



Curlew Rowing Club

Code of Conduct

1) On/Off Water Conduct

a) Water Safety

All persons using a Club boat or launching a privately owned boat from Club premises shall be familiar with and shall observe

- i) All applicable requirements and recommendations of British Rowing, and in particular "Rowsafe - a guide to good practice in rowing" and
- ii) The requirements of the PLA's Code of Practice for Rowing on the Tideway and its accompanying Map/Chart 2.

b) Use of Boats

- i) No Club boats are to be used without the permission of the Captain or his/her deputies.
- ii) No boat, whether Club or privately owned, is to be launched from Club premises:
 - (1) Unless it bears a British Rowing approved three letter club Code plus three digit number identification in compliance with the British Rowing Rule which has been accepted as an acceptable alternative to a name under the PLA requirements.
 - (2) If the Captain has imposed a general prohibition on boating because of river or visibility conditions
 - (3) If any member of its crew is unable to swim the distance prescribed by British Rowing
 - (4) If being a privately owned boat it is not insured for third party risks for at least £2m
 - (5) If the docks are closed by reception.
 - (6) If the boat has not been signed out via the sign out book held at reception.
- iii) Members boating after nightfall and at all other times of restricted visibility shall see that the boats carry proper lights in compliance with the Code of Practice for the Tideway which, inter alia, requires the lights to be visible for 360 degrees (180 at the front and 180 at the back) for a MINIMUM distance of 800m in the conditions prevailing.

Members should note the requirement for the light to be equally bright at 90 degrees to the line of the boat. If more stringent lighting requirements are notified by the Captain or Water Safety Officer then Members shall observe such requirements.

c) Dress

All members of a crew and scullers shall wear shorts and a vest or the equivalent as a minimum. When competing for the Club, all members of a crew and scullers shall wear the Club racing strip.

d) Use of Private Boats

No Member shall use a private boat or private equipment without the consent of its owner.

e) Signing in and out book

The steersman of, or a single sculler in, any boat launched from the Club's premises/docks must complete an appropriate, legible (upper case if necessary), entry in the book provided for that purpose prior to the outing and immediately upon return from the outing. The Name, Boat Type, Time in and out, and Club to be named as Curlew.

f) Housing of Boats

Every Member, on landing from a Club boat, shall assist in housing such boat, oars and other equipment thereof. Boats allocated to Club crews shall be kept clean and in a racing condition by the crew. (See Damage Reporting below).

g) Selection of Crews

Members shall be selected to form crews, both for practice and for competition at public regattas, by the Coach with consent of the Captains or person(s) to whom he delegates.

h) Command of Club Crews

The steersman in any Club boat is, by maritime law, master of the vessel and shall have command of the crew who must follow his or her instructions.

i) Damage Reporting

All damage arising from the use of Club boats and/or equipment or from the use of any privately owned boat launched from the docks shall be reported by such crew to Club Captain and Chair.

j) Repairs

All repairs needed to Club boats shall be registered in the record sheets provided for that purpose, this can be found on the website:

<https://docs.google.com/forms/d/e/1FAIpQLSdrv08Yzg0frwbDZ828DABPjQdrbkyJFdL2DP0BIu7bwRctxw/viewform> .

- i) The Committee will appoint a boatman to supervise the management of the boathouse and make all necessary arrangements for keeping the boats in a good state of repair and cleanliness and all Members shall observe his/her instructions in connection with such matters.

k) Payment of Regatta Costs

The expense of conveying boats to regattas and the payment of race or entrance fees shall be paid by the crews competing prior to the race being run. The fee will reviewed annually by the Committee.

l) Storage of Private boats

- i) Members' private boats may be kept in the boathouse at their own risk with the permission of the Captain and Simon Goodey from London Regatta Centre. Curlew will not take any responsibility for arranging this storage unless stored in their own boathouse in Greenwich.
- ii) If the boat is housed with Greenwich an annual charge will be payable from year to year until notice has been given to the Hon. Secretary in writing of the date of removal of the boat. Any Member bringing a boat into the boathouse is responsible for notifying the Secretary's office of its arrival forthwith with details of the rack on which it is placed and its British Rowing number (see 2)
- iii) Any boat whose owner/user cannot be identified may be removed without notice. Any boat for which rack or storage charge has not been paid for more than one year may be taken into the Club fleet or disposed of in whatever manner the Committee thinks fit. If a boat is removed from its rack temporarily the Secretary's office must be informed of its expected date of return, otherwise the rack may be reallocated. No credit will be given against racking charges for such temporary absence.

m) Complaints

Any complaint with regard to the running of the Club shall be addressed in writing to the Committee and shall be signed by the Member(s) making the complaint.

n) Removal of Club Property

No Member shall without the consent of a member of the Committee take away any property of the Club for any purpose whatever.

o) Fire Precautions

Members shall observe all regulations regarding fire prevention laid down by the Committee, and shall familiarise themselves with the "Actions to be taken in the event of Fire" posted in the Club premises. Members shall not do anything in the Club's premises which may cause a fire or increase the risk of fire, shall keep all passages and staircases clear, and shall not misuse or move fire extinguishers 16 November 2011

p) Membership Fees

Membership fees will be determined annually by the committee, fees must be paid in full every month. Membership not being paid (and the committee not being made aware of the individual's extenuating financial situation) will result in the member being removed from squadlist, racing crews and water sessions.

q) Alcohol & Drug Usage

- i) Members are not permitted to be under the influence of alcohol during training or racing.

