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Important

You only become a member of the Putney Town Rowing Club when the General Committee that manages the Club has considered your application to join the Club and has elected you to membership.

You and the Club are only covered by the Club's insurance policies for your club activities once you have returned this form with the entrance fee. Until the Club receives a "genuine" application for membership from you (the form with the entrance fee), you and anyone with you are NOT covered by the Club's insurance policies for the costs of any damage or injury that you suffer from or cause during your club activities.

The Club reserves the right to stop you participating in any club activities if you have not made a "genuine" application for membership. In any case, you are NOT allowed to enter for competition for the Club until the Club has received your application for membership with entrance fee.

Please read & follow the instructions to ensure your application is returned correctly, particularly:

- You must return a PAPER copy of the form to the Club. The Club requires written signatures for the Membership & Swimming declarations.
- You must include the appropriate ENTRANCE FEE payment with the form. The Club only considers applications where the applicant has paid the appropriate entrance fee for joining the Club.
- When the General Committee has elected you to membership of the Club you will be contacted about paying the membership subscription. The membership subscription is different from the entrance fee that you pay to join the Club. Until you have been elected to membership of the Club, you do not pay membership subscriptions. (There is more information about the membership subscriptions in the Club Rules for its members.)

Help Available

If you have trouble printing off this membership application pack then paper copies can be obtained at the Club.

If you have trouble reading this pack or filling in the application form then contact the Membership Secretary at the Club.

Filling in the Form

Print off a paper copy of the (following) Membership Application form:

- Supply your proper name (not a nickname) matching your signature.
- Indicate the Membership Class that you are applying for (see below)
- Read and sign the Membership Declaration
- If you are applying for Adult membership class or Junior membership class then you must also read and sign the Swimming Declaration
- If you are applying for Junior membership class then your parent/guardian must also sign both the Membership Declaration and the Swimming Declaration.
- All members must supply a POSTAL address. Please read the terms under which the Club will store & use your postal address.
- If you are 18 years of age or more, you may also supply an email address and agree to have official Club communications sent to that email address instead via the legally preferred postal service. Please read the terms under which the Club will store & use your email address.
- Please let the Club know if you need to learn to row or scull (the Club runs courses when there are enough applicants to fill a course).
- If you are already participating in Club activities then please supply the name of the Club official who is responsible for these activities. (Note that not all members are Club officials and not all coaches are members of the Club – please ask if you are not sure.)
- The Club offers different subscription rates for members depending on circumstances (see the SUBSCRIPTIONS Club Rule). Please let the Club know if any of the circumstances apply to you. (These subscription rates may change – such changes are decided by General Meetings of the members of the Club.)

Membership Class

The Club has different categories of membership to cater for the different types of members and the activities that they want to do.

- Adult > age 18 years or over & participating in activities on the water
- Junior > under the age of 18 years & participating in activities on the water
- Land > participation restricted to activities not on the water

Returning the Form

The form with the appropriate entrance fee payment (see below) must be returned to the Membership Secretary at the Club:

- In the mail racks opposite the Club telephone (just outside the Club Bar)
- In the Club post box just by the gate to the car park
- Through the post to The Membership Secretary, Putney Town Rowing Club, Boathouse No.2, Kew Meadows Path, Townmead Road, Kew, Richmond, TW9 4 EN – do NOT use cash for the entrance fee payment if you are returning the form through the post

Do NOT return the form by email – the Club also requires your entrance fee payment and written signatures on the membership application form.

Entrance Fee

All applicants must pay an Entrance Fee when they become a member of the Club. Preferably this should be a cheque made payable to Putney Town Rowing Club (but cash is acceptable).

The Entrance Fee payment MUST be sent in with the Membership Application form.

The amount of the entrance fee payment depends on what Membership Class is being applied for (see previous page).

Adult	£50 unless: <ul style="list-style-type: none"> • The applicant is a full-time student in which case the payment is £30 • The applicant is “unwaged” (receiving not more than a pension or state benefits as their main family income) in which case the payment is £16 • The applicant is only going to be a coxswain as their water based activities (and never row or scull) in which case they do not have to pay anything
Junior	£24
Land	£16

Application Details

(These details must be completed by all applicants)

1. Name of Applicant forename/personal name

surname/family name

2. Class of Membership* ADULT or JUNIOR or LAND

* Note on Membership Classes:

ADULT membership is for an applicant aged 18 years or over

JUNIOR membership is for an applicant aged under 18 years

LAND membership is for an applicant not wishing to participate in activities on the water

Membership Declaration

(This declaration must be signed by all applicants – and also by a parent/guardian of a Junior)

Upon acceptance into membership of the Putney Town Rowing Club I understand that rowing and sculling 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 understand that the physical demands of the sport make the use of life jackets impractical other than by coxswains and coaches.

I agree to obey the Club rules and constitution and to abide by the customs and practices of the Club.***

I accept the Amateur Rowing Association policies and procedures relating to Child Protection and the Protection of Vulnerable Adults.**

I fully appreciate the need to accept advice and guidance of both the Club officials and the relevant Water Authorities with regard to safety and navigational procedures.

