



These rules should be read in conjunction with the Club Constitution. They can be amended by the YCRC Committee of Management.

MEMBERSHIP, SUBSCRIPTION AND FEE RULES

Made by the Club Committee under the powers given in clause 6 of the constitution.

1. MEMBERSHIP – This is open to all subject to acceptance of an application by the Committee. Valid applications must be with the Membership Secretary two clear days before the meeting at which they are to be considered. No person will be refused membership without a stated reason.
 - 1.1 An upper limit to number of members, and on occasion for certain categories of member, will be determined from time to time by the Committee.
 - 1.2 A person who is classified as a Junior under the British Rowing Rules of racing will be considered a Junior by the Club.
 - 1.3 All members except Junior members and Social members shall have one vote each. Junior members and Social (Class S) members may not vote in the Club's meetings.
 - 1.4 No member will have membership suspended or rescinded other than by a formal decision by the Committee following a hearing in the presence of that member and/or an agreed representative.
 - 1.5 Resignation: Any member wishing to leave the Club may do so on giving notice in writing to the Club Secretary or the Membership Secretary. A member giving such notice shall be liable for all amounts owing by that individual to the Club and shall forfeit all right to and claim upon the Club and its property and funds at the date of resignation.
 - 1.6 Categories of Membership are –

- a. Active (hereinafter referred to as Class A members). Members shall be entitled to all the privileges of membership.
- b. Training (hereinafter referred to as Class B members). Members shall be entitled to all the privileges of membership, except that they may not use the Club's boats or premises for the purpose of rowing or sculling (except as provided for in Rule 7.10) nor may they enter any rowing or sculling regatta or other event under the name of the Club.
- c. Social (hereinafter referred to as Class S members). Members shall be entitled to all the privileges of membership except that they may not use the Club's boats or premises for the purpose of rowing or sculling (except as provided for in rule 7.10), enter any rowing or sculling regatta or other event under the name of the Club, use the Club's premises or equipment for any game or athletic training, nor may they use the Club's changing and bathing facilities.
- d. Coxswain (hereinafter referred to as Class C members). Members shall be entitled to all the privileges of membership except that they may not use the Club's boats for the purpose of rowing or sculling except as provided for in rule 7.10.
- e. Life (hereinafter referred to as Class L members). Members shall be entitled to all the privileges of membership but shall not be liable for payment of an annual subscription.
- f. Coaching (hereinafter referred to as Class H members). Such members shall have all of the privileges of a Class S member, and, in addition, may use the Club's changing and bathing facilities.

2. **SUBSCRIPTIONS & FEES**

These will be proposed by the Membership Secretary to the Committee, and submitted to the AGM for agreement. They will apply from September to the following August.

- 2.1 Person elected as a class A or B member after 1st September shall pay, for that financial year only, a reduced amount.
- 2.2 A Members (except Juniors) may apply to the Committee for a key to access the clubhouse subject to the published Key Holders Terms & Conditions approved by the committee.
- 2.3 A members, or their parents or guardians in the case of juniors, who are suffering extreme financial hardship may apply in writing to the Committee for consideration for reduced fees.
- 2.4 Honorary membership: The Committee may elect honorary members for a fixed period of time or for life. The criteria for such membership to be determined by the Committee.

Honorary members shall not have voting rights nor be liable for any subscription. However an Honorary Member who wishes to enjoy active or training privileges must also be a member in the appropriate membership category.

- 2.5 Merit: A member who has rendered conspicuous service to the Club can be elected to the Roll of Merit. Nomination will be by proposition of any two members to the Committee. If approved by the Committee the proposition will then be presented to the next available Annual General Meeting and will be included (by name) on the agenda. Members elected to the Roll of Merit will automatically become Life Members.

RULES FOR FINANCIAL CONTROL

Made by the Club Committee under the powers given in clause 5 of the constitution.

3 BANKING

- 3.1 All receipts are to be paid into a current account in the name of the Club. Current Accounts approved are with HSBC:
- 1 York City Rowing Club
 - 2 York City Rowing Club Stewards
 - 3 York City Rowing Club Junior Kit
- 3.2 Funds reserved are to be held in a deposit account.
York City Rowing Club Business Money Manager Account
No payments may be made from this account.
- 3.3 Cash in hand to be kept to a minimum.
- 3.4 Payments by cheque to be on the signature of any two
For account 1 - of the Treasurer, Club Secretary and Club Chairman.
For account 2 – of the Steward, Treasurer and Club Secretary
For Account 3 – of the Treasurer, Junior Coordinator and Club Secretary
- 3.5 Payments by Direct Debit must be previously agreed by the committee before the debit is set up.
- 3.6 Payments by BACS transfer from internet banking
For account 1 - to be by the Treasurer or the Club Secretary up to a limit of £5000 per day.
For account 2 – to be by the Steward or Treasurer up to a limit of £1000 per day.

