



# Putney Town RC

Welcome Pack

# Welcome to Putney Town RC

We are delighted that you are considering joining Putney Town Rowing Club.

The Welcome Pack will provide you with the following information:

1. Health and Safety Information
2. Instructions on how to complete your Membership Application Form
3. Information about what happens after you submit your Membership Application Form
4. Club Rules
6. Data Protection
7. Club Roles
8. Code of Conduct for Coaches, Volunteers and Officials

*This pack was revised in November 2015 and membership rates are applicable from 1 Jan 2016*

# Important

You only become a member of the Putney Town Rowing Club (“the Club”) when the General Committee that manages the Club has considered and accepted your application to join the Club in accordance with section 3 of the Constitution (available to download from the Club website). The General Committee meet once a month.

You and the Club are only covered by the Club’s insurance policies for your Club activities once you have returned the Membership Application 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.

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 application form to the Club. The Club requires written signatures.
- You must include the appropriate ENTRANCE FEE payment with the form. The entrance fee must either be in the form of a cheque or cash; these must be in a sealed envelope and ATTACHED to your form. The Club only considers applications where the applicant has paid the appropriate entrance fee for joining the Club.
- When the General Committee has accepted your membership application to 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 and commences only when your membership application has been accepted.

## Help Available

If you have trouble printing off the membership form 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.

[member\\_sec@putneytownrc.co.uk](mailto:member_sec@putneytownrc.co.uk)

# Health and Safety Instructions

## Health

River water is not clean – sewage is dumped into the Thames regularly but there 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 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. Do not row if you have an injury – instead find out from your 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. Do not talk 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. Do not 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).

# How to complete your Membership Application Form

Print off a paper copy of the Membership Application Form:

- Supply your proper name (not a nickname) matching your signature
- Indicate the Membership Class that you are applying for
- Read, understand and sign the Membership Application Form.
- If you are applying for Junior membership class then your parent/guardian must also sign the form.
- All members must supply a POSTAL address. Please read the terms under which the Club will store and use the data supplied by you below.
- 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 of by post.
- Please let the Club know if you need to learn to row or scull.
- 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 25 years or over & participating in activities on the water.
- Under 25: aged between 18 and 23
- Student: those in full time education
- Unwaged: those who are currently unemployed
- 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 and passport photo (see Club Rules) must be returned to the Membership Secretary at the Club:

- In the mail racks next to the cox-box cupboard (on the left hand side as you come through the doors into the hall).
- 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); please ensure this is secured to your form in a sealed envelope to prevent confusion. 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. If you submit your payment by Bank Transfer your membership will not be taken to committee until we have confirmation of receipt of your money.

# What happens after you submit your Membership Form?

## 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 British Rowing (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 email 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.

# Club Rules

## I. 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 £35 monthly or £420 yearly unless:

- they are a full-time student, or aged under 25 not hiring boat racking from the Club in which case they shall pay £12 monthly or £144 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 £12 monthly or £144 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 £35 monthly or £420 yearly

### D. Rate of Subscription - Land Members: Land members shall either pay £12 monthly or £144 yearly unless:

- they are hiring boat racking from the Club in which case they shall pay £35 monthly or £420 yearly

## **2. ENTRANCE FEE**

A. Adult Members: Adult members shall pay an entrance fee of £70 unless:

- they are a full-time student or aged under 25 years in which case they shall pay £24
- 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 £24
- 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 £24.

## **3. COMPETITION ENTRY FEES**

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

## **4. CLUB EQUIPMENT**

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:

Under 13 years: 2 sessions

13-14 years: 3 sessions

14-15 years: 4 sessions

15-16 years 5 sessions

## **7. ROWING AFTER DARK**

No crews or club boats are to be afloat after dark unless by prior agreement of the General Committee. River rules with regards to lighting of boats after dark must be adhered to at all times.

## **8. STEER CERTIFICATION**

PTRC utilises a part of the River Thames which is subject to Tideway rules and as a result require all members steering to take a Club Steer Certification Test. PTRC keeps a record of members who are competent to steer as a coxswain, in a single or in the bows of a coxless boat. Each steer should be certified according to their level of expertise. PTRC offer Steer Certification courses periodically throughout the year in accordance with need. This course is completed following successful passing of a written test (multiple choice) and a water observation. The Steer Certification course and test is a PTRC test and is not transferable to other clubs on the Tideway.

## **9. CLUB SECURITY**

The Club asks all PTRC members to ensure the club is left safe and secure upon leaving. The Club requests that should you be the last to leave the club you ensure all doors and windows are secured, electrical systems e.g. music systems and lights are switched off and the compound gate is pulled shut.

# Data Protection Policy

PTRC hold records for all our members as a means of managing membership, communicating with our members and ensuring the health and safety of our members (e.g. emergency contact details, known health conditions). These records are held as part of a relevant filing system and are not shared with external agencies. PTRC has a legal obligation to protect the information we hold about our members under the Data Protection Act 1998. In relation to the Data Protection Act 1998 Data means information which – is recorded as part of a relevant filing system or with the intention that it will form part of a relevant filing system. A relevant filing system is defined in the Act as being- any set of information relating to individuals to the extent that, although the information is not processed by means of equipment operating automatically in response to instructions given for that purpose, the set is structured, either by reference to individuals or by reference to criteria relating to individuals, in such a way that specific information relating to a particular individual is readily accessible.

PTRC adhere to the Data Protection Act with regards to the processing of personal data and has a legal obligation to follow the eight key principles of the Act:

- 1) Processing personal data fairly and lawfully
- 2) Processing personal data for a specific purpose
- 3) The amount of personal data held is adequate for the requirements of the club
- 4) Keeping personal data accurate and up to date
- 5) Retaining personal data
- 6) Rights of the individual
- 7) Transfer of personal data
- 8) Not to transfer data to other countries

# Club Roles

In addition to the positions held by the officers of the Club and volunteers to General Committee, there are a number of other positions held by Club members, the role of which is to improve the quality of your time as a member. The details of these positions and resources can be found on posters at the Club. The people holding these positions are responsible to General Committee, but are not required to be elected to it.

## **Club Welfare Officer**

To provide guidance as needed on the welfare of junior Club members and Adult interaction with juniors, ie CRB checks. Club Water

## **Safety Officer**

To provide independent health and safety advice to General Committee who remain responsible for the safety of all Club members.

## **Junior Co-Ordinator**

Liaise with the club General Committee and club Captain and provide feedback on issues including junior coaching, competition and equipment needs, and ensure that all training and racing is carried out with safety as a priority and in compliance with the BR Row Safe code.

# Code of practice for coaches, club officials and volunteers

The Club operates a code of conduct for coaches, club officials and volunteers. These are issued to all new members and coaches. The essence of good ethical conduct and practice is summarised below.

All coaches, club officials and volunteers must:

- Consider the well-being and safety of participants before the development of performance.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport (e.g. fair play).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by British Rowing and the Club.
- Hold appropriate valid qualifications and insurance cover.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibited substances.
- Encourage participants to value their performances and not just results.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.