1. Applicant's Signature:

2. Parent/Guardian's Signature:

* 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 family doctor.

** A copy of the ARA policy is on display on the Club Noticeboard by the Club Bar or it can be found in the Welfare section of the ARA web-site at <http://www.ara-rowing.org/welfare>

*** A copy of the Club constitution is on display on the Club Noticeboard by the Club Bar

Swimming Declaration

(This declaration must be signed by all applicants for Adult or Junior membership – and also by a parent/guardian of a Junior.)

I confirm that I am able to swim a minimum of 100 metres (Royal Society for the Prevention of Accidents recommended standard) in rowing kit comprising a minimum of socks, shorts, tee shirt

1. Applicant's Signature:

2. Parent/Guardian's Signature:

PTRC Use Only:

Date Application Rec'd

Elected to Membership YES / NOT

Entrance Fee Rec'd YES / NOT

Date of Election

Postal Address for Club Communications – ALL applicants must provide this

(The Club will keep your postal address in accordance with UK data protection & privacy laws; i.e. it will not be passed onto anyone other than a Club official for Club matters)

.....

post code

Email Address for Club Communications – only for applicants aged 18 years or more

(The Club will keep your email address in accordance with UK data protection & privacy laws; i.e. it will not be passed onto anyone other than a Club official for Club matters)

Please write (clearly) the email address that you wish the Club to use:

.....

Official Communications Email Agreement – only for members aged 18 years or more

The Club would like to send “official” communications such as notices of General Meetings, of the Club’s members, notices of Club Elections, notification of Club Rule changes and notices of subscription arrears etc. to you by email or inform you that such information is available through the Internet rather than using the legally preferred printed paper & postal mail. However, the Club will:

- *obtain your permission before starting to send you such email*
- *allow you to change your mind at any time*
- *allow you to request a paper version of any official communication to be delivered by postal mail*

Please sign here if you wish the Club to send you official communications by email:

.....

Activities

1. Do you want to learn to row? YES or NO

2. Do you want to learn to scull? YES or NO

3. If any Club official is currently responsible for your activities at the Club then please give their name (if there is no such person then please reply “NO ONE”):

.....

4. Gender MALE or FEMALE

(In this country & in the Putney Town Rowing Club, many rowing & sculling activities are split by gender)

Subscriptions

1. Will you be doing only coxing activities?: YES or NO
2. How shall you pay your subscription?:
MONTHLY STANDING ORDER or YEARLY SINGLE PAYMENT
3. If you are aged less than 18 years, please give your date of birth:
4. If you are aged less than 18 years and your subscription shall be paid by your parent/guardian, please give their name & give their postal address (if different from yours):
name
address
.....post code
5. If you are aged 18 years or more, are you a full-time student?: YES or NO
6. If you are aged 18 years or more, are you "unwaged"? (e.g. receiving not more than state unemployment benefits or state disability allowances or state carer's allowances or a pension etc. as the main family income)
YES or NO

Health

River water is not clean – sewage is dumped into the Thames regularly. These are simple things to do to prevent getting ill:

1. Keep all cuts & grazes covered from splashes, clean them afterwards with soap & water. If you get any new cuts/grazes then clean them with antiseptic.
2. Wash your hands & face as soon as you come in from an outing – before you have anything to eat or drink. Have a full wash/shower before you leave the Club or as soon as you get home.
3. Wear wellington boots to protect your feet & lower legs from dirty water & broken glass – trainers & sandals may protect your feet from getting cut but will not protect existing cuts from infection. Do not go about in bare feet.
4. Don't let water bottles get dirty with mud or get splashed/soaked in river water.
5. See your family doctor and find out whether you should have a tetanus injection or a tetanus booster (every 10 years).
6. Rowing & sculling are strenuous sports – if you are not feeling completely well then it is better for you to give an outing a miss and you will also recover quicker (rowing while suffering from a cold/flu can strain the heart and prevents the body's immunity systems from fighting the disease).
7. If you need to see a doctor about some illness, e.g. temperature, shivers, diarrhoea, then tell your doctor that you are a rower (some water borne diseases produce symptoms like ordinary illnesses but can make you seriously ill if left untreated or not treated properly).

Safety

If you are a beginner or Junior then you will have someone looking after you. Nevertheless there are some things that ALL members must do themselves to keep themselves & others safe:

1. You must be able to swim 100 metres in your rowing kit.
2. To row or scull, your body must be flexible enough to adopt the correct positions and strong enough to maintain these positions whilst working against resistance. Don't row if you have an injury – instead find out from your family doctor how long you need to rest before starting exercise again.
3. You must obey the commands given for getting boats on/off racks, carrying the boats and putting the boats in/out of the water. This reduces the risk of you or someone else getting injured. Don't chatter whilst commands are being given. Only say that you are ready to do things when you are really ready. Do what you are told to do immediately you are told to do it. If you are early or late obeying the commands to lower/lift the boat then you or someone else may get hurt.
4. The person in charge of steering the boat (usually the coxswain) is legally in charge of you when you are on the water. He/she has a responsibility to keep you & other river users safe. Don't drown out his/her commands with chatter. Only say that you are ready when you are really ready – but even if you are not ready, your coxswain really means "NOW" when he/she gives you a command. Do what you are told to do when you are told to do it and do it properly (a slow gentle stroke is often more effective than a rushed stroke which may miss the water).

