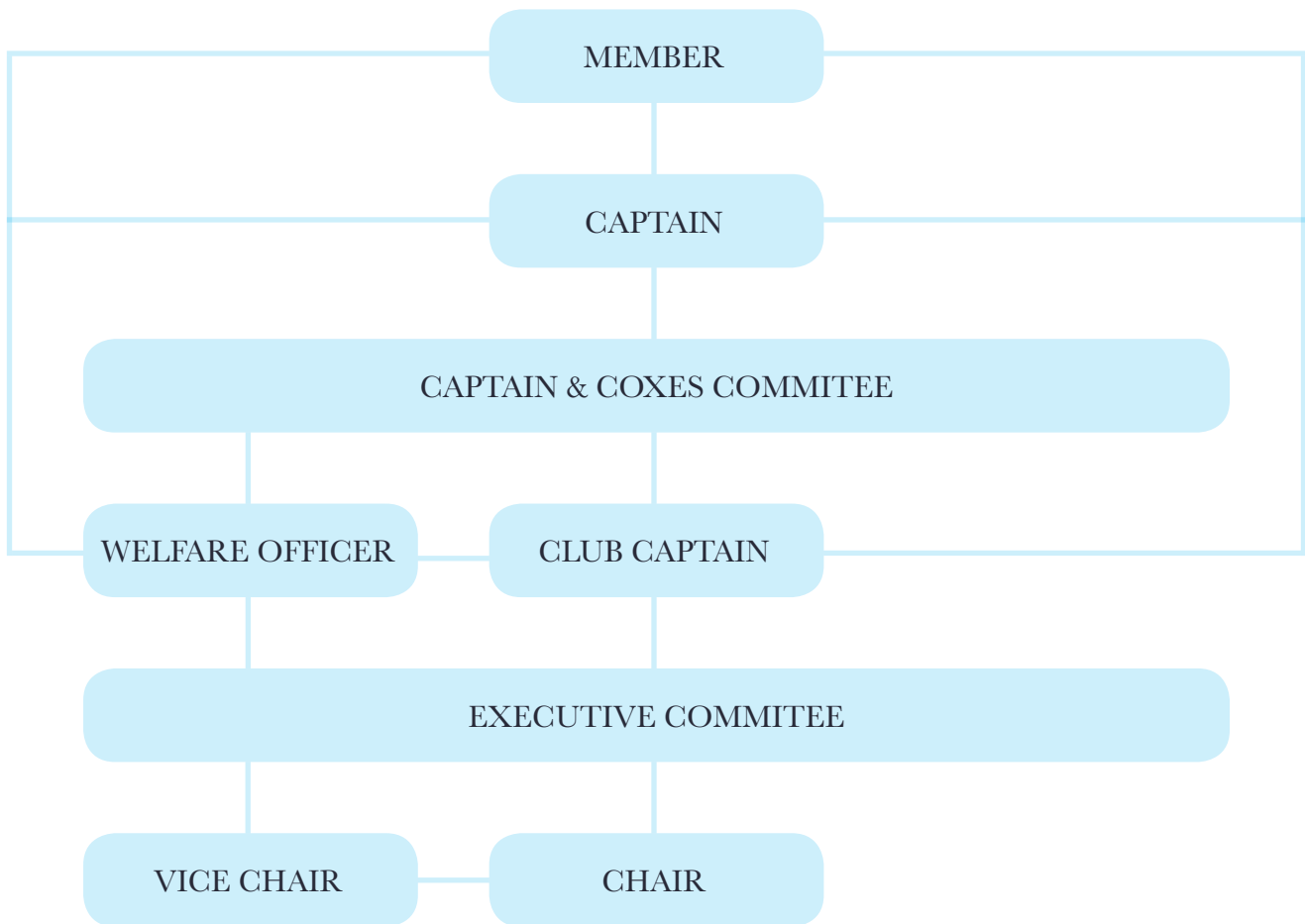


Club Structure, Responsibilities & Procedures



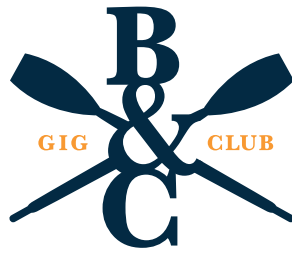
Our individual Members are the club's top priority; their safety, interests & concerns are paramount to the success of the club. Without them we have no rowers, no teams & no club. Without them we have no future captains, coxes, committee Members, vice chairs or chairs.

This document attempts to outline the key structures, responsibilities & procedures within the club to equip all our Members, from individuals to chair, with the knowledge they need to help continue to develop a positive club culture based on hard work, discipline, honesty & humility.

