

IRC Rules and Codes of Conduct for Members

Inverness Rowing Club (IRC) is committed to safeguarding and promoting the well-being of all its members, ensuring a positive and enjoyable experience for all. The club maintains a set of governing rules and codes of conduct based on the Grow2Row standard and best practice developed by Scottish Rowing that members must follow as set out in this document.

These rules and codes of conduct supplement the constitution which sets out the framework under which IRC exists as a legal entity.

The latest version of this document can be found on the club website.

Members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the club trustees in person or by email at board@invernessrowingclub.org.uk.

As members, you are expected to abide by the rules and codes of conduct found in this document. Failure to follow these principles may result in disciplinary action being taken as set out in the Disciplinary Procedure below.

Amendment of the IRC Rules and Codes of Conduct for Members. The Board shall have the power to amend these rules and codes of conduct from time to time as the interests of the club may demand. Notice of such proposed amendments must be intimated to members before such proposed amendments come into operation. It shall be in the power of three ordinary members who believe any rules or codes of conduct or proposed amendment to any of these rules or codes of conduct to be prejudicial to the objects and interests of the club, to intimate the same in writing to the Secretary. In the event of any objections being received by the Secretary, he/she shall call a meeting of the Board as soon as possible and no alterations can take place until the objection has been discussed at such a meeting. The Board shall advise the outcome of that meeting to the member who raised the amendment.

Version Control:-

V1.0: Initial document approved by IRC Management Board on 17 September 16.

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IRC RULES

Club Property

1. The captain, or in his/her absence, any member of the Board appointed for such duty, shall exercise complete control over the boats and other property of the club.
2. All members and visitors must sign in their attendance at the club in the diary on the front table.
3. Every person using club equipment must be able to swim 50 metres, wearing rowing clothing.
4. Coxes must wear a lifejacket (see more [information](#) below).
5. All members and crews must sign boats in/out of the Boat Log at the back of the boathouse. This includes:
 - Date
 - Boat name
 - Crew/Sculler's Name(s)
 - Time out
 - Time back
6. Before any outing, each crew should do a safety briefing, including discussions on weather conditions and what to do in the event of capsize.
7. Before and after each outing, the crew must inspect the equipment that they are about to use and note any damage in the incident log which is located in the container/clubhouse.
8. Any damage arising to persons or boats or property of the club must be logged in the incident log which is located in the container/clubhouse. This may include (but is not limited to) the following:
 - Loose parts
 - Damage to the boathouse
 - Boathouse maintenance issues
 - Broken cox boxes
 - Broken steering equipment
 - Damaged blades
 - Damaged Bow Balls
 - Missing nuts and bolts
 - Missing heel restraints
 - Loose riggers & swivels
 - Holes or gauges to hulls
 - Damaged fins
 - Capsizes
 - Collisions

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9. The Stroke of each crew is responsible for completing the incident log and reporting any damage found to the Captain.
10. If the damage is sufficient for the safety of the piece of equipment to be called into question then a notice should be left to stop other people using it until the damage can be assessed and a repair made.
11. Members shall be responsible individually and jointly as a crew for any damage they do to the boats or property. IRC may invoke the disciplinary procedure set out in Disciplinary Procedure section below should it be determined that any damage was caused by any reason apart from an accident that could not have been reasonably foreseen.
12. After any outing, all equipment must be cleaned and put away neatly in its designated place.
 - Cleaning boats includes the inside and underside of the boat including the slide beds
13. Shoes must be removed before stepping into any boat (exceptions are Coxes and rowers in the Hudson, Mondego and the Tub).
14. All boats should never be left unattended on the water and boats must come off the water when not in use (no matter how short the period).
15. Members may introduce prospective members, or guests (as temporary members), to the club premises but no such member can enter the boathouse or use any boat belonging to the club without the consent of the Captain or his/her deputy
 - Members shall be held responsible for any infringement of the IRC rules by such members, or any damage such members may do to club property.
 - Any such member shall also pass to the Treasurer any fees due for the use of equipment.
16. Any crew wishing to use a boat and/or oars at a given regatta, or for training purposes, may apply for use to the Captain who shall grant permission at his/her discretion. The Captain's decision will be final.
 - Any crew granted permission to take a boat to a regatta shall be responsible for the safe transport of the craft to and from such regattas, and shall bear such cost, together with the necessary insurance, as the Finance Working Group may decide.
 - At all times the crew shall comply with the instructions of the Captain or his/her deputy.

