

# Passage West Rowing Club

## Rulebook



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# General Rules

1. All rowers must be registered members of the Club.
2. Membership must be paid in full by the date set out by the Committee.
3. It should be the aim of all rowers to attend training on time and to ensure that coxes, coaches and fellow crew members are made aware if an individual is delayed or unable to attend.
4. Mutual respect, courtesy and honesty are required of everyone in the Club. Rowers must show respect for their team mates, coaches, club officials and visitors. Misbehaviour and bad language is not acceptable. Members must respect Club property and equipment.
5. Bullying of any kind will not be tolerated. Any bullying or harassment on Social media sites is not acceptable. Inappropriate comments on Social Media sites by Club Members is not acceptable. The Club Secretary should be notified in writing of any issues.
6. The Club Captain has the final responsibility for crew selection. This is to be respected by all members. Any proposed changes or any issues that arise within a crew should be dealt with through the Club Captain.
7. Should a member or parent / guardian have a complaint with crew selection or training, they are entitled to highlight this with the Club Captain. Should said member feel that the complaint has not been dealt with sufficiently they are entitled to contact the Secretary, in writing, who will follow up on the matter with the Executive Committee & Club Captain.
8. All members are encouraged to support Club fundraising and activities.
9. A high level of commitment is required of all members. Dedication to training and availability to attend regattas is expected. Any unavailability regarding training or regattas should be highlighted to the coach/cox at the earliest opportunity.
10. Regattas: Club members must participate fairly and represent their Club with pride. They must respect officials and accept their decisions gracefully. Support fellow team members when they do well or not so well. Respect opponents, irrespective of the result or previous results. Be modest in victory and gracious in defeat. Any queries or objections at regattas need to be done through Club Captain.
11. Discipline: Any rower displaying unsporting behaviour will be liable to immediate substitution or suspension by the Club for a period as determined by the Committee.
12. Any rower found to be in breach of the Code of Conduct will be subject to sanction. This could be a fine, suspension or expulsion from the Club as determined by the Committee.

13. Texting Policy: Members may also be contacted by text/phone/Club App outlining relevant club activities.
14. Rowing club Gym:
  - a. Members need to be familiar with the equipment in the Gym before using it. U 16s are prohibited from using the weights room and are only allowed to use the gym when supervised by coaches, or nominated personnel.
  - b. Only active rowers are permitted to use the gym but in exceptional cases the executive committee may permit an individual to have limited access to the gym.
  - c. Members in their first year of membership are not entitled to hold a key to the gym. Exceptional requests will be dealt with, on an individual bases, by the executive committee.
15. Photographic Policy: Photographs are taken during regattas, training, medal presentations and various rowing events of crews and individuals. These photographs maybe used by Passage West Rowing Club, Coastal Rowing Association, South West Yawl Rowing Association, Rowing Ireland, Irish Coastal Rowing Federation, Newspapers, Facebook, social media and relevant rowing websites. As a member of Passage Rowing Club you accept that photographs may be used for these purposes.
16. Data Protection Policy: Members have a right to ask to have their data deleted. Requests to have data deleted should be made in writing to the secretary. Data is held in a secure place and is only available to relevant committee members/coaches. Data regarding name and D.O.B. will be shared with Rowing Ireland for registration purposes only. Should a breach in data occur, all members affected will be notified. Only data necessary to the rowing club is collected. Members have the right to query the use of any information provided. Queries must be made to a committee member.
17. The Committees' decision is final
18. Rule changes can be made by unanimous decision at committee meetings or, alternatively, by simple majority at an AGM / EGM.

