

## **Appendix I. General Rules**

Subject to the key rules of the constitution the committee have the responsibility for running the club for the benefit of all members. All members are expected to assist the committee in this endeavour by respecting the constitution and the following general rules of the club.

### **Equality Statement**

Barnstaple Pilot gig Club is strongly committed to equal opportunities for all sectors of the community.

It is the policy of the club to ensure that all participants, volunteers, coaches or parents receive equal treatment based only on their merits, abilities and potential, regardless of age, sex, disability, family circumstances, race, colour, nationality, citizenship, ethnic origin, social and economic status, religious belief, sexual orientation, marital status or other irrelevant distinction;

It is the aim of the club to provide all of its services in a way that is fair to everyone.

### **Code of Conduct for Fair Play**

While representing the club all members will;

1. Consider the safety and well being of all participants and spectators at all times.
2. Encourage all participants to value their performance and the performance of others.
3. Promote the positive aspects of our sport, especially tradition, friendship & fellowship, fair play & sportsmanship and finally respect for all members of the gig rowing community.
4. Set a good example – accept the decisions of officials and take responsibility for your actions. Always display high standards of personal conduct when representing the club.
5. Adhere to rules as set by the club and our governing body the CPGA or accept the penalties.

Any member may be subject to disciplinary action, for cause, upon completion of due process.

“Cause” shall include (but not be limited to);

- Failure to pay subscription fees
- Breaking club rules
- Engaging in, or encouraging, conduct that harms the club
- Wilful disregard for the Club’s property
- Bringing the club in to disrepute
- Unfounded, malicious or libellous remarks about the club or its members
- Criminal conduct while representing the club
- Abuse of trust

## **Appendix II. Grievance Procedure**

In case of grievance the following procedure should be followed.

### **Informal Procedure**

In the first instance the matter or problem should be promptly brought to the attention of the person concerned. Try to explain calmly and clearly what the problem is, or which club rule has been broken and what you think should be done to solve the issue. Be prepared to listen to their response and discuss the matter to try and reach a resolution.

### **Informal Mediation for Grievances & Disciplinary Matters**

If the matter is not settled a request may be made to the clubs welfare officer for mediation. The welfare officer will act as a neutral mediator between the two parties. The problem must be stated clearly but concisely with reference to specific names, dates and locations. It is hoped that the process of discussion with a neutral mediator will resolve any misunderstanding between the parties. If the welfare officer is unable to act in this capacity another member of the committee will be co-opted. The welfare office should aim to bring parties to mediation within 14 days of receipt of the complaint.

Where there are clear breaches of club rules the mediator may issue a request for the offending behaviour to stop and/or issue an informal warning. The welfare officer (or other) will monitor the matter for 6 months to ensure it has been resolved. The aim of informal mediation is to solve problems without recourse to the formal procedure. A brief record of the incident and its outcome will be recorded in the club incident book.

If the informal grievance procedure is not practical or appropriate, or no solution can be reached to the satisfaction of all parties the matter will be dealt with formally.

### **Formal Grievance & Disciplinary Procedure**

It is expected that the clubs formal grievance procedure will be called on to deal with only the most serious of cases and matters that have not been resolved through mediation.

A copy of the formal grievance procedure can be found in the separate document called "A Guide For Panel Members and Applicants".

Formal complaints must be made in writing to the club welfare officer. No anonymous complaints will be entertained and complains on behalf of a third party will only be allowed in the case of a junior rower who was so defined at the time of the alleged incident. The letter should include full details of the complaint including relevant dates, times and persons involved and how the complainant thinks club rules have been broken.

### **Formal Appeal Procedure**

There is a right of appeal against any decision made by a grievance or disciplinary panel. The purpose of the appeal is to review the decision and ensure correct club procedures were followed. It is not to rehear the case in any way. Details of the process appear in the guidance notes highlighted in the section above. All formal appeal requests must be made in writing to the club welfare officer within 10 days of the decision notification.

### **Appendix III. Rowing Rules**

When rowing either socially, in a training gig or at a regatta, club members must ensure the activity they undertake is suitable to their age, ability and experience. All members must take due care and attention of their own safety and the safety of those around them at all times. If you are unable to row notify your crew organiser in good time so someone else can have the opportunity.

#### **Care of kit**

1. Remember you are part owner of all club assets during your membership so treat them with care & respect.
2. Never try to lift the gig without sufficient people and use the trolleys provided.
3. Broken Softwood pins are charged at £2, and broken Hardwood pins are charged at £4. Rowers are reminded to either pay the fees to the coxswains on the day or put payment in the tub that is in the shed.
4. Seat supports to be in place at all times.
5. Never walk/step on the seats in the gigs only the black floorboards.
6. Oars to be laid down in the gig with blades towards the bow for transportation.
7. Towers are solely responsible for ensuring the gig is safely secured to the trailer.
8. Any damage found to club kit should be notified to any committee member as soon as possible.

