

POPLAR, BLACKWALL & DISTRICT ROWING CLUB

The Boathouse, Ferry Street, London E14 3DT



Club Rules

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Club Rules

Adopted on 17 March 2024

1. Values and principles

- 1.1. Encouraging and developing good practice.
- 1.2. Providing equal opportunities to participate in rowing regardless of age, gender, disability, faith, and ethnic origin.
- 1.3. Creating the opportunity for those with the desire and talent to join a high-performance pathway.
- 1.4. Playing an active part in developing rowing as part of the broader sporting and social agenda, and to benefit the local community.
- 1.5. Providing a welcoming environment and support for participants to enjoy the sport at whatever level they choose to participate.
- 1.6. Encouraging safe practice in rowing and a culture of safety in general.
- 1.7. Valuing the work of volunteers and providing a caring supporting environment.

2. Codes of conduct

- 2.1. Complying with the rules of the Charity and individual competitions and respecting officials and their decisions.
- 2.2. Complying with instructions and decisions made by trustees, coaches, and captains.
- 2.3. Respecting the rights, dignity and worth of all participants regardless of gender, gender identity, ability, cultural background, or religion.
- 2.4. Keeping to agreed timings for training and competitions or inform the coach or captain if you are going to be late.
- 2.5. Wearing suitable kit for training sessions and competitions
- 2.6. Always using correct and proper language.
- 2.7. Paying any fees for membership or events promptly.
- 2.8. No smoking in the clubhouse and boathouse.
- 2.9. Acting in a manner that will not compromise the safety of themselves, Charity members, other water users and the general public.
- 2.10. Assessing risks and base decisions on such assessments.
- 2.11. Actively responding to the Charity's safety rules.
- 2.12. Being proactive in warning others of impending danger.
- 2.13. Informing coaches and other crew/ Charity members of any medical condition that may present a risk to themselves and/or their crew. In the case of juniors, parents have a duty to advise those in charge.
- 2.14. Respecting all Charity facilities and tidy up after yourselves, returning equipment to designated areas.
- 2.15. Reporting all accidents to the Safety Officer.

3. Membership Fees

- 3.1. The level of membership fees for each membership category are to be proposed by the Trustees and to be put to the membership for approval at the Annual general meeting preceding the charity year in question.
- 3.2. Membership fees shall either be paid in full by the end of April commencing any charity year or by a standing order form presented to the member's bank for payment to be made in monthly instalments, the first of such being due at the end of April or from the month of acceptance into the Charity.
- 3.3. Any member who has neither paid the membership fees in full nor provided proof of payment by standing order within three months of the fees becoming

due shall be notified by the Secretary and if payment is still not made or proof of standing order produced, after a further 14 days, the member will be deprived of the use of the Charity's equipment and considered to have resigned membership.

- 3.4. No membership fees are to be refunded under any circumstances.
- 3.5. Any Full member with a minimum of one year's membership and who is either unemployed, is a student living away or who has been off work due to sickness has the right to apply annually to the Trustees for the suspension or part reduction of their subscriptions. The application must be made in writing and the member may at the Trustees' discretion be called to a meeting of the Trustees for discussion.

4. Charity Equipment

- 4.1. The Trustees shall have sole discretion as to the allocation of boat racks for both Charity and private rowing equipment.
- 4.2. No member shall use or remove Charity equipment without the prior authority of the Captain, Vice-Captain or any other person delegated by them.
- 4.3. The Trustees will from time to time publish Directives governing the use of Charity equipment, the observance of Health & Safety procedures (visit <https://pbdrc.co.uk/#safety>), and any other similar matters which the Trustees decides members should be required to observe. All members shall comply with the Directives.
- 4.4. All boats and Charity equipment must be thoroughly hosed down and cleaned after use and stored correctly.
- 4.5. Any defects or damage to Charity equipment should in the first instance whenever possible be rectified and if not, reported to a Trustee. Members must take faulty equipment out of action with immediate effect to prevent others from endangering themselves.
- 4.6. Any member found guilty of negligence or deliberately damaging Charity equipment will be liable to face disciplinary action.