Health & Safety

All members are personally responsible for, and have a duty of care to ensure, that their actions both on and off the water do not compromise their safety or that of others.

1. All members are expected to comply with the requirements of British Rowing [RowSafe](https://www.britishrowing.org/about-us/policies-guidance/rowsafe/) Guide (<https://www.britishrowing.org/about-us/policies-guidance/rowsafe/>), and any other instructions issued by the club in relation to safety.
2. All coxes must read and understand the [IRC Coxes Guide](https://static.invernessrowingclub.org.uk/downloads/IRC_GuideforCoxes.pdf) (https://static.invernessrowingclub.org.uk/downloads/IRC_GuideforCoxes.pdf)

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3. In the case of an emergency:
 - Call for assistance—Dial 999
 - Ambulance, Fire & Rescue, Police. Coastguard
 - The nearest phone is at the Premier Inn
 - Give as much detailed information as possible as to the location

4. The club has a range of safety equipment and it is the responsibility of every member to know where it is and how to use it.
 - Throw lines are located on the boathouse door
 - There must always be one available at the boat house for use in an emergency
 - One must be taken by anyone on the banks who is overseeing a boat on the water
 - Thermal blanket/bivvy bags are located in the “Safety Corner” at the bow end of the eight.
 - First Aid Kits are located in the Safety Corner.
 - Personal Floatation Devices (PFDs) are located on hangers in the Safety Corner.
 - All coxes **MUST** wear a manual PFD. Auto inflation must **NEVER** be used if coxing a bow loading boat due to the risk of entrapment.
 - Automatic inflation devices are available for beginners and juniors undertaking their initial sculling outings.
 - PFDs must be checked every outing (check for tears, chafes, missing parts/straps before every use)
 - PFDs must be tested annually and records maintained by the Safety Officer.

5. General First Aid may be necessary during the course of an outing. In extreme conditions, it may be necessary to utilize cardio-pulmonary resuscitation (CPR) or treatment for Cold Water Immersion and Hypothermia.
 - Sign/Symptoms of Hypothermia include:
 - Shivering
 - Cold, pale skin
 - Apathy and disorientation
 - Slow and shallow breathing
 - Slow and weakening pulse
 - Immediate Treatment of Hypothermia:
 - The casualty should be re-warmed slowly.
 - Get the casualty out of the wind and into a sheltered place
 - Replace wet clothes.
 - Cover the person with blankets – and a hat, if possible.
 - Give the casualty a warm drink and/or high-energy foods, such as chocolate.
 - Call 999 for emergency help.

6. Rowing and sculling are by their nature, outdoor activities and subject to the vagaries of weather and water conditions in all its forms. It is important to recognise that contending with difficult weather conditions is part of the sport and will have an impact on the decision to row or not. Be aware of local forecast and conditions. In particular:
 - If the canal is frozen – crews/scullers cannot row.
 - If it is windy it may mean members will need to adjust their plans by using bigger boats and/or changing direction
 - If it is very windy small boats should not row, especially if the rower is inexperienced
 - In exceptional conditions no rowing should take place