#### **Launching & Recovering Gigs**

1. All rowers to be at the meeting point 30 minutes before their scheduled row to help prepare and launch the gig. At the end of the row allow 30 minutes to help clean and return club equipment to storage, unless the kit is being used directly by another crew.
2. At regattas arrive at the agreed time and help unload the gig and prepare the equipment for the days activities. At the end of the days rowing leave only when the gig has been secured for the return journey. If personal commitments mean you must leave early please speak with tower or the BPGC organiser of the day, to see if your help is required beforehand.
3. Once gig(s) are loaded on trailer please make sure adequate people go back to shed to assist in putting the gig(s) away where necessary.
4. If your crew is next to go out, be at the change over point when the gig comes in and be ready to hold the gig off the slip way or beach and assist as required. If you have to use an oar to keep the gig straight use the handle end only.
5. After your row ensure the gig is safely tied up or beached and if you see that another club needs similar assistance offer to help in the spirit of fellowship.
6. Bring a water bottle and wear suitable clothes/shoes at each rowing session, as you will get wet when launching and landing the gig. A dry change of clothes should be kept in your car

#### **Safety**

1. Listen and take instruction from the Cox who is in charge from the moment they step into the gig. The gig will only be pushed off when the Cox indicates they are ready to take command.
2. All junior crew members and the Cox to wear a lifejacket in the gig.
3. The Cox is responsible for the radio at all times and no gig will launch without one.
4. Trainee Cox must be accompanied by a pilot when out at low water.
5. Cox must take note of the dangers in the rowing area, the prevailing weather condition and the strength of the rowers to plan their course appropriately.
6. Cox must wear a lifejacket at all times when in charge of a gig on the water.

## **General**

1. Club kit must be worn to Regatta Events
2. All club members are encouraged to assist at all aspects of operating the club as their personal commitments allow. This includes learning to be a race Cox/Coach, assisting in the maintenance and repair of the gigs, serving on the club management committee and assisting in fundraising activities in addition to their own rowing.
3. Race crews will be selected in accordance with our published selection policy.

## **Appendix IV. Race Crew Selection Policy**

All members of Barnstaple Pilot Gig Club are invited to row socially and/or train for a place in one of our race crews. Selection for race crews is based on a rower's technique with the blade, cardiovascular fitness, availability and finally attitude & compatibility with other rowers.

This is a competitive selection process the overriding principle of which is that there is no self-selection for places in any race gig. Male selection is the responsibility of the ladies race Coxes/Coach and the ladies are selected by the male race Coxes/Coach. The Coach to be used for split decision.

The following selection procedure will be followed.

1. Applications for race squads will be opened in October of each year for the coming race season all rowers are to be reminded to read race selection policy which will be attached to squad application email. Members who wish to seek selection should contact Club Secretary by the end of October and include details of their availability for the Scillies World Championships. Based on this the club committee will decide how many race squads to train in the coming year. Unfortunately some rowers may be disappointed!
2. The crew selection panel will consist of a minimum of three most experienced Coxes/Coach in the club as selected by the club committee. In December and January the selection panel will be continually assessing the performance of all rowers and try different combinations of rowers to achieve the best results for the club. The Club Crew Organisers will observe the selection process and make notes as well as offer information if requested but must take no part in it.
3. By the end of January all rowers must be prepared to move to a position in any gig without protest so that their abilities can be fairly assessed by a race Cox/Coach. A rower who has the versatility to row in a number of positions will improve their chances of being selected for a race crew.
4. Fitness tests will be organised to assist in crew selection where a decision needs to be made between rowers of otherwise equal ability. These will be based on a 20 min concept 2 ergo test. The drag will be set to 135 to simulate rowing in a gig. Stroke rate 28-32.
5. Provisional race squads will be published on 1<sup>st</sup> December each year. Each squad will consist of 6 rowers. Subs required in any squads will be filled from a lower crew.
6. Crew selection will subject to review until the 31<sup>st</sup> January when selections will be announced for the Scillies World Championship.
7. Once offered a position in a race gig, rowers will be expected to show commitment to their crew by attending training and events. A rower, who fails to show commitment to their crew and

club, will be advised in private by the crew selectors that this is an issue. If there is no improvement another rower will be selected to replace them.

8. Rowers in race squads must confirm their attendance at each regatta at least 14 days prior to the event so that if required a substitute can be picked and trained in their position. Rowers unable to make regattas will be expected to make up numbers in other crews so no gigs are left short of rowers

9. The club committee will decide what events we attend based upon sufficient numbers of rowers for any regattas based on the ability of the rowers available for selection. Subject to this ability the club will try to offer as many rowers as possible the opportunity to compete.

10. The race season ends in September with the Newquay County Championships. Between then and the start of pre season training in December there is no scheduled competitive rowing and no selection decisions will be made.

