



# Scottish Rowing Operating Practices

Approved 8th November, 2016 by the Board

## Financial Year

The Company's financial year will be from 1<sup>st</sup> April to 31<sup>st</sup> March of the following year.

## Annual Return

Member Clubs will be asked to complete an Annual Return, as a condition of membership, in a form determined by the Company.

## Club Colours

All Member Clubs, and Subsidiary Clubs, must register their Racing Uniform and Club Colours with the Secretary as part of the Club's Annual return, and club members must compete in their own club's uniform at any regatta or Championship Race held under the auspices of Scottish Rowing.

## Subscriptions

Notice of the amount of the financial year's subscription will be sent to each Member Club on 1<sup>st</sup> April of the financial year to which they relate. Subscriptions must be paid by the 30th of September in the financial year for which they are due as a condition of membership. Honorary Office-Bearers are not liable to pay any subscription.

## Subsidiary Clubs

See Appendix 2.

## Honorary Office-Bearers & Associate Members

The Company shall have the power to elect annually in General Meeting one Honorary President and twelve Honorary Vice-Presidents, *honoris tantis causa*. Such Honorary President and Honorary Vice-Presidents shall have the right of audience at a General Meeting of the Company but shall have no other rights or obligation in relation to the Company as holders of such honorary offices.

The Company shall have power to elect annually in General Meeting an unlimited number of Honorary Associate Members, *honoris tantis causa*. Such persons shall not as Honorary Associate Members have any rights or responsibilities in or to the Company, and, in particular shall not have the right of audience or voting at any meeting.

## Membership

Scottish Rowing offers individual memberships to participants in the sport of rowing who are members of affiliated clubs. The categories of memberships and the fees for such memberships will be determined annually at the AGM.

Individual membership is encouraged for all participants in rowing. In addition to insurance cover, certain membership categories also include a Scottish Rowing Competition Licence. Other benefits may be determined by the Board from time to time.



### Child Protection

All Club Members that operate a junior section are required as a condition of membership to have a Child Protection Officer and a Child Protection Policy. We strongly recommend that clubs adopt Scottish Rowing's Child Protection Policy.

The Board will appoint a Child Protection Officer who will provide to Clubs and other bodies in Scotland assistance with their Recruitment Process, the Disclosure process and compliance with the Scottish Executive Code of Practice relating to Disclosure information.

Any concerns can be reported to either the Scottish Rowing or club Child Protection Officer.

### Equality

Scottish Rowing is committed to ensuring that equality is incorporated across all aspects of its operations. The Scottish Rowing Equality Policy is a statement of the principles which we will endeavour to apply and all Club Members are required to adopt and comply with this policy as a condition of membership.

### Scotland Rowing Team Selection Policy

The selection policies for the Scotland Rowing Team will be presented for Board approval annually at the start of the season to which they relate by the Scotland Team Manager. The selection policy will be drafted by the Team Manager in consultation with the Director of Performance and the High Performance Group.

### Rules of Racing

Amendments to the Rules of Racing can be proposed to the Racing Control Committee by the following:-

1. The Board of Scottish Rowing
2. A Member Club
3. The Racing Control Committee
4. The Umpires Commission

The Racing Control Committee will act on such proposals in accordance with their terms of reference (Appendix 1)

### Anti-Doping Procedures

- 1 In the area of anti-doping, *Scottish Rowing* defers to the jurisdiction of British Rowing.
- 2 Further to clause 1:
  - a. the anti-doping rules of the body above (the '**Anti-Doping Rules**') apply to the sport of rowing in Scotland; and
  - b. persons participating in the sport of rowing under the jurisdiction of *Scottish Rowing* who qualify as 'Participants' (as that term is defined in the Anti-Doping Rules) are bound by and must comply in all respects with the Anti-Doping Rules.
- 3 *Scottish Rowing* shall recognise and take all necessary steps to give full force and effect within its jurisdiction (a) to the Anti-Doping Rules; and (b) to any sanction(s) imposed under the Anti-Doping Rules.



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### Safety

*Scottish Rowing* will conduct its business in a manner which meets, and where possible exceeds, its obligations under current health and safety legislation.