For account 3 – to be by the Treasurer or Club Secretary up to a limit of £1000 per day.

3.7 The Membership Secretary to have internet access and payment authorisation for refunds of membership charges up to £ 500 per day.

3.8 Other members, including members not on the Club Committee to be given internet viewing access as individually approved by the Club Committee.

4 **PROPERTY**

4.1 An asset register will be maintained and assets depreciated at these rates

Land	-	nil
Buildings & fittings	-	5% on original value
Boats	-	7.5% on original value
Oars	-	12.5% on original value
Vehicles	-	10.0% on original value
Gym & other equipment		10.0% on original value

5 **INSURANCE**

5.1 The club shall be insured against third party liability and its property shall be insured against fire and theft.

5.2 Boats transported and raced must be insured for all risks.

5.3 An insurance reserve will be maintained to cover policy excesses and damage to boats not insured externally.

6 **REPORTING**

6.1 The Club Committee will present accounts for each financial year, which give a true and fair account of the affairs of the club and of its income and expenditure for the year.

6.2 The Treasurer will present to each monthly Club Committee meeting a statement of the current state of all accounts and reserved funds.

6.3 All bills over £10 paid on behalf of the Club to be listed each month for approval in arrears. All bills over £10 paid on behalf of the bar, other than for stock or glasses, to be listed each month for approval in arrears.

- 6.4 All bills over £10 paid on behalf of events, other than for trophies or event operations, to be listed each month for approval in arrears.
- 6.5 The Treasurer of the bar will set procedures for monitoring cash takings and valuing stock. The Steward will arrange the purchase of supplies for sale and incidental items. For other equipment, the approval of the committee must be obtained. He/she will keep the Steward informed of the state of the bar transactions and prepare reports for the monthly Club Committee. The Steward may also act as Treasurer for the Bar.
- 6.6 The Treasurer for each event will ensure that entry fees are accounted for and that cash taken on the day is banked promptly. He/she will produce the income and expenditure for each event and value any remaining stock of trophies. The events are operated through the York City Rowing Club bank account. The Club Treasurer or Club Secretary will be requested to make the payments necessary for the running of the event. For other equipment, the approval of the committee must be obtained.

7 RULES FOR GOVERNANCE

Made by the Committee of Management under the powers given in clause 5 of the constitution.

- 7.1 The Club shall abide by the requirements of “A Code for Sports Governance” as developed by Sport England.
- 7.2 The Committee of Management shall ensure that where necessary, policy statements shall be developed to ensure the safe and enjoyable participation of all members. All policies developed by the Committee of Management shall be reviewed on an annual basis.

8 RULES FOR ACTIVITIES

Made by the Committee of Management under the powers given in clause 6 of the constitution.

- 8.1 The Crews Committee shall have the sole power of appointing crews and scullers to represent the Club. They shall ensure that an adequate standard of coaching and training is maintained.
- 8.2 All crews and scullers entered for regattas shall wear the Club colours in a manner previously approved by the Committee of Management. All members of a crew shall be

uniformly dressed.

- 8.3 All prizes won by crews sent by the Committee of Management shall, if capable of fair division, be their own property individually, but if incapable of division (as in the case of a cup or other such trophy) such prize shall be the property of the Club and shall remain in the possession of the Club Captain for the time being.
- 8.4 Fine built or first class racing boats belonging to the Club must not be taken out by any member or crew without the permission of the Club Captain, Captain of Men's Rowing, Junior Coordinator or Captain of Women's Rowing.
- 8.5 All participants in rowing must be able to demonstrate both competence and confidence in and under the water by:
- Swimming at least 50m in light clothes
 - Treading water for at least two minutes
 - Swim under water for at least 5 meters

Any member unable to complete the test must wear a life jacket whilst on the river.