# Roles & Responsibilities of the Committee.

1. The club shall be managed by a Committee consisting the following:
  - a. Chairperson, Captain, Vice Chairperson, Secretary, Treasurer, Public Relations Officer, Registrar, Child Protection Officer Male, Child Protection Officer Female, President, **Captain's Committee**, Committee Members and other positions as deemed appropriate by the Committee.
2. The executive committee which shall consist of the Chairperson, Vice Chairperson, Secretary, Treasurer, and Public Relations Officer
3. The Committee shall appoint various sub committees to look after specific aspects of the club e.g. training, fundraising, crew selection etc
4. All Officers shall be elected at the Annual General Meeting of the Club, with the exception of Club President which is an Honorary Position. In the event that a role is not filled at the AGM then the Executive Committee may fill these positions at their first committee meeting.
5. All Officers have a responsibility to the members to carry out their roles to the best of their ability. All members have a responsibility to the Officers to entrust them to carrier out their respective roles.
6. Roles of Officers
  - a. Role of the Chairperson
    - i. To act as chief executive officer of the Club, making both major decisions for subsequent ratification by the executive committee, and minor decisions of a day-to-day nature, following consultation with appropriate officers where he/she deems appropriate.
    - ii. To ensure that decisions of the members of the Club made in general meeting, and decisions of the Executive Committee, are carried out properly by the appropriate persons.
    - iii. To chair committee meetings. The agenda of each meeting should be agreed with the Secretary and circulated to all Committee members in advance of each meeting.
    - iv. To be fully informed on all aspects of the business of the Club in order to carry out the above duties.
  - b. Role of the Vice Chairperson
    - i. To carry out any tasks at the request of the Chairperson
    - ii. To chair committee meetings in the absence of the Chairperson.

- iii. Where the Chairperson has relinquished his post, to assume his normal duties until such time as a new Chairperson is appointed.
  - iv. To be fully informed on all aspects of the business of the Club in order to carry out the above duties.
- c. Role of the Secretary
- i. The Secretary shall deal with all correspondence.
  - ii. The Secretary shall take the minutes of the Committee meetings and any other meetings of the Club, including the A.G.M.
  - iii. The Secretary shall notify all committee members of any upcoming meetings.
  - iv. Other members of the Committee may be delegated to assist the Secretary in the performance of any of the above or other duties as required.
- d. Role of the Treasurer
- i. The Treasurer shall keep up to date accounts of the finances of the Club.
  - ii. The Treasurer shall report on a regular basis to the Club Committee on the Club's finances.
  - iii. The Treasurer shall collect and enter into the accounts of the Club all money and proceeds entrusted to him/her.
  - iv. The Treasurer shall be responsible to ensure all club debts are paid for in a timely manner.
- e. Role of the Public Relations Officer
- i. To be available at major events to promote the Club and the sport of Rowing, and to liaise with the media.
  - ii. To develop media contacts so that Club events and views can receive timely and favourable publicity.
  - iii. To liaise with the committee, or any sub-committee, in particular with regard to upcoming events.
  - iv. To maintain and monitor any Social Media pages ran by the Club.
- f. Role of the Child Welfare Officer
- i. Review current policies in relation to young people.
  - ii. Ensure that all guidelines as set out by the Sports Council/Rowing Ireland are followed by the Club.
  - iii. Commitment to attendance at appropriate training as required in order to act as a resource to members in relation to Children's needs.
  - iv. Acting as an accessible resource to children, ensuring they know how to make concerns known to appropriate the adults of agencies.
  - v. Promoting awareness of the Code of Ethics and Good Practice within the Club.

- vi. To ensure everyone involved in coaching has Child Protection Course/Code of Ethics & Good Practice course done.
- vii. To ensure that Garda vetting is undertaken by all committee members and everyone volunteering with underage training.

***Child Welfare Officers do not have the responsibility of investigating or validating child protection concerns within the club and have no counselling or therapeutic role. These roles are filled by Statutory Authorities. It is however, possible that child protection concerns will be brought to the attention of the Child Welfare Officer(s). In this event, it is essential that it is reported immediately to the designated person for reporting to Statutory Authorities.***

- g. Role of the Registrar
  - i. To be available to register all fully paid members with the Club.
  - ii. To have a list of fully paid members readily available for the committee.
  - iii. To work with the Treasurer in accepting membership for the cost outlined by the committee.
  
