

Star Club (1960) CIC
Rules and Bye-laws

RULES

1. Name and Colours

- 1.1 The company shall be called Star Club (1960) CIC ('the Club').
- 1.2 The Club colours shall be sky blue, dark blue, scarlet and white.

2. Objects

- 2.1 The objects of the Club are set out in Article 5 of the Club's Articles of Association ('the Articles'), which are filed at Companies House.

3. Management

3.1 The day-to-day management of the Club's affairs shall be entrusted to the Board. Any Director may attend and vote at meetings of the Board and will be assisted by Officers of the Club ('Officers') who are not Directors of the Club. Directors shall be elected by ballot at the Annual General Meeting ('AGM') in accordance with Article 24. Officers shall also be elected by ballot and both Directors and Officers elected as such shall hold office until the next AGM.

3.2 Whenever possible, the AGM shall be held in October each year.

3.3 The Captain shall be elected by ballot at a Special General Meeting of the Club ('SGM') to be held by the end of July each year. The Captain will be responsible for appointing immediately, or as soon as possible after the SGM (and as and when a vacancy occurs):

- i. One or more Vice-Captains; and
- ii. A leader for each current rowing squad.

3.4 With the exception of the Junior Squad, the Captain in consultation with the athletes in those squads shall make the appointments in sub-paragraph 3.3(ii) above and will normally appoint the member(s) nominated by the relevant squad. The parents of Junior members and Junior members aged 16-18 have the right to elect by a simple majority a Junior Captain.

3.5 Candidates for Directors and Officers are to be nominated and seconded by those members eligible to vote as prescribed by Article 29.8 and will sign to agree their nominations. If requested, candidates should offer a brief statement of why they believe they can do a good job in that particular role.

3.6 With effect from 1 December 2022 any role undertaken by Officers can be carried out by two persons, but only one such person may attend and vote at Board meetings, except for the role of Secretary to the Board, in which

instance with the agreement of the Board, two Directors and/or Officers may share the role, each with a single vote at Board meetings.

3.7 For the avoidance of doubt, the Junior Captain has the right to be a member of the Board and is able to vote on all matters requiring a decision by the Board.

3.8 Each Director (other than the Chairman) should, as soon as possible after the AGM, convene a sub-group of members working with them to execute their responsibilities.

3.9 The Club's Rowing Safety Adviser will have the right to attend and speak at all meetings of the Board.

3.10 The Director or Officer responsible for Welfare and Safeguarding shall carry out the duties required by legislation, good practice and the recommendations of British Rowing, with special responsibility for safeguarding, welfare and the protection of children and adults.

3.11 Any member may participate in the management of the Club by joining a sub-group concerned with activities relating to their personal interests.

3.12 Details of all elected Directors and Officers and supporting sub-groups shall be posted on the Clubhouse notice board and on the Club's website as soon as practicable after the AGM.

3.13 The Board shall meet as often as is necessary in order to:

- i. Receive reports from Directors;
- ii. Receive reports from Officers;
- iii. Consider reports and recommendations from the Rowing Safety Adviser;
- iv. Consider other matters affecting the Club and its operations at that point in time, including compliance with legal and contractual obligations; and
- v. Ensure that all possible efforts are being made to promote the objects of the Club.

4. Membership

4.1 Membership of the Club shall be open to all as specified in Article 5.4. Every member must sign a guarantee to pay a maximum of £1 in the event that the Club is unable to meet its liabilities. Every member shall also be required to pay an annual subscription.

4.2 The terms of membership are set out in Articles 29 to 31 inclusive. The Board may delegate to the Membership Director or Officer responsibility for the maintenance of the Register of Members. In compliance with Article 29, the Board must approve all applications from new members.

4.3 All members are expected to assist as may be reasonably required by the Board in the running of the Club's affairs.

4.4 Membership categories and fees shall be established by the Board and proposed to members at a SGM to be held in July each year.