- 8.6 Except in case of an emergency, no boat may convey more than its proper complement. Any member entering or leaving a boat shall place his leading foot lengthwise on the footstop. Any member or crew having finished with a boat shall be responsible for washing down, drying and conveying the boat and equipment to their appointed place in the boathouse.
- 8.7 The coxswain of any crew shall have command of that crew unless determined otherwise by the Club Captain, Men's Captain, Women's Captain, Junior Coordinator or Leisure and Progression Coordinator, and shall be responsible for the observation of Rule 7.9.
- 8.8 Crews of coxless boats shall be under the command of the steersman (irrespective of the steersman's position in the boat and notwithstanding Rule 7.7). The steersman shall be responsible for the safe navigation of the boat and for ensuring that the boat keeps to the Minster side of the river when proceeding upstream and the Station side of the river when going downstream. This rule of navigation shall also be observed by sculling boats.
- 8.9 No alteration or repairs to boats or equipment shall be carried out except as directed by the Boats Officer, the Club Captain, Men's Captain, Women's Captain, Junior Coordinator or Leisure and Progression Coordinator.

- 8.10 If any crews or members damage any Club or private property, or any damage occur to such property whilst in the use of any crew or member, the same shall be made good at their expense. Any damage whatsoever shall be reported to the Club Captain (or Captain of Men's Rowing, Captain of Women's Rowing or Junior Coordinator in the absence of the Club Captain) who shall refer such damage to the Committee of Management. The Committee, if of the opinion that no blame attaches to any member, may excuse the member from liability.
- 8.11 Any member may, by leave of the Committee of Management (and until receiving notice from such Committee to remove same within 28 days) keep a private boat or boats on the premises of the Club at such yearly rental as the Committee of Management shall from time to time determine, subject to the availability of racking space. Such boats shall not, in any case, be a charge on, or at the risk of the Club except as provided for in Rule 7.8. Priority for access to racking space shall be determined by the Club Captain.
- 8.12 Class B, C and S members may only row with the permission of the Club Captain and shall not represent the Club at any Regatta, except Coxing Members who may represent the Club as coxwains at regattas or heads.
- 8.13 Visiting oarsmen may only row with the permission of the Club Captain.
- 8.14 No member shall train on the Club premises or use any of the Club's Gymnasium equipment unless approval to do so has been obtained from the Club Captain (or Captain of Men's Rowing or Captain of Women's Rowing or Junior Coordinator in the absence of the Club Captain).
- 8.15 No member may compete under the name of York City Rowing Club at any Regatta unless the Club Captain's permission has been obtained (or Captain of Men's Rowing, Captain of Women's Rowing or Junior Coordinator in the absence of the Club Captain).
- 8.16 Any crew or member when finished with a boat (unless it is claimed by another crew or member) shall be responsible for washing it down.
- 8.17 No motor propelled vehicles shall be allowed in the Boathouse.
- 8.18 No boating shall take place when less than 6 steps are showing from the top promenade at the boathouse. When the river level is above the lower promenade members may only go on the water with the permission of a Rowing Officer or Member of the Committee of Management and in accordance with the guidance displayed in the boathouse.

- 8.19 With the permission of a Captain, members may go on the water after sunset or before sunrise but must carry lights in accordance with the Navigation Bye Laws. Boating after dark must not take place at all when the river level is over two steps above the lower promenade or when the level is rising. Members must not go beyond the limits of the street lighting along the river.
- 8.20 Members using private boats should also abide by rules 7.18 and 7.19 for their own personal safety.
- 8.21 No member shall park a motor vehicle on the forecourt at the main entrance to the Club or in the Club car park other than for attending the club for training and rowing, or on Club related activities, except with the specific permission of the Club Captain or Club Secretary.
- 8.22 No member shall park a bicycle in the Boathouse or Clubhouse (except with the specific authority of the Club Captain, Captain of Men's Rowing, Captain of Women's Rowing or Junior Coordinator.)
- 8.23 All club members shall observe the following rules when navigating boats on the River Ouse, unless being coached as a beginner or novice when the coach will specify the procedures:
- a Boats must not adjust fittings or remain stationary in the vicinity of landings. When going upstream, they must cross to the Minster bank as soon as it is clear to do so.
 - b Boats going upstream must keep to the Minster Bank and use the Minster side arches at Scarborough and Clifton bridges. At other bridges the centre arch may be used if it is clear.
 - c Boats going downstream must keep to the Station side bank and use the Station side arches at Clifton and Scarborough bridges. At other bridges the centre arch may be used if it is clear.
 - d A boat wishing to overtake another boat must wait until the river is clear and must then move into the centre of the river and then proceed to overtake as quickly as possible. After passing the other boat the overtaking boat must regain its correct side of the river without delay.
 - e Boats may only be turned on straight reaches where the coxswain or steersman has a good view both up and downstream. They must not be turned in a distance of 100 metres on the upstream side of any bridge. Coming downstream, they may not turn in the vicinity of the Club's landings, but they must go through Lendal Bridge and turn below Hill's Landings. They must return upstream on the Minster side and only cross to the Station side when it is

clear to do so in the area of the Boathouse.

