflect changes in Club organisation, such that: Captain & Vice-Captain become Club Captain & Club Vice-Captain; the establishment of the position of Men's Co-ordinator, and the replacement of Ladies Captain by Women's Co-ordinator, both the latter being committee appointees and not automatically committee members.
	Junior Co-ordinator	Amended to correct changes in local links and include automatic committee membership for the time being, consistent with the obligations of Project Oarsome.
7 April 2002	Child Protection	Standard ARA wording added to the Child protection clause to bring into line with ARA requirements.
	Admission	Requirement for proposer, seconder and election of new members replaced by requirement for the submission and acceptance of a Membership Application form – to reflect current practice
	Liability	Added for the protection of Committee members
	Power of Decision	Added for clarification
	Voting	Junior members aged 16 or over enfranchised – to empower and engage Junior members in the management of the club
	Officers, Management and Committee, Crews, Use of Boats, Junior Co-ordinator, and Child Protection	Office of the Junior Co-ordinator created – to formalise current practice and conform to the norm's expected by the ARA for the National Junior Rowing Programme and Project Oarsome in particular
	General Meetings, and Extraordinary General Meetings	The election/appointment moved to Captains and Junior Co-ordinator moved to October – to reflect current practice, which was introduced to ensure Captains only changed at the end of the regatta season.