The *Scottish Rowing Water Safety Code* is the sport in Scotland's Code of Practice and as such adherence to its provisions is a mandatory obligation for all Member Clubs and their individual members.

During the months of November and December, all Club Members are required to carry out an annual *Audit* of their safety provisions and submit a signed and dated, written copy of it to the Scottish Rowing Administrator by 1<sup>st</sup> January. Club Members will not be permitted to participate in any regattas, or other events run under the auspices of *Scottish Rowing*, until the current Safety Audit has been received.

### Sponsors' Advertising

Any club, crew or individual may be sponsored. While Scottish Rowing would prefer that monies given for sponsorship should be used within the sport, or to defray the costs of training and competing, no specific restrictions are placed on the use of sponsorship funds.

Sponsor advertising must conform to all laws restricting the use of advertising in sport in Scotland.

#### a. *On land.*

No restrictions are placed on the display of sponsorship material, or on sponsorship promotion during commentaries, etc.

*Competitors may be required to wear entry numbers, or bibs bearing entry numbers, which also display sponsors' names and/or logos.*

#### b. *Restrictions applying to all rowing craft.*

Sponsors' logos, names, or both may be displayed

- on the boat below the water line,
- on the bow and or stern 'canvasses',
- on each saxboard, in addition to the boat builder's name, with a maximum display of one on each saxboard of a scull, pair or double, two on each saxboard of a four or quad, and four on each saxboard of an eight or octuple.

The name of the boat may also incorporate that of the sponsor in letters not more than 10 cm high.

*Local navigation bye-laws may impose further restrictions.*

#### c. *On Racing Kit .*

Sponsors' names/logos shall be uniformly displayed on the racing vest (or equivalent) and shall cover no more than 100 square centimetres. The display shall not impair the recognition of a crew by its club colours.

Rowers may wear other items of clothing not used in racing bearing sponsorship material without restriction.

#### d. *On Oars or Sculls*

Sponsorship material may appear on handles and looms, but not on the spoons.



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At a regatta or head, crews and scullers whose clothing or equipment breaches these rules will not be allowed to race. If they should, inadvertently, be allowed to race they will be disqualified and the result of their previous race in any regatta event reversed; any prizes, medals or trophies awarded will be withdrawn and reallocated appropriately.

*If boats, oars and clothing are to be used at events run under FISA Rules, advertising must also comply with FISA's more stringent requirements.*

### **Confidential Minutes Policy**

Scottish Rowing has adopted a policy of publishing minutes of Board meetings on its website following formal adoption of the minutes. The Confidential Minutes policy has been adopted to deal with minutes of a confidential matter and is implemented when a decision has been made that publication of a minute might be prejudicial to the interests of Scottish Rowing. Minutes of a confidential nature are therefore only recorded in the archived copy of Scottish Rowing's Board meeting minutes.

Minutes will be treated as confidential on the grounds that they contain information relating to one or more of the following:

- an employee, former employee or potential employee, or
- a particular applicant or recipient of any services provided by Scottish Rowing, or
- the financial or business affairs of any particular person, or
- the amount of expenditure proposed to be incurred by the Board under a contract, or
- any person subject to Code of Ethics, Child Protection or Doping Control Protocols and/or
- any other information, the publication of which might be prejudicial to the interests of Scottish Rowing.

In publishing minutes of Board meetings on its website, Scottish Rowing shall remove minutes of a confidential nature and replace them with the following note "confidential minute removed in accordance with the Board's published policy on minutes of a confidential nature".



## **1. Membership**

Racing Control Committee (RCC) is responsible to the Board and shall consist of -

- A Chair appointed by the Board
- Members co-opted to the committee and approved by the Board

## **2. Responsibility**

The committee shall be responsible for all matters pertaining to the conduct of racing, including-

- Compliance with the Rules of Racing at regattas.
- Collating and proposing the provisional regatta calendar in consultation with clubs for approval by the Board.
- Managing the approved regatta calendar including the conduct of events.
- Status management and eligibility of competitors.
- Reviewing and if necessary proposing amendments to the Rules of Racing.
- Consulting with Scottish Rowing Club Members on proposed changes to the rules of racing and making recommendations based on this consultation to the Board of Scottish Rowing.
- Provision of umpiring equipment to regattas where this is supplied by Scottish Rowing.
- Umpires Commission
- Appointment of Senior Umpires through the Umpires Commission.