5. Health and Safety

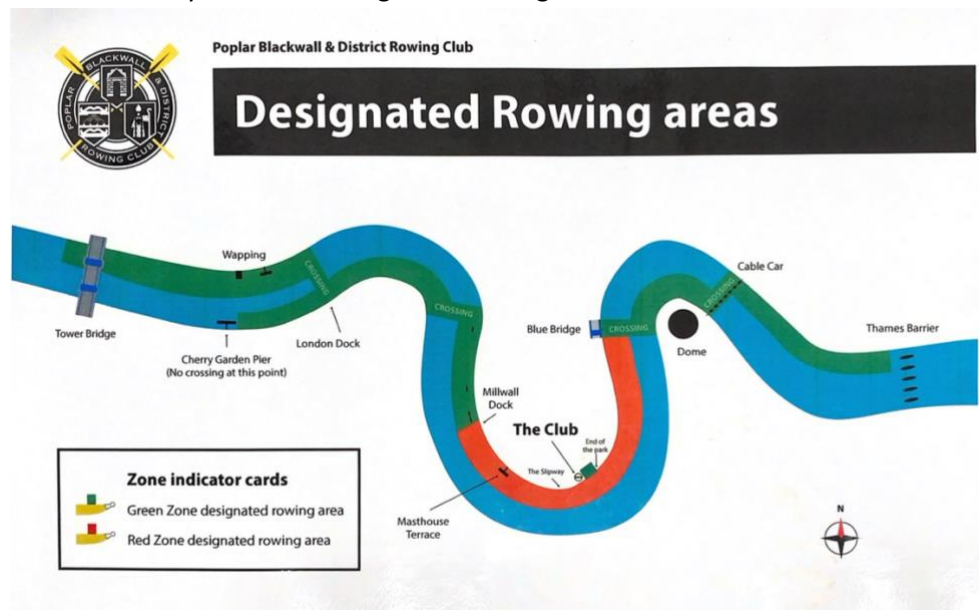
- 5.1. Every member should read the *PBRDC Health & Safety Manual* <https://pbdrc.co.uk/#safety>
- 5.2. Members have use of the gym, weights and associated equipment but may only do so following instruction on its use. Members using any equipment without prior instruction do so at their own risk.
- 5.3. Rules applicable to all:
 - Do not use weights alone.
 - Put all equipment away tidily after use.
 - Only use equipment with which you are familiar.
 - Keep access to emergency doors clear at all times.
 - Report accidents/damage.
 - If it hurts, STOP.

6. Going afloat

- 6.1. The decision of the Trustees to suspend rowing due to high wind, fog, lightning, or dangerous conditions shall be final.
- 6.2. Members boating from either the club house or the London Regatta Centre must sign the logbook on their departure and safe return from the water. The first member to leave the club house should call VTS at Woolwich Barrier Control and inform them that rowers will be active on the river. The last

member to return from the river should call to inform of their safe return and that no other member from the Charity is on the water.

- 6.3. All members approved to go afloat in boats shall follow the Directives. No new member or unaccomplished sculler shall be allowed to go afloat in any sculling boat until they have obtained the permission of the Captain or Vice- Captain and then they shall follow the Directives. Those members steering coxless boats must firstly be assessed for competency and may not do so without the prior authority of the Captain, Vice-Captain or any other person delegated by them.
- 6.4. It is the rowers' responsibility to ensure the boat is safe to row.
- 6.5. Before boating crews must check the following are in compliance with British Rowing Rules of Racing and the Row Safe water safety code:
 - Bow balls (white, solid rubber, at least 4 cm diameter and firmly attached)
 - Heel restraints (heel not to lift higher than about 2in or 5cm)
 - Cox is wearing a life jacket and the ability to escape from front-coxed boats
 - Condition of riggers, integrity of boat sections, rudder and compartment lids
 - All boats to carry British Rowing designation identification numbering
 - In the event of capsizing - stay with the boat
 - Report all incidents to the Charity Safety Officer
- 6.6. The club has three levels of steering accreditation as suggested by the Thames Regional Rowing Council, which relate to the 'Red', 'Amber', 'Green' (RAG) levels at Poplar. The Poplar Accreditation and Certification Process Manual sets out the rules and process of how members can progress from a learn-to-row and novice stage to an experienced oarsmen, for more details and rules for going afloat visit: https://pbdrc.co.uk/steering_accreditation/
- 6.7. At all times stay inside the designated rowing area:



- 6.8.
- 6.9. No new member, whether or not they have previous rowing experience, shall go afloat in any Charity boat for the first time until they have received the Charity's Health & Safety Induction and have signed to indicate their receipt and full understanding of the Charity's Directives and recommended navigational routes. The PBDRC Health & Safety Manual is published online: <https://pbdrc.co.uk/#safety>

7. Boat Classification

- 7.1. An up-to-date boat register is displayed in the boathouse, showing relevant details (weight, rack number and classification for each club boat).
- 7.2. Private boats: these boats were not bought with the Charity's money and so are not available for Club members to row, without obtaining the owner's express permission.
- 7.3. Allocated racing boats (labelled "Racing"):
 - These are the Club boats that the trustees have agreed to protect for the use of our most committed members – the crews who choose to train and compete on behalf of the Club.
 - Captains have authority to prioritise and restrict use of these boats to competing crews.
 - Members are reminded that they must seek prior approval from their Captain if they wish to use one of these boats at any time.
- 7.4. Club boats (labelled "Club"): these boats are available for the use of all members.

8. Boat Allocation

- 8.1. Members who intend to compete may apply to the Trustees to have a boat allocated for their sole use for an agreed period of time. The Trustees reserve the right to require the Member to pay a deposit in line with the Charity's insurance policy deductible to protect the Charity against financial losses from damages.
- 8.2. Members who would like allocated boats or equipment may, if necessary, apply to the Trustees for assistance if the deposit cost cannot be met. This may be granted at the Trustees sole discretion.

9. Private Equipment

- 9.1. The boathouse has several private boats. Club members should make sure they are completely clear on the identity of the equipment they are using.
- 9.2. Rules applicable to all:
 - Club members should take care not to use private equipment without prior authorisation.
 - Whilst gaining permission to use private equipment, please ensure both parties are clear as to who will pay for any damage concerned.
- 9.3. Boat racking charges. The Charity has the power to make a charge for storage of private boats upon its premises but accept no responsibility for the safety of such boats under any circumstances.
- 9.4. Boat racking is only available to members of the Charity.

10. Races

- 10.1. The Trustees or their appointed delegates shall have sole power to select crews for regattas and other events, but suggestions for alterations to crews may be made by any member. A decision by the Trustees shall be final.
- 10.2. All race entries are to be made by the Charity, via a member nominated by the Trustees as Entries Secretary to fulfil this role.
- 10.3. Race entry fees for crews and scullers will be collected before the event by the Entries Secretary from those members intending to compete. Members are liable for the full entry fee. All members intending to compete in open races must hold British Rowing membership.
- 10.4. Any member having indicated their willingness to compete at a particular event and then failing to compete on the day shall be liable for the full cost of the entry. The member also renders themselves liable to further disciplinary action.

- 10.5. Any member who wishes to either compete in a composite crew or under the name and in the colours of another rowing club must first obtain prior permission from the Captain or Vice-Captain. Such permission shall not be unreasonably withheld.
- 10.6. Members training for single events or as a crew shall always have priority for the use of the Charity's boats and equipment, where they have been specifically allocated by the Trustees.
- 10.7. Crews intending to compete in competition take full responsibility in ensuring that their equipment is checked and fully compliant with British Rowing safety regulations.

