Grosvenor Rowing Club Constitution
May 2025

1. NAME

The Club shall be known as **Grosvenor Rowing Club** hereinafter known as 'the Club'.

2. CLUB COLOURS

2.1 The Club colours shall be;

Vest : Orange
Blades : Dark blue with two orange bars

2.2 All Members shall be in uniform club kit when representing the Club in competition in accordance with British Rowing rules.

2.3 All representative clothing will be obtained from sources and design stipulated by the Club Committee. The whole club (men and women) should have the choice of material of the 'all in one' kit.

3. OBJECTIVES

The objectives of the Club are the advancement and encouragement of rowing

4. MEMBERSHIP

A. The Club operates as a Members' club with an open membership application policy.

B. **Classes of Membership**

- Full members aged 18 years or over
- Student members
- Junior members under the age of 18 years.
- Coxwains
- Country members Non-rowing
- Leisure Members Recreational boat rowing
- Row-ability Adaptive rowing squad
- Multiple siblings Junior members
- Coaches

C. **Election of Membership**

Membership of the Club shall be open to anyone interested in the sport of rowing, on application, in accordance with the Equal Opportunities Policy (Paragraph 5). However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

1. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. If members are unable to sustain the membership payments, they must write a letter to the committee and circumstances will be discussed and decided on a case by case basis.

2. Applicants for membership and members renewing their membership, will abide by the Rules and Regulations of the Club and the British Rowing Association.

3. If it is considered by the Club committee that the granting or renewal of membership would be detrimental to the aims and objectives of the Club, by virtue of conduct or character likely to bring the Club or the sport of rowing into disrepute or for some other similar good cause, the Club committee shall be entitled to refuse or withdraw such membership. In doing so the committee shall provide full reasons for their decision and grant a right of Appeal to the members.

D. Restriction

A person who has been expelled from, or refused membership of, British Rowing shall not be eligible for membership.

5. EQUAL OPPORTUNITIES POLICY

The Club is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member, volunteer, employee or job applicant receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, social status, sexual orientation or political belief.

6. CHILD PROTECTION PROCEDURES

The Club accepts the policy and procedures relating to Child Protection and the Protection of Adults at Risk as set out by British Rowing, and requires all members to accept them as a condition of membership.

6.1 The Club must have a Welfare Officer in line with British Rowing guidance.

6.2 The Captain or Vice-Captain and Welfare Officer must approve all nominated adult members prior to their involvement with the junior squad. All squad coaches must ensure they have valid DBS checks prior to engagement.

6.3 Application for Membership as a junior should be signed by a parent or guardian or person with parental responsibility or responsible guardian, prior to involvement with the squad.

6.5 The club and its membership must abide by British Rowing's Safeguarding and Protecting Children Policy and Adults at Risk policy.

7. **ENTRANCE FEE**

Each applicant for membership shall, if his/her application be accepted, pay an entrance fee of £20. No person shall be admitted to the Club or use the Club equipment until s/he has completed and had the membership form agreed by an Officer of the Club and paid the entrance fee. New members shall then pay the appropriate subscription in accordance with Rule 8 below.

8. **SUBSCRIPTION**

8.1 The rates of subscription shall be determined by the members in a General meeting and shall be due on election and, thereafter, on or before **1st October** in each year. The subscription rate shall be subject to revision at each Annual General Meeting. If any member wishes to pay quarterly by standing order the payments must be scheduled for the 1st October, 1st January, 1st March and 1st May in advance. If these dates are not adhered to then the full year's subscription shall immediately become due and the member will be unable to use the club facilities until their subscription is paid. Late payment fee = £20.