## **3. Management**

The committee will meet as necessary to undertake the above tasks and will report to the Board on actions taken. The committee will review and where necessary update the rules of racing annually for approval by the Board. Revisions to the Rules of Racing will be published prior to the first race of the season to which the rules relate.

## **3. Appointment**

Membership of the committee will be open to representatives from Scottish Rowing Club members. The appointment of the Chair and confirmation of committee membership will be approved annually by the Board.



### 1. Definition

A Subsidiary Club is a Club, as defined in Article 1.1(e) of the Scottish Rowing Articles of Association [the “Articles”], whose members are also members of a Club Member as defined in Article 1.1(h) of the Articles and whose application to the Board of Scottish Rowing to be accepted as indirectly affiliated to Scottish Rowing has been accepted.

### 2. Period of Affiliation

A Subsidiary Club shall remain indirectly affiliated to Scottish Rowing for a maximum period of 12 calendar months from the date of acceptance.

### 3. Renewal of Affiliation

A Subsidiary Club may apply to renew its affiliation ahead of the expiration of the 12-month period and if accepted the renewal will take effect from the end of the previous period. A Subsidiary Club may only renew its affiliation on a maximum of two consecutive occasions i.e. a Subsidiary Club may only be affiliated for a maximum of three consecutive years. If the affiliation lapses or at the end of the third period of affiliation, then a Subsidiary Club shall not be accepted for re-affiliation as a Subsidiary Club until after an interval of three years has elapsed. A Subsidiary Club may, at any time apply for direct affiliation as a Club Member in accordance with Article 3.2 of the Articles.

**Note:** All existing Subsidiary Clubs holding that status on 13 Sep 16 shall be permitted a maximum of two further consecutive renewals. If the affiliation of such clubs lapses, then the club shall not be accepted for re-affiliation as a Subsidiary Club until after an interval of three years has elapsed.

### 4. Application for Affiliation

Applications for affiliation shall be submitted to the Board of Scottish Rowing by the Club Member to which the applicant is a subsidiary. The application must be endorsed by the Club Member’s executive or managing committee and shall contain the following details:

A copy of the Subsidiary Club’s constitution signed and dated by the Chair of the Applicant’s executive management group;

A list of the Subsidiary Club’s office bearers;

Details of the Subsidiary Club’s facilities and equipment (whether owned or shared)

A completed Scottish Rowing Safety Audit form relating to the Subsidiary Club’s activities;

Details of proposed Club colours

### 5. Affiliation Fee

A Subsidiary Club shall pay such Affiliation Fees as are determined at the Annual General Meeting of the Company.



## **6. Representation at General Meetings of the Company**

A Subsidiary Club shall not be eligible to be represented at General Meetings of the Company. A member of a Subsidiary Club may act as a Club Representative of a Club Member as defined in Article 1.1(i) of the Articles.

## **7. Responsibilities of a Subsidiary Club**

Unless explicitly stated otherwise, a Subsidiary Club shall be subject to and bound by the same governance requirements as a Club Member. A Subsidiary Club may enter events run under the auspices of Scottish Rowing and shall be bound by the extant Scottish Rowing Rules of Racing.

## **8. Termination of Affiliation**

A Subsidiary Club shall have its affiliation terminated if:

It does not meet the requirements for renewal;

It is guilty of conduct which has or is likely to have a serious adverse effect on the Company or bring the Company or all or any of the Members and the directors into disrepute;

It has acted or has threatened to act in a manner which is contrary to the interests of the Company as a whole; or

It has failed to observe the terms of the Articles and the Operating Practices.

The decision to terminate the affiliation of a Subsidiary Club will be taken by the Board. An appeal against such a decision may be made by the Club Member of which the affected Club was a Subsidiary. Such appeals should be submitted in writing to the Board within 28 days of the decision being made.