- f Boats may race each other only when accompanied by an Official Coach or Club Officer in a launch or on the bank. The boat with the more experienced coxswain or steersman must take the centre of the river but must slow down and drop back onto its correct side of the river if it could interfere with another boat or if directed by the Coach or Club Officer.

8.24 YCRC coaches and members must adhere to British Row Safe Safety Procedures and the guidelines contained within 'How Much How Often'.

8.25 In the event of a complaint a procedure is available for the members to follow. The procedure is published on the web site and available from The Chair, The Membership Secretary and the Welfare Officer.

9 **RULES FOR SOCIAL EVENTS AND THE BAR**

Made by the Committee of Management under the powers given in clause 6 of the constitution.

9.1 The management of the bar shall be by a Stewards Sub - Committee appointed by the Committee of Management. The Steward shall act as chairman of this sub - committee. In relation to refreshments and in pursuance of the Licensing Act 2003 the following rules shall apply.

9.2 The purchase for the Club supply to members and sale as hereinafter provided of intoxicating liquor shall be managed by the Stewards Committee.

9.3 The permitted hours for the supply of intoxicating liquor shall be as follows:

(a) On Sundays and Good Friday, 12 noon to 22.30.

(b) On Christmas Day 12.00 to 15.00 and 17.00 to 22.30

(c) On other days: 10.00am to 23.00.

9.4 Any member of the Club may invite non-members as guests onto the Club premises but on doing so must be responsible for his guests' observance of the Club Rules.

9.5 In accordance with the provision of Licensing Act 2003, the Steward's committee may apply up to 15 times per year for Temporary Event Notices, to cover the sale of alcohol to visitors at regattas and other events.

- 9.6 Any other regulations as are necessary to conform to the Licensing Acts shall be deemed to be embodied in the Club Rules.
- 9.7 A separate bank account shall be administered by the Stewards Committee for bar purposes only. Withdrawals shall be made in accordance with rule 6.5. No payments exceeding £10.00 other than for the purchase of refreshments or glasses shall be made unless approved by the Committee of Management. The balance in hand on this account shall be kept at a minimum and adjusted by the Committee of Management.
- 9.8 Access to Internet Banking allowing payments from the stewards account all be given to the Treasurer, the Steward and the Club Secretary only.
- 9.9 The club shall be open 6.00 a.m. to midnight Sunday to Thursday, 6.00 a.m. Friday to 2.00 a.m. Saturday, 6.00 a.m. Saturday to 2.00 a.m. Sunday.
- 9.10 For the purposes of the Licensing Act 2003, the only room designated as a bar is the Club Lounge.
- 9.11 On not more than 12 occasions per annum, and by the authority of the Committee of Management, members of Clubs having a mutual interest may attend the Club for pre - arranged social events.
- 9.12 On Regatta days, any persons lawfully entered into the Regatta Enclosure are entitled to use the bar facilities subject to the laws relating to selling to persons under age.
- 9.13 The wearing of muddy footwear in the bar area is not permitted.
- 9.14 Smoking is not allowed in any part of the Club premises.
- 9.15 The Clubroom and Gymnasium shall (if the Committee of Management so resolves) be closed to members on occasions when a function is held in the Club. The Committee of Management shall put up details of such function 14 days in advance of the function.

SUSPENSION AND TERMINATION OF MEMBERSHIP

- 10 No member will have membership terminated or rescinded other than by the Committee or an Emergency Committee (As defined by Article 9(iii) of the Club's Constitution).
- 10.1(a) 10.1(a) If the member, and or his/her/ parent/guardian in the case of a Junior member, gave false, misleading or less than candid information on his/her membership application form, that member's membership will be terminated forthwith without a hearing; otherwise.

- 10.1(b) The Committee or an Emergency Committee will not terminate or rescind membership other than following a hearing on not less than 7 calendar day's notice at which the member may, but need not, attend in person and or with one agreed representative.
- 10.2 No member will have membership suspended other than by the Committee or an Emergency Committee (As defined by Article 9(iii) of the Club's Constitution).
- 10.3 The suspension of any member, pursuant to Rule 14.2, shall be reviewed, at that member's election, at a hearing at the next meeting of the Committee or at a meeting of the Emergency Committee, in the presence of that member and or one agreed representative of that member.