4.5 The membership year shall run from 1st September to 31st August and:

- i. Membership subscriptions are to be paid in advance, either annually or monthly in advance by the payment method(s) allowed by the Board;
- ii. Renewal notices are sent out to members from 1st August and (subject to (iii) and (iv) below) all subscriptions (or in the case of monthly payments, the first such payment) must be paid by 1st September;
- iii. Where paid annually, membership subscriptions are due on 1st September of the relevant membership year. This means that they must be paid on or before 1st September, or on the first working day after 1st September if that date is not a working day;
- iv. Where paid monthly, the first payment is due on 1st September, or on the first working day after 1st September if that date is not a working day. Subsequent monthly payments are due on the first working day of each month; and
- v. Any arrears in subscriptions will result in the removal of voting rights and rights to use Club equipment. These rights will be reinstated once payment is received. The setting up and continuation of agreed standing order arrangements shall be deemed to be payment for this purpose. Members whose subscriptions remain unpaid after 1st September shall not be entitled to use any of the Club's facilities or to vote at General Meetings and, after written notice, shall be deemed to have resigned, but subject to the provisions of Article 31.1

4.6 All members, other than Junior Rowing Members, must be at least 18 years old at the beginning of the membership year. Junior Rowing Members between the ages of 16 to 18 years may be permitted to join another squad on approval of the Captain. Parents of Junior Rowing Members are not entitled to vote unless such parents subscribe to one of the voting categories of membership as stated in Article 29.7.

4.7 Vice Presidents (including the President and the Deputy President) are invited to make an annual donation in lieu of a subscription, commensurate with their use of the Club's facilities.

4.8 Honorary Life Members shall be elected at an AGM from persons nominated by the Board in recognition of outstanding contribution to the Club or to rowing. They need not be members when nominated. Associate Members shall be elected at an AGM from persons nominated by the Board, who have combined with, represented or otherwise served the Club, RAF Cardington, RAF Henlow, Bedford Ladies or Bedford Star Rowing Clubs at some time, but are currently precluded from regular, active membership by reason of residence, employment, or ill health. In accordance with Article 29.10, Honorary Life Members and Associate Members shall not be eligible to

vote at the AGM or SGMs of the Club and will not required to act as guarantors of the Club.

4.9 The Director or Officer responsible for membership may, with the approval of the Board, reduce or waive the subscription payable by a member, or authorise use of the participation fund, to recognise that individual's outstanding contributions to the Club, hardship or limited use of the facilities in any year.

5. Vice Presidents, President and Deputy President

5.1 Vice presidents shall be nominated by the Board from members who have given outstanding service to the Club, for election, by a simple majority, of members voting at an AGM. If elected, they will hold that status for life unless elected Deputy President or President, after which terms of office membership will revert to that of Vice President. A retiring Captain does not have the automatic right to be elected a Vice President.

5.2 A Vice Presidents is entitled to relinquish their role, without notice. The Club is entitled to remove the status of Vice President from an individual, but only with the consent of a simple majority of members voting at a SGM of the Club.

5.3 The President shall be selected from Vice Presidents to serve a three-year term and elected by members at an AGM. The term as President may be extended for single periods of one year when recommended by the Board and approved by members at an AGM or SGM. Prior to completion of a President's term of office, and ideally on initial appointment, members will also elect a Deputy President from among the Vice Presidents to take office at the conclusion of the newly elected President's term of office.

5.4 The principal responsibilities of the President are:

- i. Liaising with Vice Presidents, Chairman and Local Business Leaders;
- ii. Organising Vice Presidents' Suppers;
- iii. Developing relationships with the community, stakeholders and supporters, such as sponsors;
- iv. Acting as a figurehead in all major events involving the community, such as Star Regatta, Star Head of the River and Star New Year Head;
- v. Presenting of awards at events
- vi. Organising the Annual Awards Dinner; and
- vii. Chairing SGM's and AGM's of the Club, at the invitation of the Directors.