8.2 The Subscription for the year 1st October 2024 to the 30th September 2025 shall be as follows;

Membership Type	Annual Fee	Quarterly Fee	Information
FULL	£400	£100	Aged 18 years or over
FULL TIME STUDENT	£220	£55	In full time education. Must provide evidence to membership Secretary e.g. NUS Card
JUNIOR	£220	£55	Under 18 (will remain Junior until the end of the academic year in which they turn 18). Not entitled to vote at the AGM until 18 or rack a sculling boat
UNIVERSITY/OVERSEAS VACATION ROWER	£120	£30	Members away at University or living overseas and only able to row occasionally or during holiday periods
CHESTER UNIVERSITY TOP UP ROWER	£120	£30	Chester University Rower who wishes to add on full student membership status at the club so they can train with GRC squads. Must provide evidence to the membership secretary eg. NUS card
COUNTRY	£140	£35	Non-Rowing Members
LEISURE	£280	£70	Recreational Boat Rowing Members. **Not entitled** to race for the club, rack a sculling boat or train with a squad.
ROW-ABILITY ADAPTIVE	£140	£35	
ADULT FAMILY MEMBERS	Where two adult members are **cohabiting partners** whether in a civil partnership, marriage or other long-term relationship there is a 25% subs discount on the second set of fees, (if at different rates then on the lower of the two). Evidence of status may be asked for.		
JUNIOR FAMILY	One sibling will be entitled to a reduced fee * of 50% if both siblings in the club are under 18 years of age.		
COACH	Must have Captain's approval and be **British Rowing member.** Must have a valid DBS Check Prior to engagement.		
COXSWAIN	Speak to Captain. Must be **British Rowing Member**.		

8.3 *Note; if either sibling has a boat stored at the club, the club expects full membership to be paid.

8.4 Coaches may be eligible for a partial subscription rebate at the end of the club year, at the discretion of the Captain and confirmed by the club committee.

9. CESSATION OF MEMBERSHIP

a. A member may request suspension of membership if they are fully paid up for the year. A monthly pro-rata subscription credit may be allowed.

b.i. Any member violating any of the rules or regulations of the Club or being declared guilty of unsatisfactory conduct may, by resolution of the Committee, be suspended or expelled. Any member so suspended or expelled may appeal to an independent Hearings Panel if such an appeal is approved by a Quorum of officers of the Club. The panel may be drawn from the membership of the Club or from other clubs in the region. The panel will hear and receive evidence, reach a conclusion, affirm or reject the sanctions imposed as appropriate.

b.ii. Any Hearings panel must give a fair and independent hearing to the appellant within an appropriate timescale. Hearings must not contravene the Human Rights Act 1998 or any other policies of the Club and British Rowing*. In such circumstances Grosvenor Rowing Club must seek guidance from British Rowing, to ensure that the club is compliant with these regulations.*
Any member so expelled shall not be eligible for re-election and shall forfeit all rights or claim upon the Club, its property or funds.

c. If the annual subscription, which became due on 1st October is not paid by 31st October a member shall have their name posted in the Club House. If after 14 days from this date the subscription remains unpaid then the member will be deemed to have resigned from the Club. They may, however, re-join at any time during that year without payment of any entrance fee, subject to the provision of 4.C or 4.D above.

10. GRIEVANCE AND DISCIPLINARY PROCEDURES

An individual or member with a complaint about treatment by the Club will set out their grievance, in the first instance to the Club Chair. The Club will seek to deal with complaints in a fair and timely manner, with reference to British Rowing's Guidelines on Grievance and Disciplinary Procedures in Rowing.

If complaints are made against a club member, they have the right to a Hearing, see rule 9 b.i

11. DISQUALIFICATION FROM HOLDING OFFICE

a. Members with voting rights are eligible to hold office.

b. Any member who is under the age of 18 years shall not be eligible for election to the Committee of the Club.

12. **COMMITTEE**

a. The Committee shall conduct the affairs of the Club as a whole and shall consist of a Chair, Vice-Chair, Captain, Vice-Captain, Secretary, Treasurer, Welfare Officer, Press Secretary, Social Secretary, Bar Manager, Facilities Manager, Safety Adviser, Junior Parents representative and other Officers as deemed necessary. The Committee shall have the power to co-opt further members.

b. Nominations for the position of Chair, Secretary, Treasurer and other Officers shall be put forward in the form of a motion under the terms of Rule 15.j.

c. The term of office shall be for one year, and members shall be eligible for re-election.

13. **DUTIES OF COMMITTEE OFFICERS -**

a. **Chair:** The Chair will preside at all General meetings of the Club and at all meetings of the Committee, and shall be responsible for guiding the activities of the club in accordance with its general policy as expressed by the majority of its members. The Chair shall represent or arrange for the representation of the Club at British Rowing regional level and at meetings of other organisations. The Chair shall ex officio be a member of any other committee of the Club.

b. **Captain:** The Captain will be responsible for training, coaching, representation of the Club in competitions and allocation of boats and equipment.

c. **Secretary:** The Secretary will be responsible for the organisation of meetings of the Committee and of the Club, and the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club.

d. **Treasurer:** The Treasurer will be responsible for the collection and disbursement of all monies belonging to the Club and will keep proper accounting records of all such transactions. He or she will present to the members at the AGM an income and expenditure account showing the Club's financial position and the results of its transactions for the year. The transactions of the Club will be conducted through a bank account and will require the signature of the treasurer. If the amount is over £1000, signatures are required from the treasurer and another nominated committee member.