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- Make sure you have clothing for the weather conditions, both for the outing and for changing into after the boat is off the water
 - In winter keep a spare set of clothes, mobile phone and space blanket in the hatch of a single scull in case of capsize
 - Ensure that high contrast-coloured clothing is worn at all times. Members not wearing contrast clothing may be refused permission to boat.
 - No rowing/outings are permitted at or after dusk or before dawn. Plan your outing so that your boat will not be taken out of the boathouse or returned in the dark.
 - If there is lightening forecast then cancel your outing. If you are caught in a thunderstorm get off the water as quickly and safely as possible and wait for the storm to pass.
 - Risk assess visibility (including mist, fog, darkness) and if there is any doubt about safety and ability to see and be seen you cannot launch.
7. Capsize/Swamping may happen to any crew during any outing and the following best practices should be adhered to:
- Always stay with your boat
 - Stay calm, the immediate shock of hitting cold water will pass
 - Summon assistance
 - Straddle your boat and get as much of your body as possible out of the water as quickly as possible
 - Avoid immersing your head and face
 - Do NOT swim unless help is immediately to hand or there is imminent danger
 - Straddle and Paddle your boat to the shore
 - Attend the capsize drills organised by the club
8. Every body of water has local hazards associated with it and members are expected to know and respond accordingly to the hazards on the Caledonian Canal. The IRC known local hazards include:
- Pleasure craft and fishing boats
 - Larger boats including the *Jacobite Queen* and *Lord of the Glens*
 - Other rowers and kayakers
 - Dogs
 - Floating debris
 - Fishermen/rods & lines
 - Vehicles, cyclists, walkers on the tow path
 - Swing bridge
 - Dochgarroch lock gates
 - Weather, including occasional ice
9. For away regattas boating instructions and circulation patterns are always provided by the regatta organiser. Every competitor must read them in advance and adhere to such instructions.
10. All canal users have a responsibility under duty of care, to keep a look out for others and to avoid potential incidents and collisions. As a result there are navigation rules for members:
- All traffic on the canal must keep to the right hand bank
 - Keep a look out for potential hazards
 - Steerspersons of coxless boats are required to check their course every five strokes
 - Allow faster craft to pass and pull over if necessary

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- Do not follow motor crafts under the swing bridge when it is open
 - Be aware of impact of wash from larger craft and pull over and let wash settle, if necessary, before restarting
 - Never attempt to 'wash hang' onto other, faster powered craft
11. When a member lifts, carries and handles boats and equipment, they are expected to do it with due care and attention. Best practices include:
- Deciding BEFORE the manoeuvre what you are going to do
 - Clearing the environment of obstacles
 - All boats immediately above any boat being moved needs to be chocked up
 - Ensuring, if more than one person is involved, that only one person issues instructions which are clear and concise and everyone knows what is happening
 - Adopting a stable position with good posture
 - Not handling more than can be easily managed
 - Asking for help when necessary

Good Practices

1. It is the duty of all members to inform the club in writing of any change of address or health issues.
2. Any communication from the club will be sent to the last email address or postal address advised by you.
3. Other personal details provided on the 'Application for New Membership/Renewal' form, such as members' addresses, are held in a database and may be made available to the Office of the Scottish Charity Regulator should they require the club to provide a list of members.
4. Members' health declaration: Rowing can be strenuous and if in any doubt about their health, members must get clearance from their doctor before participating. Any medical conditions notified by prospective members on the 'Application for New Membership/Renewal' form is held on a database and distributed to the Board and coaches.
5. Members with health conditions should advise their coach and crew of any condition that could affect their safety and/or the safety of other members of their crew.