6. Annual General Meeting

6.1 The AGM shall, wherever possible, be held in October each year in accordance with Article 32.3. Other SGMs will be held as and when decided by the Board. The AGM and SGMs shall be conducted in accordance with Articles 32 to 47 inclusive. Where it is not practicable to hold a physical meeting, the meeting may be held by a video conferencing facility.

6.2 The date and time of the AGM (and SGMs) will be announced 21 days in advance to all voting members, by e-mail, through Squad Leaders and on notice boards in the Clubhouse and will be reinforced with regular reminders.

6.3 A briefing pack, including details of the agenda and motions for consideration, together with minutes of the previous meetings will be circulated 14 days in advance of the date of the meeting. The briefing pack will also state the pre-defined period (determined by the Board) during which “in absentia” votes may be sent by e-mail. Voting by proxy will also be permitted in accordance with Articles 45 and 46.

6.4 The Director or Officer responsible for membership will produce a list of members who are eligible to vote, at least one day before the meeting.

6.5 Nominations for Directors and Officers to be elected at the AGM, signed by a proposer, seconder and nominee shall be placed on the Clubhouse notice board 7 days before the meeting and on the Club’s website. If it is not practicable to use the notice board, nominations may be made by e-mail to the Chairman and the Secretary and these will be publicised to members by other suitable means.

6.6 Other resolutions for proposal at the meeting shall be notified to the Secretary at least 14 days before the meeting. In accordance with Article 32.2 twenty members entitled to vote are required to sign motions not originating from the Board.

6.7 Voting may be carried out through a show of hands, by a poll, by using an electronic voting system, or by any other means that is suitable and secure according to Articles 42 and 43.

6.8 Where voting on motions is to be based on a show of hands of those in attendance, plus voting “in absentia” and by proxy, those attending and eligible to vote will have a means of identification provided when joining the meeting. If there are two or more candidates for a post, a poll will be taken to eliminate those candidates with the least votes at each ballot.

6.9 Where voting is carried out using an electronic voting system, this may be used for all voting including voting in absentia and by proxy. Combinations of the various voting methods may be used.

6.10 If an electronic voting system is not used, voting in absentia and by proxy may be exercised by e-mail. In that case, a member’s voting choice(s) for

published voting matters must be e-mailed to the Chairman and copied to the Secretary within a pre-defined period prior to the time that the meeting is due to start. Voting preferences should be clearly stated as follows:

- i. In the case of an election, state the name of the person being voted for, or abstain: and
- ii. In the case of a proposed motion, state for or against the motion or abstain.

6.11 At the invitation of the Board, the President, or Deputy President shall address members at the outset and conclusion of the AGM or SGM.

6.12 The result of the voting and the minutes of the meeting will be published to all members within 5 days of the meeting, including the number of people who voted in total; number for; number against; and abstentions.

7. Special General Meetings

7.1 A SGM shall be convened by the Secretary in July each year for the election of the Captain and agreement of annual subscriptions. The Secretary will also convene a SGM on receipt of a request signed by 20 members having voting rights and stating their purpose, or at the request of the Board.

7.2 21 days' notice in writing shall be given to all members.

7.3 The same arrangements and voting procedures shall apply as at an AGM and in accordance with Articles 42 and 43.

8. Financial

8.1 The AGM shall be held for the purposes set out in Article 32.3.

9. Legal

9.1 The Board may appoint a legal adviser to assist in ensuring that Club operations and activities comply with all legal requirements.

10. Club Opening

10.1 The boathouse, gymnasium and clubrooms shall be opened and closed according to the guidelines and instructions provided by the Board, with special reference to the arming and disarming of the security alarm.

11. Bar

11.1 In addition to professional bar staff, only members approved by the Board may serve behind the bar. No person under the age of 18 years may serve behind the bar unless supervised by an adult and may not under any circumstances serve alcoholic drinks.