14. CLUB MANAGEMENT

a. The club financial year shall commence on 1st April each year and end 31st. March the following year.

b. The Committee is responsible for the general conduct of the Club's business and activities (including the purchase of boats and blades). All expenditure shall be subject to the sanction of the Trustees. The committee will draft and follow

guidelines for all expenditure to ensure the club can evidence value for money. Evidence of such expenditure must be explicitly stated in the meeting minutes.

b.i Loans may be arranged and accepted, secured by the property of the Club or otherwise as agreed, on the authority of the Committee and approved and signed by two Trustees and the Treasurer.

c. The Committee shall meet at regular intervals during the year, as required by the business to be transacted.

c.i. Special meetings of the Committee shall be called by the Secretary on instructions from the Chair, or not less than three committee members.

d. **A quorum** shall be:
Chair or Vice-Chair
Captain or Vice-Captain
2 other Officers
2 other Committee Members

e. The Chair shall have a casting vote, in the case of equality of votes

i. In the case of casual vacancy among the Committee, the said Committee shall be entitled to appoint another eligible person to act until the next AGM.

ii. The Committee and individual committee members should act according to high ethical standards. Members of the committee must ensure that conflicts of interest are properly dealt with in accordance with British Rowing.

15. **GENERAL MEETINGS**

a. An Annual General Meeting shall be held in July of each year. The proposed date will be communicated at the preceding AGM. There shall be laid before the meeting a statement of accounts for the preceding financial year.

b. An Extraordinary General Meeting shall be called on the instructions of three members of the Committee, or on a requisition signed by not less than eleven of the members of the Club entitled to vote. The object for which the meeting is to be held must be stated and the business of such a meeting be confined to that object.

c. Not less than 14 days clear notice shall be given, specifying to all members the time and business of the General Meeting.

d. Motions for discussion at Annual General Meetings not of origin from within the Committee, shall be lodged with the Secretary at least 28 days preceding the AGM, and be signed by two members entitled to vote. Any such motion for discussion shall be void if the said two members do not subsequently attend the AGM.

e. At any General Meeting, a resolution put to the vote of the Meeting shall be decided by a show of hands, of those entitled to vote, except when more than one

nomination has been received for a position on the Committee, in which case voting will be by secret ballot.

f. At all General Meetings the Chair will preside or, in his/her absence, a Chair for the meeting will be elected by the voting members present.

g. The quorum for AGMs will be at least 15% of Voting members.

h. **Absences of Quorum:** If after half an hour from the time appointed for the meeting, a quorum is not present, the Meeting, if called at the request of the members, shall be dissolved. In any other case, the Meeting shall be adjourned until a time and place to be fixed by the Committee. If a quorum is not present within half an hour from the time appointed for an Adjourned Meeting, the members present shall be a quorum.

i. **Accidental Omission:** Accidental Omission to give notice of a meeting to, or the non-receipt of notice of, a meeting by any member shall not invalidate the proceedings of a meeting.

j. Motions for Nominations for the position of Chair, Secretary, Treasurer and other Officers for discussion at Annual General Meetings shall be lodged with the Secretary or posted on the Club notice board at least 7 days preceding the AGM, and be signed by two members entitled to vote.

k. Should no valid nomination be received in accordance with preceding rules the Chair may declare a vacancy or vacancies for a particular Office or membership of the Club Committee and the General Meeting may thereupon proceed to fill such vacancy or vacancies notwithstanding rule 15j.

l. **Life Members:** That any Member may on the recommendation of the Committee become a Life Member of the Club subject to the consent of a General Meeting.

16. **OFFICERS OF THE CLUB**

The officers of the Club shall be;

President
Vice-President
Chair
Vice-Chair
Captain
Vice-Captain
Secretary
Treasurer
Communications/Press Manager
Communications Assistant
Social Secretary
Safety Advisor

Regatta/Dee Autumn Head Secretary
Bar Manager
Facilities Manager
Junior Parent Representative
Welfare Officer
Membership Secretary
Cleaning Manager
Equipment Maintenance
Marketing Manager
Fundraising Manager

17a. **LIABILITY**

The General Committee shall manage the affairs of the Club. Financial or legal liability incurred by the Committee or Trustees in the rightful exercise of their office shall not, however, be the personal liability of the Committee or Trustees, but shall be the responsibility of the Club as a whole. The Committee will ensure that adequate and appropriate public or preferably civil liability insurance is in place to cover all the activities of the club, its committee, trustees, and members.

b**.** **CLUB PARKING**

All persons entering the car park do so at their own risk and neither the club nor any person acting on its behalf is in any way responsible for any loss, injury or damage sustained by them or for loss or damage to vehicles and their contents left within the car park.

c. SOCIAL MEDIA

Photography shared on social media must be in line with the British Rowing Safeguarding and photography guidance document.