Disciplinary Procedure

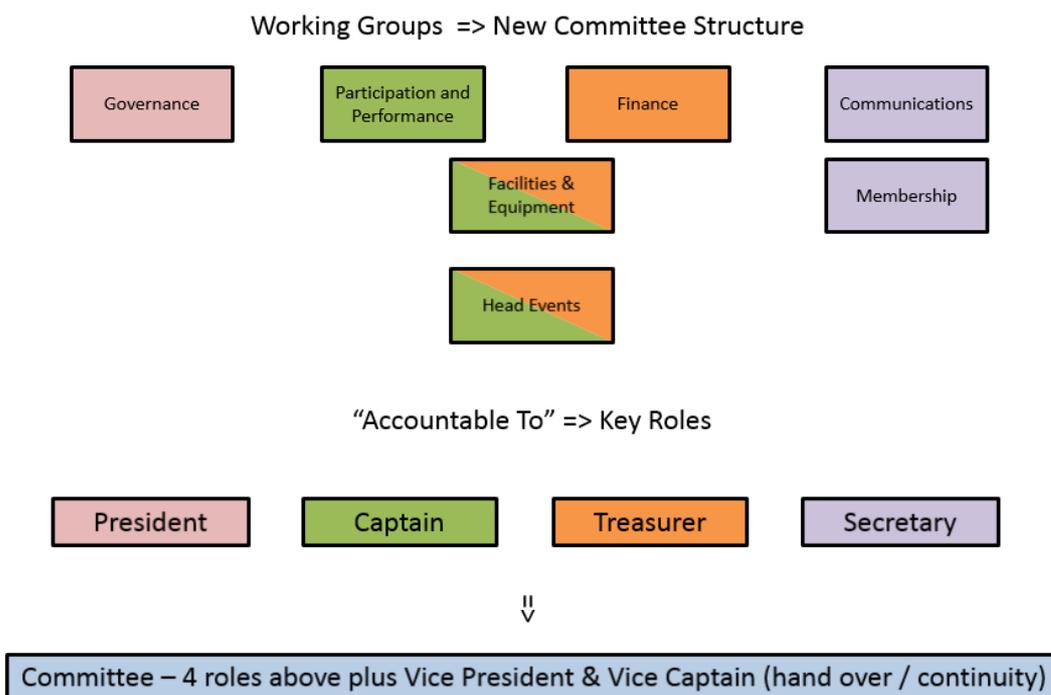
1. Members who fail to follow these rules shall be liable to censure in accordance with the following disciplinary procedure.
2. Depending on the nature of the breach of the rules, the Captain or the President shall notify the relevant members of the alleged breach and shall be empowered to nominate a member of the Board to investigate the incident or incidents to ascertain the relevant facts.
3. The member committing the alleged breach shall be entitled to submit a written statement setting out their recollection of the relevant events.

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- The Captain or President shall call a meeting of the Board to discuss the facts of case and, if proven, determine the cause of action to remedy the breach that may include
 - a reprimand;
 - requiring the member to repair any damage caused;
 - requiring the member to undertake general chores / maintenance work;
 - suspension of membership privileges for a period of time;
 - expulsion from the club (in which case clause 15 of the IRC constitution shall apply).
 - The Club constitution can be found on the IRC web site at www.invernessrowingclub.org.uk
- Members who feel aggrieved by any infringement of these rules may lodge a written complaint to the President who shall retain the complainant's name in confidence and follow the procedure set out above to determine what action if any should be taken.

Roles and Responsibilities

- The IRC structure is made up of working groups and a management board, as shown below:



- Members of the IRC Board are listed below and can be contacted at board@invernessrowingclub.org.uk:

- President/Treasurer, Dave Rothwell
- President/Treasurer, Hazel Geddes
- Vice President, Carla Madigan
- Captain, Hazel Smith

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- Vice Captain, Robert Gordon
- Secretary, Rosemary Arthur