11.2 The bar shall be open for the sale of liquor during such hours as are decided by the Board, subject to legislation and where necessary, permission of the Licensing Magistrates.

12. Affiliated and Associated Clubs

12.1 The Board shall agree individual arrangements with any such clubs at the appropriate time, as specified by Article 5.14.

13. Changes to Rules

13.1 No alteration shall be made to these Rules of the Club except by a two-thirds majority of votes cast by members eligible to vote at a SGM and only if such alterations do not contradict the Articles, Company Law or the requirements of maintaining Community Amateur Sports Club status.

14. Dissolution

14.1 The Club shall be dissolved in accordance with Article 56.

15. Club Rules and Bye-laws

15.1 In accordance with Article 54, the interpretation of the Rules and Bye-laws shall be the prerogative of the Board.

16. Code of Conduct, Grievance and Disciplinary Procedures

16.1 The Club's Code of Conduct is set out in the Appendix 1 to these Rules and Bye-laws.

16.2 An individual or member with a complaint about treatment by the Club should set out their grievance in the first instance to the Chairman or President. The Club will seek to deal with complaints in a fair and timely manner, with reference to the Club's Grievance Policy, a copy of which is available on request, and also British Rowing's guidelines on grievance and disciplinary procedures in rowing.

BYE-LAWS

1. Format of General Meetings

1.1 In order to ensure that General Meetings at which elections and votes will take place will be conducted in a consistent manner and to minimum standards, the following will apply:

- i. The room for General Meetings will be laid out in meeting format: Table in front for President, Chairman, Secretary and other officials presenting reports or motions; also, allow space for any candidates and scrutineers where required;

- ii. The room will be set out to allow the best view of proceedings for attendees;
- iii. Copies of agendas, reports and minutes of the last General Meeting are to be available in sufficient quantity for distribution to attendees;
- iv. The bar will be closed 10 minutes before the meeting starts;
- v. A microphone/public address system will be made available and used;
- vi. A roll of members present will be taken and eligibility to vote confirmed (checked against a report generated on the previous day);
- vii. Where voting on motions is to be based on a show of hands, those eligible to vote will have a means of identification provided when joining the meeting;
- viii. The President/Chairman will be deemed responsible for fair and equitable proceedings, including summary of items to be captured in the minutes;
- ix. If it is not possible to hold a physical meeting, the meeting may be held by electronic conferencing facilities; and
- x. Where an electronic voting system is used, this will be set up to ensure that only members eligible to vote can use it.

2. Use of Equipment

2.1 The Board strongly advises all individuals who use Club equipment on the water to ensure that they have adequate insurance in case of personal injury, injury to other people or damage to other people's property. The Club does not provide such insurance for members. Insurance is, however, available through membership of British Rowing.

2.2 Boats, oars, ergos and other equipment shall be used in accordance with stipulations issued by the Captain (or other officers to whom the Captain has delegated authority), subject to any restrictions when made available to the Club by sponsors. In the case of the latter, such equipment shall only be used in accordance with the sponsor's wishes. Where practicable, a clear policy shall be made known to members on this matter.

3. Damage to Equipment

3.1 All damage to equipment or to a third party shall be reported to the Rowing Safety Adviser, the Captain, and the Equipment Officer and, if necessary, the Insurance Officer and shall be recorded in iCrew. If the Board decides that the damage was caused willfully or by gross negligence of a member, then that member or members shall be liable to bear the cost.

4. Safety

4.1 Before using any Club equipment, all members shall confirm in writing that they are familiar with the RowSafe guide published by British Rowing and any additional safety rules of the Club and agree to comply with them.

5. Juniors

5.1 No member of the Club may coach, transport or otherwise assist in dealing with members under the age of 18 unless they have complied with the Club's Child Protection Procedures.