18. **VOTING**

Only members over the age of 18 years are entitled to vote at all meetings. The opinions of under 18s will be sought by the committee where appropriate.

19. **ALTERATION OF CONSTITUTION**

a. These rules shall not be altered, amended or rescinded except by a General Meeting of the Club. Notification of the change of rule must be sent to all members.

b. A resolution to give effect to a change must be passed by at least 75% of the members present at the General Meeting, and voting on this behalf.

c. This Rule book/constitution shall replace all previous rule books/constitutions of the Club

20. **AUDITOR**

Every Annual General Meeting shall appoint an Auditor who shall at the conclusion of the next financial year examine the accounting records of the Club, and report to the members on the income and expenditure accounts that are presented to the next AGM.

21. **DISTRIBUTION OF PROFITS**

a. In no circumstances can any profit be distributed to members, but any profits earned shall be used in furthering the objects of the Club or for some charitable or benevolent purpose or purposes chosen by resolution of a General Meeting. No members shall be entitled to receive any commission, percentage or similar payment whilst carrying out club related duties.

b**.** FUNDRAISING: Proposals for fundraising should be brought to the club committee prior to the event taking place and sanctioned by the committee officers. Fundraising efforts must comply with the Fundraising Regulator Code of Fundraising Practice. Accounting visibility will be overseen by the club treasurer and Chair.

22. **TRUSTEES**

The property of the Club shall be vested in the Trustees, who shall be elected by the Club Committee and shall respectively hold office until death or resignation, unless removed from office by resolution of the Club Committee, who shall not be under obligation to assign any reason for this resolution. The number of Trustees shall not be less than three and they shall deal with the property of the Club as they in their discretion shall think fit, but shall endeavour to conform to all resolutions of the Club Committee (of which an entry in the minutes shall be conclusive evidence).

23. **TERMINATION**

A resolution to dissolve the Club can only be passed at a General Meeting through a majority vote of the membership. Any net assets shall be handed over to British Rowing or a body or bodies with similar objects or to a charity or charities agreed by the meeting which formally terminates the Club. HMRC must be notified of the clubs termination to allow for deregistration of CASC registration.

24. **POWER OF DECISION**

Any matter not provided for in these rules, or any question over the interpretation of it shall be dealt with by the Committee whose decision shall be final.

25. **SAFETY**

25.1 The Officers and Committee have primary responsibility for safe practice within the Club and for observing guidance of water safety issued by British Rowing and through RowSafe. The RowSafe Guide is adopted as one of the rules of the Club. This is updated by British Rowing (any amendments are communicated by British Rowing to the elected Club Secretary).

25.2 For the safety and benefit of the Club and its Members and all persons lawfully invited to the Club premises and/or invited to use Club equipment, all Members shall adhere to the safety regulations in respect of the Clubhouse, boatshed, Club equipment and general conditions as to use of the Club equipment for the purpose of outings and training as shall from time to time be prescribed, copies of which shall be displayed on the Club notice board and made available to Members at their request. Every Member shall be deemed to have full knowledge of such regulations (to the extent that they affect them) whether they have inspected them or not and failure to adhere to the regulations shall be deemed to be a misconduct entitling the Club to expel or suspend a Member in accordance with the provision of rule 9.

25.3 Members transporting boats must ensure they have the relevant licence. Drivers must have familiarised themselves with the British Rowing loading and towing guidance. All members that tow will be deemed to have full knowledge of such regulations whether they have inspected them or not and failure to adhere to regulations shall be deemed to be a misconduct.

26. **USE OF BOATS AND EQUIPMENT AND DAMAGES**

a. No Club Member shall use Club boats or equipment without the permission of the Captain or his/her appointees.

b. Any Member or Members who shall wilfully or by his/her or their own negligence, occasion any damage or loss to any boat, oars, or any other property of the Club, shall immediately report the same to one of the Committee, and shall forthwith repair or replace the same at his/her own expense; but all expense caused by accidental damage shall be borne by the Club. The question of whether damage was or was not accidental shall be decided by the Committee. The stroke of any boat must at once report any damage to boat, oars, or any other property of the Club to the Captain, otherwise s/he will be held responsible by the Committee.