- h. Role of the Captain & Captains Committee

The Captains Committee shall consist of 5 members. One of which is the Club Captain, along with 4 selectors / coaches. The Captains Committee's decision is final. The Captains Committee are responsible for:

- i. Organising training and crew selection within the club.
- ii. Ensuring club equipment is up to sufficient standard, and available for use in training and regattas.
- iii. Dealing with queries / concerns from members / parents regarding crew selection and training.

The Captain shall also be empowered to do the following:

- i. Chair meetings of the Captains Committee.
- ii. Represent the Club at various events, in the form of Club Captain Meetings, dealing with club issues as they arise etc.
- iii. Represent the Captains Committee at Committee Meetings.
- iv. Delegate any of the above duties as they see fit.

# Code of Ethics & Good Practice

## 1. Code of Conduct for Rowers

Passage West Rowing Club wishes to provide the best possible environment for all members involved in the sport. They deserve to be given enjoyable and safe sporting opportunities, free of abuse of any kind. Those participants have rights, which must be respected and responsibilities that they must accept. Young people should be encouraged to realise that they have responsibilities to treat other participants and sports leaders with fairness and respect. All rowers must sign up to the Code of Ethics and Good Practice as set out by Passage West Rowing Club.

### **Members/Rowers are entitled to:**

- Be listened to.
- Be safe and to feel safe.
- Be treated with dignity, sensitivity and respect.
- Participate on an equal basis, appropriate to their ability and stage of development.
- Be happy, have fun and enjoy sport.
- Make a complaint in an appropriate way and have it dealt with through an effective complaints procedure.
- Be afforded appropriate confidentiality.

### **Rowers should always:**

- Register as members of the club on an annual basis and agree to honour the Code of Ethics and Good Practice.
- Treat coaches, child welfare officer(s) and team members with respect.
- Compete fairly at all times, do their best and have fun.
- Respect team members, even when things go wrong.
- Respect their opponents, before and after races.
- Be modest in victory and gracious in defeat.
- Respect club property and equipment.
- Wear official club colours when requested.
- Set high standards of fair play for others to follow.
- Let the coach/crew know when they are unavailable for training or competition, in a timely manner.
- Support club activities including fundraising where possible.
- Abide by the rules set down by the committee and coaches when travelling to away events.
- Talk to the Child Welfare Officer(s) with any questions or concerns you may have.
- Offer their time / resources to the club in some capacity, as required. Be this in terms of supervision, assisting with fundraising activities, helping the club prepare for regattas or any duties which may be required to assist the club / committee.

### **Rowers should never:**

- Use violence or physical contact that is not allowed.
- Shout or argue with coaches, club members or opponents.
- Harm team members, opponents or their property.
- Bully or use bullying tactics to isolate another member.

- Tell lies, keep secrets, spread rumours in relation to the club or members.
- Take banned substances.

***Members must act as ambassadors for the club and should behave accordingly at all times, especially at away events including regattas and award ceremonies.***

## 2. Guidelines for Coaches

### **Coaches should:**

- Respect the rights, dignity and worth of every person and treat them equally regardless of age, gender or ability.
- Be positive during coaching sessions so that all participants leave with a sense of achievement and an increased level of self esteem.
- Praise and encourage effort and commitment as well as results.
- Provide positive feedback.
- All coaching and technical observations must be explained simply, clearly and sympathetically.
- Lead by example.
- Be available to the Committee to discuss relevant club issues.
- Insists on fair play and ensure that your rowers know that you will not tolerate bullying behaviour.
- Recognise developmental needs.
- Discourage the use of drugs, alcohol and tobacco.
- Involve parents where possible and inform them when problems arise.
- Set high standards for themselves as individuals and to represent the best long term interest of the Club.

### **Coaches should not:**

- Use any form of punishment or physical force on a child.
- Criticise other officials, coaches or committee members.
- Use inappropriate language to a participant, club member, opponent or officials.