- ii) Whilst alcohol may be consumed outside of those times specified above, excessive consumption of alcohol will not be tolerated. Intoxication and/or excessive consumption will not be considered acceptable under any circumstances and will result in disciplinary action.
- iii) Members representing the club are not permitted to possess or be under the influence of prohibited drugs.
- iv) Prohibited drugs include those substances recognised as a drug and/or defined as illegal under British Law.
- v) If any rower is taking, or may be taking, prescribed or non-prescribed medication with side effects which could affect his/her performance (eg drowsiness), he/she must notify his/her captain prior to taking the prescribed drug.
- vi) Under no circumstances are prohibited drugs of any kind allowed on any premises which is being occupied by members of the club.
- vii) A rower who is in possession of or traffics prohibited drugs at any venue where Curlew RC members are present, or an organised club event, may face disciplinary action up to and including termination of membership.
- viii) The club reserves the right to inform the police should the situation warrant it, if it appears that illegal behaviour is taking place, or if said behaviour is, or may result in, endangering the health and safety of those concerned or others, and those concerned are refusing to take the advice of a representative of the club to cease.

2) Gym Usage Policy

a) Alcohol & Drug Usage

You may not use the gymnasium while under the influence of alcohol, anticoagulants, antihistamines, beta-blockers, narcotics, tranquilizers or any medication or other substance which may affect your ability to exercise safely. You may not bring or use illegal drugs or intoxicating liquor in the gym.

b) Conduct

You should conduct yourself in a quiet and well-mannered fashion when in or about the gym, and in a manner that will not disturb or impair the use and enjoyment of the gym by any other person. In particular you may not use foul, loud, or abusive language, nor will you behave in a threatening manner, nor will you molest, or harass, other Members, or members of Globe Rowing Club.

c) Dress

You must be dressed in suitable attire at all times when in the gym - the minimum is an all-in-one and vest top - and appropriate exercise clothing is required whilst exercising in a Club. Guidance as to suitable attire may be obtained from the Club Captain who may, at his/her discretion, require you to leave the gym, if your attire is not considered suitable.

3) Social Media Policy

The purpose of this Code is to:

- i) encourage good practice
- ii) protect The Club & its members and member's guests
- iii) make members and member's guests aware that The Club will treat unacceptable "electronic behaviour", through social media and other means, in the same way as it would treat other unacceptable behaviours.

The term "social media" is used within this Code to describe dynamic and socially interactive networked information and communication technologies by which personal information or opinions can be presented for public consumption on the Internet.

Examples of Social Media sites

The list below is representative of widely popular Social Media and Networking sites. This list is not exhaustive, not least as new sites are continually becoming available (see http://en.wikipedia.org/wiki/List_of_social_networking_websites), but is intended to illustrate the range and types of sites which are covered by this Code of Conduct.

- Blogger
- Facebook (General. Popular Worldwide)
- Instagram
- LinkedIn (Business)
- Twitter
- WhatsApp