11. Charity Club Car / Boat Transportation

- 11.1. Any Member volunteering to drive the Charity club car must first provide to a trustee with:
 - A copy of driving licence and contact details
 - Recent DVLA record from <https://www.gov.uk/view-driving-licence> , to demonstrate that there are no points on the licence
- 11.2. Drivers must be at least 25 years old, no older than 75 and must have had their driving licence for at least 2 years and no points. These are the conditions of the insurance policy.
- 11.3. To book the car and trailer contact a member of the Racing Committee.
- 11.4. The cost of boat transportation to and from regattas or training venues is to be met in full by those persons attending such regatta or training event. These costs are to include but are not limited to such items as fuel, congestion charges, bridge, or tunnel tolls etc.
- 11.5. Members competing in races are responsible for ensuring that their boats are returned to their storage area, rigged, and made fully usable at the earliest opportunity. The trailer and Charity club car must be returned to their correct storage area and the car should be left with a full tank of fuel.
- 11.6. Before you use the car:
 - Arrange with a trustee the handover of the car key and an induction to the car and trailer, if required
 - Complete the logbook and car assessment form, which you find in the glovebox
 - Check that there is a copy of the insurance certificate and AA membership number, with the contact details in case of an accident or breakdown
 - Check a copy of the [Trailer Driving Guidance](#) is in the glovebox and review it, also watch how to tie a rowing shell onto a trailer to <https://www.youtube.com/watch?v=7TEtmCcNi94>
 - Take pictures/video of the car from all angles, including the dashboard with the odometer and send those with a photo of your logbook entry to a trustee
 - Unplug the solar panel trickle charger from the socket inside the glovebox and plug in the little black AA reader instead. Store the solar panel securely, e.g. inside the boathouse workshop
 - Check that the lights of the car and trailer are working, and the tank is filled up with DIESEL
 - Check water, oil, windscreen washer fluid, horn, and tyre pressure
 - Check the spare car tyre is in the boot. Check the tyre toolkit is in the right-hand side storage cupboard of the boot

- Check the drive mode. This is a 4-wheel drive vehicle. You can select the drive mode via a button at the bottom of the centre console. With the trailer attached select 4-wheel drive, otherwise set to auto
- Check the spare tyres for the trailer have been reattached to the trailer. They are stored in the boathouse, when not in use
- Check the trailer handbrake is off, the electric cable for the lights plugged in and the safety wire for the trailer brakes is attached to the car, and most importantly the boats are secured, with a red flag/rag attached to warn oncoming traffic about the overhang
- Note, the car is registered for the Congestion Charge and Dartford Crossing for automatic payments, but these costs have to be reimbursed to the Charity
- Speeding tickets, parking tickets, etc are the responsibility of the driver / crew, not the Charity

11.7. When you return the car:

- Refill the tank with DIESEL
- Park the car next to the rowing club and reattach the solar panel trickle charger
- Unmount the spare tyres from the trailer and store them in the boathouse again
- Complete the logbook and plug in the solar panel trickle charger again
- Take pictures/video of the car from all angles, including the dashboard with the odometer and your logbook entry and send those to a trustee
- Did you drive into the Congestion Charge Zone or use the Dartford Crossing? If so, you must reimburse the costs to the Charity
- In cases of gross negligence that causes damages we expect a contribution to the repair costs
- Return the key to a trustee

12. London Regatta Centre

- 12.1. Any member wishing to utilise the facilities at the London Regatta Centre must obtain prior permission of the Trustees. If permission is granted, then all Charity rules and any Royal Albert Dock Trust rules governing the use of the dock must be strictly complied with at all times.
- 12.2. The Trustees will give priority to competing crews when allocating boats for use which are stored within the London Regatta Centre.
- 12.3. The Trustees reserve the right to require Members allocated equipment and boats at the London Regatta Centre to meet the cost of racking payable to the London Regatta Centre.
- 12.4. Members allocated boats or equipment may, if necessary, apply to the Trustees for assistance if the cost of racking cannot be met. This may be granted at the Trustees sole discretion.

13. Expenses

- 13.1. Any member who incurs personal expenditure whilst on Charity administrative business may have their expenses refunded.
- 13.2. Any member who requires assistance from the Charity in respect of expenses connected with competing in a regatta or attending a training camp must apply to the Trustees for consideration prior to any expenditure being incurred.

14. Visitors

- 14.1. A member may introduce occasional visitors to the Club to row. The introducing

member must be a 'Green' steer person and will be held responsible for the conduct and behaviour of the visitors.

15. Bike parking

- 15.1. Bikes must be parked outside the club using the dedicated bike racks and not brought into the clubhouse. Bikes are stored at the owner's own risk. The Charity will not take any responsibility for damage or theft.