## 3. Guidelines for Parents/Guardians

- Parents/Guardians have an influential role in assisting their children to adopt positive attitudes and encouraging them to maintain an involvement in sport.
- Parents/Guardians are responsible for ensuring their child reports to training / regattas in a timely manner. They are also responsible for collecting, or organising transport home for, their child from training / regattas.
- Young people should be encouraged to participate for fun and enjoyment and should ensure that their child's experience is a positive one.
- They should ensure that Passage West Rowing Club is fulfilling in their responsibilities to safeguard children in protecting them against verbal, physical or sexual abuse.
- They should ensure that Passage West Rowing Club treats the children with fairness, respect and understanding.
- They should familiarise themselves with the Code of Ethics and Good Practice adopted by the Club.
- Be aware of the relevant coaches and Child Welfare Officer(s) and their role within the club.
- Show appreciation of and respect for coaches and their decisions.



- Encourage their child to abide by the rules.
- Behave responsibly.
- Focus on the fun and participation of the child in activities.
- Liaise with coaches in relation to times for training sessions.
- Advise coaches and Child Welfare Officer(s) of any medical condition or special educational needs such as ASD, ASHD or dyscalculia in order for coaches to understand their child and aid them in the development of rowing, which should also be noted on their registration form.
- They should not attempt to meet their own needs for success and achievement through their children's participation in rowing.
- Parents are responsible for their child's welfare when they are not in the boat / gym.
- Parents are responsible for their child's arrival / collection to & from training.

**To promote the procedures of Good Practice, parents/guardians should be:**

- Encouraged to become members of the club and take an interest in the running of it.
- Go forward for election on the Committee at the AGM.
- Be informed of training programmes/schedules and be satisfied with the general environment that is created for the children.
- Be informed if their child sustained an injury during rowing.
- Be informed of problems or concerns relating to their child.
- Be informed in advance and have their consent sought in relation to matters regarding away trips and regular regattas, especially those that require transport.
- Inform the coaches if their child has sustained an injury before commencing the training session
- Ensure their child arrives / is collected from training in a timely manner. The rowing club are only responsible for the child during their allotted training times.

**Parents/Guardians should not:**

- Ignore or dismiss complaints or concerns expressed by a child which relate to his/her involvement in rowing.
- Ridicule or yell at a child for making a mistake or losing in competition.
- Put undue pressure on their child to please or perform well.
- Take safety for granted.

#### 4. Role of the Child Welfare Officer(s)

Child Welfare Officer(s) are appointed within Passage West Rowing Club to act as a resource for the children and to represent them at Committee Level.

Their role includes:

- Promoting awareness of the Code of Ethics and Good Practice within the Club.
- Providing accessible resource to children.
- Seeing that children know how to make concerns known to appropriate adults or agencies.
- Encouraging the involvement of parents/guardians in the club activities and cooperate with parents/guardians in ensuring that each child enjoys their involvement.
- Ensure that all guidelines as set out by the Sports Council are followed by the Club.

- Reporting regularly to the Committee.

***Child Welfare Officers do not have the responsibility of investigating or validating child protection concerns within the club and have no counselling or therapeutic role. These roles are filled by Statutory Authorities. It is however, possible that child protection concerns will be brought to the attention of the Child Welfare Officer(s). In this event, it is essential that it is reported immediately to the designated person for reporting to Statutory Authorities.***

## 5. Confidentiality

Confidentiality should be maintained in respect of all issues and people involved in concerns about the welfare of a child or bad practice within the club. It is important that the rights of both the child/member and the person about whom the complaint has been made are protected.

**The following should be borne in mind:**

- A guarantee of confidentiality or undertaking regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations.
- All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know.
- Information should be conveyed to the parents/guardian or the child about whom there are concerns in a sensitive way.
- Giving information to others on a “need to know” basis for the protection of a child is not a breach of confidentiality.
- Information in relation to the case should be stored in a secure place, with limited access to designated people.
- Breach of confidentiality is a serious matter.

### **Anonymous Complaints**

These complaints can be difficult to deal with but should not be ignored. In all cases, the safety of the child/children is paramount. Any such complaints relation to inappropriate behaviour should be brought to the attention of the Child Welfare Officer(s). This information should be checked out and handled in a confidential manner.