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3. Working Groups

- Communications
 - To advertise IRC's activities and assist its development by ensuring that IRC develop and maintain excellent communications with its members, external agencies and the local population, including Inverness Area Sports Council, Ross and Cromarty Area Sports Council, Scottish Rowing, Scottish Canals, other sports clubs and prospective members.
- Facilities
 - To maintain club facilities & equipment and keep them in a safe & operable condition in accordance with agreed annual budget.
 - To recommend purchase of new and/or replacement equipment.
- Finance
 - To assist the Club Treasurer fulfill his/her responsibilities in ensuring that the Club remains solvent and conducts its financial affairs in accordance with accounting rules applicable to IRC.
- Governance
 - To ensure IRC operates in accordance with the Club Constitution, Scottish Rowing policies, Scottish Canal regulations and all other applicable legislation.
- Head Events
 - To ensure IRC offers events that attract competitors from Scottish clubs and beyond that operate in a safe environment and in accordance with SR rules of racing
- Membership
 - To provide the administrative function required for the club to keep accurate club membership records.
 - To support the Performance & Participation group understand the aspirations of club members and identify social rowing opportunities for members.
 - To understand what skills individual members can offer to help the running of the club.
 - To provide the induction to rowing for new members.
- Performance Participation
 - To provide the support needed to allow club members to improve their fitness & rowing technique and allow members the opportunity to compete successfully at regattas and head races.

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Codes of Conduct

The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the club trustees in person or by email at board@invernessrowingclub.org.uk.

As members, you are expected to abide by the codes of conduct found in this document. Ultimately, they are meant to be the essence of good ethical and safe conduct and practice for our club.

Code of conduct for members

- All members must take responsibility in ensuring they are up to date with the rules, understand and adhere to them.
- All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
- Members should recognise the valuable contribution made by coaches and officials who are usually volunteers. They give their time and resources to provide rowing for you.
- All members must respect officials and publicly accept their decisions.
- All members should be a positive role model, treat other participants and officials with the same level of respect you would expect to be shown to you.
- Use correct and proper language at all times.
- Members are not allowed to smoke at club premises.
- Senior members are not allowed to consume alcohol at club premises or whilst representing the club (except during organised social events).
- Junior members are not allowed to consume alcohol at club premises or whilst representing the club.
- Taking of illegal substances will not be tolerated.
- Members should keep to agreed timings for training and competitions or inform their coach or squad co-ordinator if they are going to be late. Outing times reflect the intended time on the water. On time means arriving “ready to row” at least 15 minutes before the agreed “on the water time”.
- Members must wear suitable kit for training and competitions, as agreed with the coach/team manager. It is mandatory that high contrast-coloured gear be worn by single scullers, as well as for bow and stern of all crew boats.

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- Members must respect the club equipment, docks, and facilities: This includes:
 - Taking every precaution to protect equipment against damage
 - Cleaning of equipment
 - Documenting any damages in the log book
 - Keeping the steps, pontoons and facilities clean and safe.
- Members must pay any fees for training or events promptly and in any case before their entry can be made.
- Bullying of any sort will not be tolerated. Encourage everyone to enjoy sport and understand that people have different motivations for taking part.

Code of conduct for club officials and volunteers

In addition to the adhering to the code of conduct for members, all volunteers must:

- Consider the well-being and safety of participants before the development of performance.
- Develop an appropriate working relationship with participants, 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. respect for other athletes).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by Scottish Rowing and the Club.
- Hold appropriate valid qualifications and insurance cover.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Never condone rule violations or the use of prohibited substances.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Encourage participants to value their performances and not just results.

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Code of conduct for parents/carers

In addition to the adhering to the code of conduct for members, parents/carers must:

- Encourage your child to learn the rules of the club and of rowing and adhere to them.
- Discourage bad sportsmanship and arguing with officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
Set a good example by recognising and applauding good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgements.
- Support your child' involvement and help them to enjoy their sport
- Use correct and proper language at all times.
- Encourage and guide performers to accept responsibility for their own performance and behaviour.

Code of conduct for Coaches

In addition to the adhering to the code of conduct for members, coaches must:

- Respect and champion the rights of every individual to participate in sport and physical activity
- Develop a relationship with their participants (and others) based on openness, honesty, mutual trust and respect
- Demonstrate proper personal behaviour and conduct at all times
- Attain an appropriate level of competence through qualifications, and a commitment to ongoing training to ensure safe and correct practice

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Child Protection Statement

Inverness Rowing Club is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

Inverness Rowing Club and its members will:

- Promote the health and welfare of children by providing opportunities for them to take part in rowing safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.