16. Discipline

- 16.1. Once an individual has been accepted as a member of the Charity, they shall be issued with the Charity rules and thereby accept that they are subject to those rules.
- 16.2. Any member who breaches a Charity rule or ignores any notice which has been put up by order of the Trustees renders himself or herself liable to disciplinary action.
- 16.3. Any action by a member deemed by the Trustees to be serious or that brings the name of the Charity into disrepute may render themselves subject to disciplinary action which may result in suspension or termination of their membership.

17. Clubhouse entry key fob management

- 17.1. Entry to the clubhouse is managed via a keyless entry fob system. New members receive their entry fob as part of their induction. A replacement fob can be requested from the Charity's secretary for a fee of £10.

18. Locker allocation

- 18.1. Lockers are managed by the vice-captain and secretary and are available to members on a first come first serve basis. A deposit of £10 must be paid for the padlock.

19. Launches

- 19.1. Launches to carry British Rowing boat identification numbering and plate stating max carrying weight.
- 19.2. Occupants must wear life jackets or buoyancy aids.
- 19.3. Drivers to be qualified to RYA Level 2 for BR events or to PBDRC local standards otherwise and have basic first aid knowledge.
- 19.4. All incidents to be reported to the Safety Officer.
- 19.5. An appropriate, safe, and considerate speed should be used except in emergencies or when following crews for coaching purposes.
- 19.6. Boats to be regularly maintained (documented) and equipped.
- 19.7. Minimum standard equipment:
 - First aid kit
 - Throw or grab line
 - Bailer, Safety knife, Paddle, blankets for rescued rowers
 - Means of communicating with shore and/or other launches i.e. radio or mobile phone.

20. Data Privacy Policy

- 20.1. We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you. We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR,

the Charity will be the “controller” of all personal data we hold about you.

20.2.

Type of information	Purposes	Legal basis of processing
Members’ (including Junior Parents) name, address, telephone numbers, e-mail address(es).	Managing the Members’ membership of the Charity.	Performing the Charity’s contract with the Member. For the purposes of our legitimate interests in operating the Charity.
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member’s vital interests and those of their dependants
Date of birth / age related information	Managing membership categories which are age related	Performing the Charity’s contract with the Member. Ensuring safeguarding responsibilities can be met.
Gender	Provision of adequate facilities for members. Reporting information to BRITISH ROWING.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender. For the purposes of the legitimate interests of BRITISH ROWING to maintain diversity data required by Sports Councils.
The Member’s name and boat name (if privately owned)	Managing race entries and race results. Providing race results to local and national media.	For the purposes of our legitimate interests in entering events for the benefit of members of the Charity. For the purposes of our legitimate interests in promoting the Charity. For the purposes of our legitimate interests in operating the

		Charity.
Photos and videos of Members and their boats	Putting on the Charity's website and social media pages and using in press releases.	Consent. We will seek the Member's consent on their membership application form and the Member may withdraw their consent at any time by contacting the trustees by e-mail or letter.
The Member's name and e-mail address	Creating and managing the Charity's Membership Directory.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form.

20.3. How we protect your personal data.

- We will not transfer your personal data without your consent.
- We have implemented generally accepted standards of technology and operational security to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- Please note however that where you are transmitting information to us over the Internet this can never be guaranteed to be 100% secure.
- For any payments that we take from you online we will use a recognised online secure payment system.
- We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

20.4. Who else has access to the information you provide us?

- We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law
- We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

20.5. How long do we keep your information?

- We will hold your personal data on our systems for as long as you are a member of the Charity and for as long afterwards as it is in the Charity's legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it.
- If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form to be able to comply with future legal obligations, e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims. We securely destroy all financial information once we have used it and no longer need it.

20.6. Your rights. You have rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in certain circumstances
- To object to or restrict how your personal data is processed
- To have your personal data transferred to yourself or to another business in certain circumstances.
- You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office Wycliffe House Water Lane
Wilmslow
Cheshire SK9 5AF

Version control

Version	Changes	Date
v2024	Created standalone document for the club rules.	17 March 2024