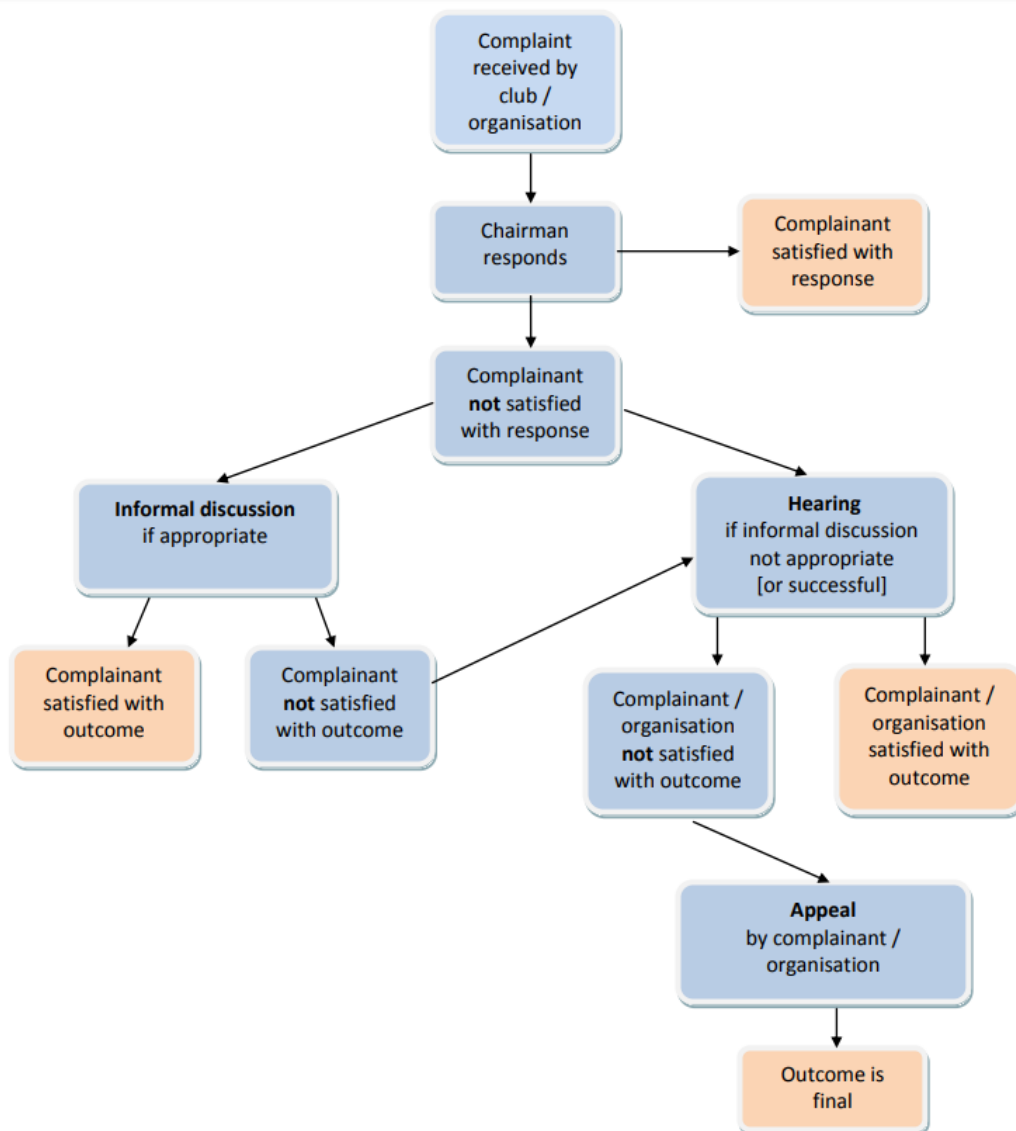
Responsible use of Social Media

- a) The Club understands the popularity and benefits of social media sites if used responsibly. Such sites allow for, and promote, general communication, online discussion and provide the ability to share information about yourself and others quickly and easily.
- b) Individuals required to maintain the Club's social media presence as part of their role should do so in accordance with the Social Media Policy and with branding and communication guidance – this can be found with the Information Officer.
- c) If an individual's personal internet presence does not make any reference to the Club and, its members cannot be identified, then the content is unlikely to be of concern to the Club. If the Club, its members are referred to, or can be identified from the content, then the information posted would need to conform to the policies referred to **in 3.2 above**.
- d) Whereas an individual covered by this policy is able to refer to the Club within his or her personal internet presence, instances where the Club, its members are brought into disrepute may constitute unacceptable behaviour.
- e) Individuals must not disclose confidential information relating to the Club, its members or partners. Confidential information relating to the Club should be handled by the Club Chairman, The Secretary or the Club Captain

- f) Individuals covered by this policy must not use social media sites to make comments about, or post contact details or photographs of, other members of the Club where these might be deemed as offensive or breaching privacy. Comments or other postings of this nature may constitute unacceptable behaviour. This includes where individuals are not named, but can be readily identified by themselves or others from the information posted.
- g) Some professional bodies have separate policies and guidance for responsible behaviour when using social media. Employees who are members of such bodies should keep up to date with and follow their professional bodies' social media policies and guidance. If, due to a breach of the Code of Conduct on Social Media Use, it becomes evident that an employee may have also breached his or her professional body's professional standards, the Club reserves the right to make an appropriate referral to that body.
- h) Failure to adhere to the social media policy will result in action being taking by the committee to formally remove the member from the Club.

4) Grievance Policy

- a) The Club is fully compliant with the British Rowing standard grievance policy.
<https://www.britishrowing.org/wp-content/uploads/2015/09/BR-Grievance-Guidelines-Amends-with-flowchart-v2-2013.pdf?8d876d>
- b) All complaints/grievances need to be received in writing to the Club Chairman; the grievance will then follow the below flow chart.
- c) The club will operate a three strike rule for club members unless the offence requires the Committee's immediate attention and action due to the seriousness of the offence.



Hearing Panel: At a minimum the panel should comprise a chairman (not necessarily the Club Chairman) and two independent members one of whom may have relevant 'expert' knowledge. All panel members must declare any conflicts of interest. Other rules of the hearing will following rules as set out by British Rowing.

Appeal: If either party wishes to appeal against the outcome of the disciplinary hearing they should set out the grounds on which they wish to appeal in writing. This letter should be sent to the chairman of the appropriate body within 14 days of the outcome of the initial hearing being known.

The organisation must appoint an independent appeal panel to consider the appeal, none of whom have had any prior involvement in the matter.

The appeal panel should be constituted along the same principles as the hearings panel outlined above.

Other rules of the hearing will follow the rules as set out by British Rowing.

Outcome: The outcome of the appeal will be final.