27. **CLUB BAR**

A. Excisable Articles

a) The club must operate a strict Challenge 25 policy with regard to buying and selling alcohol. Challenge 25 requires that every person buying an age restricted product such as alcohol, who looks under the age of 25, is challenged to produce a valid ID:-
In date Passport
In date FULL UK Driving Licence
Proof of age Card with PASS accredited hologram
b) There shall be no sale of intoxicating liquor to any person under the age of 18 years.
c) There shall be no sales of intoxicating liquor by or on behalf of the Club to any person for consumption on the Club premises under any rule made for the purpose of Sub-Section 1 of Section 49 of the Licensing Act 1964, except:-
1. To persons who are guests and comply with Rule 26b.
2. To persons attending a Club organised function on the Club premises providing such functions do not exceed 15 occasions per year.
3. To persons attending at the Club premises for a sporting fixture, but such sales will be restricted to Members of the visiting Clubs, Members of visiting teams and up to two Officials.
d) Clubhouse bookings must be agreed by the committee prior to the event. Written notice must be given to the Social and Club Secretary stating the particulars of club functions. If the Club requires a temporary event notice from Cheshire West and Chester Council, this must be requested a minimum of 10 working days before the event.

B. Funds Bar Management

No person shall at any time be entitled to receive, at the expense of the Club (or any Member thereof) any commission, percentage or similar payment on, or with reference to, purchases of intoxicating liquor by the Club, nor shall any person, directly or indirectly, derive any pecuniary benefit from the supply of intoxicating liquor by, or on behalf of, the Club Members or Guests apart from any benefit accruing to the Club as a whole and apart from any benefit which a person derives indirectly by reason of the supply giving rise to, or contributing to, a general gain from the carrying on of the Club.

D. **Licensing Hours**

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

Monday to Saturday	11am to 11pm
Sunday	12 noon to 10.30pm

E. **Visitors**

There may be admitted to the Club's registered premises persons who are guests of Club Members and intoxicating liquor may be supplied to them by, or on behalf of, the Club for consumption on the premises and not elsewhere.

28. **DECLARATION**

Each member upon joining shall sign the following declaration:

Name: _____

Upon acceptance into membership of the Grosvenor Rowing Club I understand that rowing is undertaken at my own risk. I confirm that I do not suffer from any disability or medical condition which may render me unfit for strenuous exercise.*

I also confirm that I am able to swim a minimum of 50 metres.

I will abide by these rules and the British Rowing code of conduct and rowsafe guidance. **www.britishrowing.org/code-of-conduct/**

Signed: _____

Parent/Guardian (if under 18) _____

*Should a medical condition exist, this will not necessarily preclude you from membership/participation, but it must be declared. Should you be in any doubt, advice should be sought from your doctor.

Community Amateur Sports Clubs (CASCS)

The Community Amateur Sport Club (CASC) scheme provides a number of key benefits with limits as follows:

- 80% mandatory business rate relief
- The ability to raise funds from donations under Gift Aid
- Tax-free income from interest and capital gains (used for qualifying purposes).
- Exemption from corporation tax on trading income (up to £30k p.a. before 1st April 2015 and £50k after 1st April 2015) and income from property (up to £20k p.a. before 1st April 2015 and £30k after 1st April 2015).

Post 1st April 2015, please also note:-

- No limit on amount of trading Income earned from members
- CASCs cannot earn more than £100k p.a. from trading with non-members and property income
- CASCs cannot pay players more than £10k in total each year
- Membership Fess must not exceed £31.00 per week (£1,612 p.a.)
- Help for those who cannot afford to pay, if basic Membership Fees/Participation costs are more than £10 per week (£520 p.a.)
- Compliance with CASC Expenses rules and the percentage of participating members in each club (50% minimum).

Key contacts for further information are:

HMRC
https://www.gov.uk/government/publications/community-amateur-sports-clubs-detailed-guidance-notes
Gift Aid www.hmrc.gov.uk/charities/gift-aid.htm
DCMS www.culture.gov.uk
Sport & Recreation Alliance www.sportandrecreation.org

You should always seek legal advice regarding the particular circumstances of your club.

(CASC Info updated April 2015)