6. Other Clubs

6.1 No member shall row or scull with any other Club without notifying the Captain. If competing, the crew concerned will normally compete as a composite crew.

7. Rowing Kit

7.1 All members competing in any event shall wear only the approved Club kit.

8. Overdue Debts

8.1 No member shall be entered for any event if subscriptions or entry fees are overdue

9. Access to Club Premises and Use of Equipment

9.1 Access to the premises and use of Club equipment by any member shall only be permitted in accordance with instructions given by the Captain or the Board.

10. Loan of Equipment

10.1 Equipment shall not be loaned to or from third parties without the consent of two members of the Board, except during the course of a rowing event. In such circumstances, the senior member(s) in attendance may give consent for a loan to or from a third party, if suitable undertakings are received. Charges may be made or received at the discretion of the authorizing member(s).

11. Personal Effects

11.1 No responsibility is accepted by the Club for any loss of personal effects.

Appendix 1: Code of Conduct for Club Coaches, Officials, Volunteers and Members

INTRODUCTION

Star Club adheres to British Rowing's 'Code of Conduct' issued in 2022. The Club is fully committed to providing a safe and enjoyable environment in which its members can strive to fulfill their potential in the sport of rowing and in which to socialise. The Club respects the rights, dignity and worth of every person regardless of age, disability, gender reassignment, marital status, race, ethnicity, religion or belief, sex, sexuality or social and economic status. The Club is committed to everyone having the right to enjoy its facilities in an environment free from threat of intimidation, harassment and any behaviour that could be construed as abuse. All members have a responsibility to oppose discriminatory behaviour. The Club will deal with any incidents of such behaviour seriously, in accordance with the disciplinary procedures that form part of this Code. All members, and where appropriate, parents or carers of junior members and adults at risk, must abide by the following Code of Conduct in so far as it affects their participation in the Club.

THE CODE

1. STANDARDS OF CONDUCT FOR ALL PARTICIPANTS

- All members **must**:
 - Not behave or conduct themselves in any manner that could bring the Club's reputation into disrepute.
 - Not bring the sport of rowing, British Rowing, other affiliated Clubs and competitions into disrepute;
 - Display consistently high standards of behaviour and appearance in competitions, training and in the Clubhouse;
 - Respect Club equipment and report damage immediately;
 - Adhere to the letter and spirit of British Rowing's Codes, Regulations, Rules and Policies and those of the Club and other competition authorities or relevant organisations;
 - Comply with British Rowing's Safeguarding, Anti-doping and Integrity Policies;
 - Ensure that all activities undertaken are appropriate to age, ability and experience of those taking part;
 - Promote the positive aspects of the sport (e.g. fair play and sportsmanship) and not carry out any acts for the purpose of cheating or the manipulation of competition;
 - Never engage in nor condone bad or abusive behaviour, rule violations, or the use of prohibitive substances;
 - Never use nor encourage others to use illicit drugs whilst participating in rowing or assisting others in rowing;

- Respect the rights, dignity and worth of other participants, employees, coaches, volunteers and members;
 - Be respectful in their actions and language (both spoken and written);
 - Not engage in nor condone any form of bullying, discrimination or victimisation;
 - Not engage in nor condone acts of verbal and physical abuse;
 - Avoid inappropriate relationships which involve one person having a position of authority or influence over another; and
 - Follow the relevant guidance on the use of social media (as stated on [British Rowing's Safeguarding webpage](#)) and not post on social media any content, which is inappropriate or offensive.
- All members **should**:
 - Not drink alcohol, or be under the influence of prior drinking of alcohol whilst participating in rowing, or coaching, officiating or assisting others in rowing;
 - Follow the directions of coaches, instructors, umpires and officials of a Club, Competition, or relevant organisation;
 - Be a positive role model at all times; and
 - Not act in any way that would result in an actual or potential conflict of interest.