### **Rumours**

Rumours should not be allowed to hang in the air. Any rumours in relation to inappropriate behaviour should be brought to the attention of the Child Welfare Officer(s) and checked out without delay.

## 6. Child Protection Policy

Passage West Rowing Club values and encourages the participation of children and young people in club activities. We recognise the dignity and rights of all children and young people and we, as a club, are committed to their protection and support. In keeping with this, we will work to do all in our power to create a safe environment for children and young people in order to secure their protection

and enable their full participation within our club. All members are to be treated equally regardless of age, gender, race, social status or religious beliefs.

## 7. Bullying

Bullying is defined as repeated aggression be it verbal, psychological or physical, conducted by an individual or groups against another or others.

### **Combating Bullying**

- Raise awareness of bullying as an unacceptable form of behaviour.
- Creating a club ethos which encourages children, coaches and parents/guardians to report bullying.
- Provide appropriate supervision of children at all sporting activities.
- Provide a supportive environment for victims of bullying.
- Obtaining the cooperation of parents/guardians to counter bullying.

In the event of bullying within the club, the committee will follow the Complaints Procedure.

## 8. Child Abuse

### **What is child abuse?**

Child abuse is complicated and can take different forms, but usually consists of one or more of the following:

**Neglect:** Where a child's needs for food, warmth, shelter nurturance and safety are not provided, to the extent that the child suffers significant harm.

**Emotional Abuse:** Where a child's need for attention, approval and security are not being met and have not been met for some time by their parent or carer.

**Physical Abuse:** Where a child is assaulted or injured in some way that is deliberate.

**Sexual Abuse:** Where a child is used for sexual gratification of an adult.

### **What should I do if I suspect that a child is being abused?**

It can be difficult to know whether or not your suspicions about child abuse are real. Before you act on them, you need to consider whether any alternative explanation might exist and ask yourself these questions?

- Is there any other reason why the child or parent might be behaving in a particular way?
- Is there a pattern to this type of occurrence?
- Has the child said anything to indicate that he or she is being harmed?
- Could injuries or signs have been caused by another way?

If you have considered these questions and you are still concerned, it is likely that you have reasonable grounds to take some action.

### **What action should I take?**

You should speak with the Child Welfare Officer who in turn should only inform the Chairperson. It should be reported immediately to the HSE or any member of An Garda Síochána.

Under the law, you cannot be penalised for reporting suspected child abuse as long as your report is made in good faith and is not malicious. It is advisable to give your name when making the report. The HSE will not normally reveal the names without permission to do so. By giving as much information as possible, it speeds up the inquiry and it allows the HSE to know the right questions to ask.

## 9. Travel

All members are reminded that while travelling to events, you are representing the Club. Members must act as ambassadors for the club and should behave accordingly at all times.

## 10. Safety

- Passage West Rowing Club's Safety Statement is to bring safety issues to the attention of the club members, to identify as far as possible the likely hazards that exist and try to eliminate the risk by training and preventative measures.
- First Aid should be available for all training sessions and events.
- Activities being undertaken should be suitable for the ability, age and experience of the participants.
- Equipment and facilities must be safe.
- Accident/Incident report forms must be completed.

## 11. Insurance

Passage West Rowing Club must ensure that appropriate insurance cover is in place to cover the activities of the club and its members.

## 12. Discipline

If a member is in breach of the Code of Ethics and Good Practice, they will be spoken to by the Club Captain/Chairperson (and the Child Welfare Officer if necessary). It is important to keep a record of this on file.

Where incidents occur of inappropriate behaviour which can be dealt with effectively through an informal discussion, then this may be sufficient. An informal discussion is aimed at encouraging and helping the member to improve. However, when this proves ineffective or where the matter is more serious, then more formal disciplinary may be necessary.

Depending on the severity of the issue, it may require suspension or expulsion pending decision by the Committee.

All grievances should be raised in writing to the Club Chairperson.