11. The above process is designed to ensure selection is based purely on merit. Should any member feel they have been overlooked or treated unfairly in the selection process they are asked to discuss this with the appropriate crew selectors. All of crew selectors are very approachable and can be contacted at any time. The race crew selectors will maintain a log of the selection process and will be happy to explain why the decision was made and offer advice to any rower on how to improve their chances of selection.

Barnstaple Pilot Gig Clubs Formal Dispute & Appeals Process; A Guide For Panel Members and Applicants”.

If the informal dispute procedure is not practical or appropriate, or no solution can be reached to the satisfaction of all parties the matter will be dealt with formally

### **The Formal Dispute Procedure**

It is expected that the clubs formal dispute procedure will be called on to deal with only the most serious of cases such as misconduct & bringing the club into disrepute. The following procedure will be followed.

1. Formal disputes must be made in writing to the club welfare officer. No anonymous complaints will be entertained and letters on behalf of a third party will only be allowed in the case of a junior rower who was so defined at the time of the alleged incident. The letter should include full details of the incident including relevant dates, times and persons involved and how club rules have been broken.
2. The welfare officer will match the incident to the relevant section of the club constitution or rule and send out a letter of acknowledgement. By the same post they will send brief detail of the incident to the person(s) whose conduct is in question. This will include a request for a response within 14 days from the date on the letter.
3. The welfare officer will ask the committee to convene a panel of 3 committee members to hear the case. The panel will be chosen from the committee members available based on equity & experience. As a matter of honour members who have an interest in the case will be expected to declare it and withdraw from selection.
4. The welfare office will gather evidence and take statements from witnesses as appropriate to the case. These together with their report will then be passed to the panel hearing the case.
5. Once selected the panel will elect a chairperson who will inform both parties of the members on the panel and the date for the hearing by letter. Full copies of the complaint, the defendant's response, the welfare officers report and other evidence and statements will be

sent to each party and each member of the panel. Each party will have 7 days to challenge panel members over their impartiality. Any such challenge should be made in writing to the chairperson of the panel. The panel must meet to hear the complaint no later than 2 months after the receipt of the original letter of complaint.

6. Each party will be free to bring an advisor or friend with them to the hearing. This person must not campaign.
7. All parties are reminded that they must not contact, approach, or attempt to influence panel members. If such action is reported to the chairperson of the panel, it may itself be a matter for disciplinary action. All parties will be expected to treat the matter as confidential and behave with the highest level of decorum at all time.
8. The hearing will take the following format; Closed panel meeting with both parties present, however the complainant and accused can be heard separately if in the opinion of the panel the allegations warrant it. One panel member will act as scribe or the meeting will be recorded.

The chair will read a brief out line of the complaint and the response (if one has been given)

The complainant(s) present their case and may ask question which they wish to have answered. The panel may also ask questions to clarify any point.

The defendant(s) are then asked to present their case and also raise questions of the complainant.

The panel will then retire to consider the case. The decision of the panel will be communicated to each party by registered post. This letter will include the following information

The decision of the panel and any action the club has decided to implement.

Reasons for the decision.

Notice of the right to appeal.

### **Results of Formal Action**

If after due process a breach of the constitution or club rules is found to have occurred formal disciplinary action may be applied. The following options are available;

**Verbal Warning** – for unacceptable behaviour or misconduct (not viewed to be serious). The club secretary will retain a record of this.

**Written Warning** – for misconduct that is judged to be serious.

**Final Written Warning** – for repeat offences and breaches of club polices or individual cases which bring the club into disrepute

**Expulsion / Suspension** – for cases of gross misconduct which damages the interests of the club or offences by members under final written warning, expulsion from the club may be recommended. The panel may at their discretion decide on suspension for a period of not less than 6 months as an alternative.

Where the offence under investigation involves gross misconduct it is recommended that the member concerned is suspended from the club until the matter is resolved

Verbal warnings will be considered spent after a period of 12 months.

All written warnings and suspensions will spent after a period of 2 years

On suspension or expulsion from the club no refund of membership fee will be made.

### **The Formal Appeal Procedure**

There is a right of appeal against any decision made by a dispute panel.

The purpose of the appeal is to review the decision and ensure correct club procedures were followed. It is not to rehear the case in any way

1. An appeal must be registered with the welfare officer in writing within 10 days of the decision having been made known to the person(s) concerned. The appeal request must include a written statement setting out clearly the grounds for the appeal. As noted above this can only be a procedural error or the introduction of significant new evidence.
2. A member of the executive committee who has no involvement in the original case will hear the appeal. The welfare officer will make the decision on this. The appeal will be heard no later than 1 month after receipt of the appeal letter.
3. A friend or representative can accompany the member bringing the appeal.
4. The chair of the original panel will attend and explain why the decision was made
5. The member or their representative will explain their grounds for appeal and why the decision is disputed.
6. The decision of the executive committee member will be final
7. The club secretary will send written confirmation of the decision to the member within 10 days.

The appeal meeting may confirm the decision, set aside the decision due to procedural error, or request a new panel be set up to hear the new evidence. No other decision can be made.