2. ADDITIONAL STANDARDS OF CONDUCT FOR PARENTS OR CARERS OF CHILDREN OR ADULTS AT RISK

- Parents/Carers **must**:
 - Not force children or adults at risk to participate in the sport or place undue pressure on them; and
 - Conduct themselves with respect for coaches and officials of the Club, Event or Competition and other participants, supporters, members or parents/carers and guardians.
- Parents/Carers **should**:
 - Encourage learning and enjoyment of all aspects of involvement in rowing;
 - Work with the Club and/or coach to ensure that the level and type of participation is appropriate to their child, or adult's stage of development;
 - Ensure that their child or the adult understand the requirement to follow the Club's rules and those of Events or Competitions; and
 - Ensure that they understand the basis of good safeguarding and their child or adult's commitment to clean sport.

3. ADDITIONAL STANDARDS OF CONDUCT FOR COACHES, INSTRUCTORS, OFFICIALS AND UMPIRES

- Coaches and others involved in performance **must**:

- Comply with British Rowing's [RowSafe](#) guidance at all times;
 - Not assume responsibility for any role which they are not qualified or prepared for, or mislead others as to the level of their qualification or competence;
 - Act equitably in officiating and combat discrimination on the basis of gender reassignment, marital status, disability, age, race, colour, sexual orientation and economic status;
 - Consider the well-being and safety of participants before the development of performance and not force anyone to participate in the sport or place undue pressure on them;
 - Be totally impartial in matters of crew selection, which should be made on the basis of ability and crew compatibility;
 - Not allow any form of behaviour that might violate British Rowing's policies and guidelines to go unchallenged;
 - Take action to report to the Club's management concerns they may have about behaviour towards any participant in accordance with British Rowing's policies and guidelines including anti-bullying;
 - Develop an appropriate working relationship with athletes, coaches and officials, based on mutual trust, respect and impartiality and maintain an environment free of fear and harassment;
 - Condemn cheating, manipulation of competition, the use of prohibited substances or methods and take responsibility for guidance on these matters;
 - Observe appropriate boundaries and relationships with participants;
 - Avoid sexual intimacy with participants;
 - Ensure any physical contact is appropriate and necessary and is carried out in an appropriate manner and with the full consent and approval of the participant;
 - Never exert undue influence over athletes to obtain personal benefit or reward;
 - Maintain confidentiality and comply with relevant data protection legislation; and
 - Hold appropriate insurance cover.
- Coaches and others involved in performance **should:**
 - Maintain an environment of inclusivity;
 - Be aware of the physical and emotional needs of all participants (especially at the development phase) and ensure that training loads and intensities accord with [British Rowing's How Much and How Often and Rower Development Guide](#);
 - Ensure the health, safety and well-being of all Participants; and
 - Make a commitment to providing a high-quality service.

4. ADDITIONAL STANDARDS OF CONDUCT FOR ANY INDIVIDUAL WORKING WITH CHILDREN

In addition to the above, anyone working with children (rowers and coxes under 18) must be familiar with, comply with and promote the British Rowing Safeguarding Young People Policy and [Safeguarding Handbooks](#).

- Individuals **must**:
 - Recognise that the welfare of children is paramount and that the need to ensure that children are protected is a primary consideration and may override the rights and needs of those adults working with them;
 - Follow British Rowing's guidance on the use of social networking services and social media and text and e-mail messaging as contained in [Safeguarding Handbook 4](#), Safety in the Digital World;
 - Observe appropriate boundaries and relationships with children including use of contact and in language and communication, both in person and in a virtual context. See [Safeguarding Handbook 3](#), Clubs Training and Competition Guidance;
 - Always be publically open when working with children, avoiding coaching, meetings or situations where a child or children and the individual are completely unobserved;
 - Work with a child's parent/carer or guardian to ensure the level and type of participation is appropriate to the child's stage of development; and
 - Hold relevant DBS clearance.