Review

- This Policy and these Procedures will be regularly reviewed:
- In accordance with changes in legislation and guidance on the protection of children or following any changes within **Inverness Rowing Club**.
- Following any issues or concerns raised about the protection of children within **Inverness Rowing Club**
- In all other circumstances, at least every three years.

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100% ME Anti-Doping Statement

Inverness Rowing Club acknowledges its responsibility to promote drug free sport.

1. The key principles of the Scottish Rowing **100% ME** Anti-Doping statement are to:
 - Uphold and preserve the ethics of Rowing
 - Safeguard the mental and physical health of players.
 - Ensure that all players have the opportunity to compete equally.
2. We acknowledge that so called performance enhancing substances and social substances carry health risks, and we will endeavour to inform our players of the associated risks.
3. We acknowledge that all Rowing athletes have to abide by the Operational Rules, and as such may be tested by UK Sport. We also acknowledge that doping is an offence and may be punishable by a suspension of up to two (2) years for a first offence.
4. The Rowing Club will ensure all of our players are aware of this policy and the endorsement that the club has given.
5. Further advice on Anti-Doping matters can be obtained from:
 - UK Anti-doping: <http://www.ukad.org.uk/>
 - British Rowing: <https://www.britishrowing.org/competing/anti-doping>
 - UK Sport – www.uk-sport.gov.uk
 - 100% ME – www.100percentme.co.uk
 - Talk to Frank – 0800 77 66 00 – www.talktofrank.com

For more information of if you have any concerns about doping contact Scottish Rowing:

- **Email:** amanda.cobb@scottish-rowing.org.uk
- **By Post:** Anti Doping, Scottish Rowing, The Scottish Rowing Centre, 366 Hamilton Road, Motherwell, ML1 3ED

Signed on behalf of the Club by Chairperson

Name _____

Date _____

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Club Anti Bullying Statement

Inverness Rowing Club acknowledges its responsibility to challenge bullying.

- This club is committed to providing a caring, friendly and safe environment for all of our members so they can participate in Rowing in a relaxed and secure atmosphere.
- Bullying of any kind is unacceptable at our club.
- If bullying does occur, all club members, parents, volunteers and coaches should be able to tell and know that incidents will be dealt with promptly and effectively.

We are a **TELLING** club.

This means that anyone who knows that bullying is happening is expected to tell the Club Welfare Officer or any Board member.

Signed on behalf of the Club by Chairperson

Name _____

Date _____

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Club Equality Statement

Inverness Rowing Club affirms its commitment to the equal treatment of all and will not tolerate discrimination on the grounds of age, race, sex, gender reassignment, disability including, physical impairment, learning needs, mental health status or sensory impairment, class or social background, religion/belief, sexual orientation, marital or family status, pregnancy, or by any other condition or requirement which cannot be shown to be justifiable.

1. Scottish Rowing will provide information and updates in relation to any changes in legislation or policy changes by the governing body that could impact on the policies and practices of the club. This club agrees to implement such policies
2. This Club will ensure all members are aware of this policy and the endorsement that the club has given.
3. This Club adopts the Scottish Rowing Equality policy. This club will take appropriate actions following reports of discrimination, harassment or abusive language.
4. Further advice on Equality can be obtained from:
 - Scottish Rowing: <http://www.scottish-rowing.org.uk/index.php/about/equality>
 - ECHR: www.equalityhumanrights.com

Amanda Cobb can be contacted:

- **By Phone:** 01698 250206
- **By Email:** amanda.cobb@scottish-rowing.org.uk
- **By Post:** Equality and Diversity Scottish Rowing, The Scottish Rowing Centre, 366 Hamilton Road, Motherwell, ML1 3ED.

General advice is available at www.scottish-rowing.org.uk.

Signed on behalf of the Club by Chairperson

Name _____

Date _____