1. SUBSCRIPTIONS**A Method of Payment:**

Members shall pay their subscription by any of the following means:

- as a monthly payment made by a standing order that credits a banking account of the Club within the first 7 days of each & every calendar month of their membership
- as a yearly payment due on election to membership and, thereafter, during the month of November of each year

B Rate of Subscription - Adult Members:

Adult members shall either pay £25 monthly or £300 yearly unless:

- they are a full-time student not hiring boat racking from the Club in which case they shall pay £15 monthly or £180 yearly
- they are “unwaged” (i.e. receiving not more than state unemployment benefits or state disability allowances or state carer’s allowances or a pension etc. as their main family income) and not hiring boat racking from the Club in which case they shall pay £8 monthly or £96 yearly
- their water based activities is confined to being a coxswain of boats and they are not hiring boat racking from the Club in which case they shall not have to pay any subscriptions
- they have been awarded life membership of the Club by a resolution passed by the members present at a General Meeting of the Club and voting on this behalf in which case they shall not have to pay any subscriptions

C Rate of Subscription - Junior Members:

Junior members shall either pay £12 monthly or £144 yearly unless:

- they are hiring boat racking from the Club in which case they shall pay £25 monthly or £300 yearly

D Rate of Subscription - Land Members:

Land members shall either pay £6 monthly or £72 yearly unless:

- they are hiring boat racking from the Club in which case they shall pay £25 monthly or £300 yearly

2. ENTRANCE FEE**A Adult Members:**

Adult members shall pay an entrance fee of £50 unless:

- they are a full-time student in which case they shall pay £30
- they are “unwaged” (i.e. receiving not more than state unemployment benefits or state disability allowances or state carer’s allowances or a pension etc. as their main family income) in which case they shall pay £16
- their water based activities is confined to being a coxswain of boats in which case they shall not have to pay an entrance fee

B Junior Members:

Junior members shall pay an entrance fee of £24.

C Land Members:

Land members shall pay an entrance fee of £12.

3. COMPETITION ENTRY FEES

All members are liable for competition entry fees for all competitions upon submission of the competition entry.

4. Members may only use Club Equipment by permission of a Committee member. If a Club boat is damaged as a result of the crew actions resulting in the Club making an insurance claim for which an excess deduction is made, the crew shall recompense the Club for the full amount of that excess. (In the case of a Club single scull being damaged, the Sculler will be liable for one half of the insurance excess).

5. CLUB COLOURS

The club colours of dark blue and white must be worn when representing the club in competition.

6. PREVENTION OF INJURY TO JUNIORS**A Minimum Age for Rowing:**

Junior Members under the age of sixteen years may engage in sculling or coxing activities but shall not engage in rowing activities.

B Maximum Activity:

The maximum number of sessions of activity that a Junior Member can participate in each week are:

<u>Age of Junior Member</u>	<u>Maximum Number of Sessions</u>
under 13 years	2
13 years or over but under 14 years	3
14 years or over but under 15 years	4
15 years or over but under 16 years	5

7. ROWING AFTER DARK

No crews or club boats are to be afloat after dark unless by prior agreement of the General Committee.

General Committee Decision

The General Committee that manages the Club shall consider your application for membership. It does this at its monthly meeting. These Club officials shall decide whether you become a member of the Club by having a vote. A simple majority of the votes cast at that meeting will be enough to make you a member. (Please note that the General Committee is required to wait until the third day after it receives your application before it may consider it. This is a requirement of the 2003 Licensing Act.)

Membership of the Putney Town Rowing Club is open to anyone interested in the activities of rowing & sculling on an equal opportunities basis. The General Committee will NOT discriminate against any applicant on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental status, marital status, pregnancy, religious belief, social status, sexual orientation or political belief. However, the General Committee is entitled to reject applications for the following reasons:

- The applicant has been expelled from or refused membership of the Amateur Rowing Association (the sport's national governing body)
- The General Committee considers that the granting of membership to the applicant would be detrimental to the aims & objectives of the Club by virtue of conduct or character likely to bring the Club or the sport into disrepute or for some other similar good cause.
- The General Committee is limiting (on a non-discriminatory basis) the new members that it elects due to a lack of available facilities for those new members.

Once the General Committee has made its decision then the Membership Secretary of the Club will communicate that decision to you using the addresses that you supplied in the membership application form.

Right of Appeal

Should the General Committee reject a particular application for membership, the Membership Secretary will include the full reason or reasons for rejection within the communication informing the applicant of the General Committee's decision.

The rejected applicant has a right to Appeal to all the members of the Club against the decision of the General Committee that manages the Club. To exercise this right, the rejected applicant must write to the Club Secretary at the Club (not the Membership Secretary). On receipt of this letter, an Extra-Ordinary General Meeting of all the members of the Club will be called to decide on the Appeal. Such a meeting requires 21 days notice to all the members of the Club. From experience, it takes the Club 7 days to prepare the General Meeting notice and send it to all the members of the Club.