5. ADDITIONAL STANDARDS OF CONDUCT FOR ANY INDIVIDUAL WORKING WITH ADULTS AT RISK

In addition to the above, anyone working with adults who have care and support needs must be familiar with, comply with and promote the British Rowing Safeguarding Adults at Risk Policy and Guidance documents.

- Individuals **must**:
 - Recognise that the welfare of the adult is paramount and that the need to ensure that adults are protected is a primary consideration and may override the rights and needs of staff or volunteers working with them;
 - Understand that diversity is valued, and all adult participants should be treated with dignity and respect;
 - Observe appropriate boundaries and relationships with adults, including use of contact and language and communication;
 - Work with any appropriate carer or guardian to ensure that the level and type of participation is appropriate for the adult and any care and support needs they have;

- Ensure that the well-being of adults who are at risk of harm will be put first and the adult will be actively supported to communicate their views and the outcomes they want to achieve from disclosing concerns; and
- Ensure that a 'person-centred' approach to safeguarding adults is taken, meaning that no decision about the adult is made without consulting them first. Adults have the right to be involved in the safeguarding process concerning them.

6. BREACHES OF THE CODE

- In accordance with [British Rowing Guidelines on Grievance and Disciplinary Procedures in Rowing](#), most concerns will be dealt with informally by a combination of the Club's Welfare Officer and/or the Captain.
- If a satisfactory resolution cannot be dealt with informally as described above, or if the concerns are of a significant nature and/or are not appropriate to be dealt with by the Welfare Officer and/or the Captain, then the alleged breach will be dealt with by the formal resolution procedure described below.
- The formal process afforded to a member will follow the '[British Rowing Guidelines on Grievance and Disciplinary Procedures in Rowing](#)'.
- The aim of the formal procedure is to provide a framework within which the Club can work with members to maintain behaviours consistent with the Code of Conduct and to encourage improvement where necessary. The Club aims to deal with any matter fairly, ensuring that the member is provided with the following:
 - Formal process, including where appropriate, access to mediation before appointing a formal panel;
 - A written statement of the allegations, together with witness statements, if appropriate;
 - A hearing before panel members delegated by the Management Board; and
 - A written record of the hearing and the subsequent discussion by the Management Board
- Following an investigation and hearing, if it is considered that grounds for disciplinary action exist, the member will be informed in writing.
- Available sanctions will include but are not limited to:
 - Time-limited ban from the Club bar;
 - Time-limited ban from water or training activities;
 - Time-limited ban from using Club equipment;
 - Suspension from the Club; and
 - Expulsion from the Club
- The member will only have the right to appeal if the circumstances fall within the ambit of '[British Rowing Guidelines on Grievance and Disciplinary Procedures in Rowing](#)'. A panel convened in accordance with such Guidelines will hear the appeal.

- The member will be provided with a written record of the appeal hearing and subsequent decision.

7. WHISTLE BLOWING

- The Club is committed to maintaining the highest standards of integrity and accountability and is committed to a culture of openness to protect the Club's reputation. In this respect, the Club subscribes to British Rowing's ['Whistleblowing Policy'](#).
- In the first instance, members who believe that a breach of the Code has occurred are encouraged to contact a member of the Management Board to discuss their concerns. In the event that the member believes that the Management Board has not dealt with the matter appropriately, they are entitled to contact British Rowing with their concerns. It remains the case that members, should they so wish, may contact British Rowing on an anonymous basis without resort to the Management Board.
- The Whistle Blowing policy applies to all aspects of the Code of Conduct and may include as an example:
 - Actions that bring the Club or the sport into disrepute;
 - Breaches of British Rowing's rules, regulations, codes or policies;
 - Breaches of Safeguarding and Protecting Children or Adults at Risk Policies;
 - Serious Health and Safety Risks;
 - Abuse of authority; and
 - Any other unethical behaviour.
- The Club is committed to cooperating fully with all enquiries made by British Rowing in this respect.