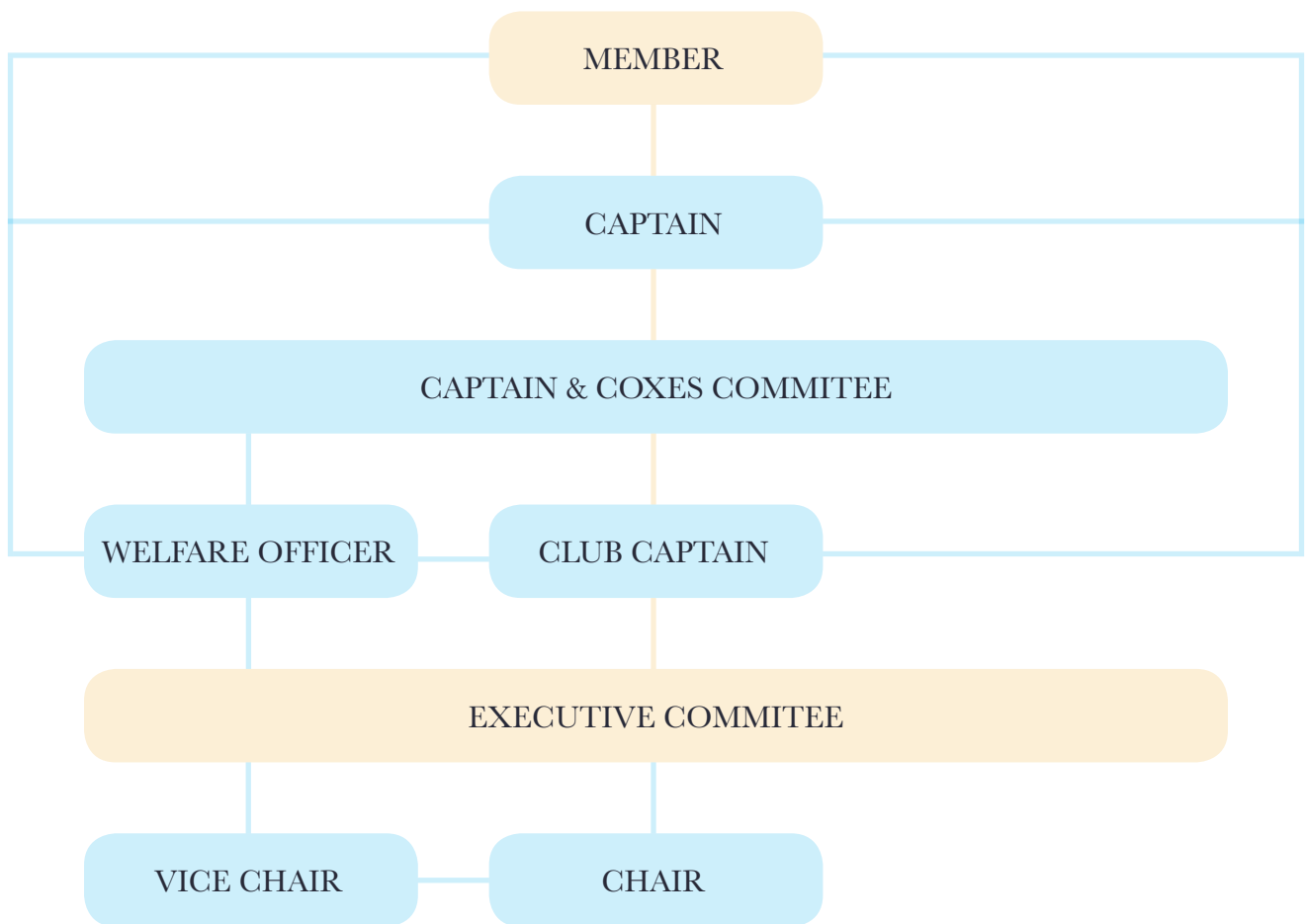
The above diagram shows the core structure of our club and will be utilised throughout this document to illustrate the club's responsibilities & procedures.

This document will not be definitive & will be updated periodically when possible or necessary.

Please see last page of document for a breakdown of each committees' roles and responsibilities



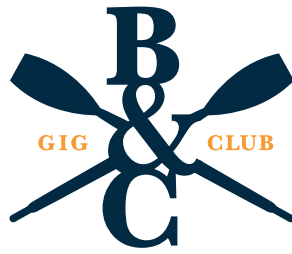
How should the Exec Committee communicate with individual Members?



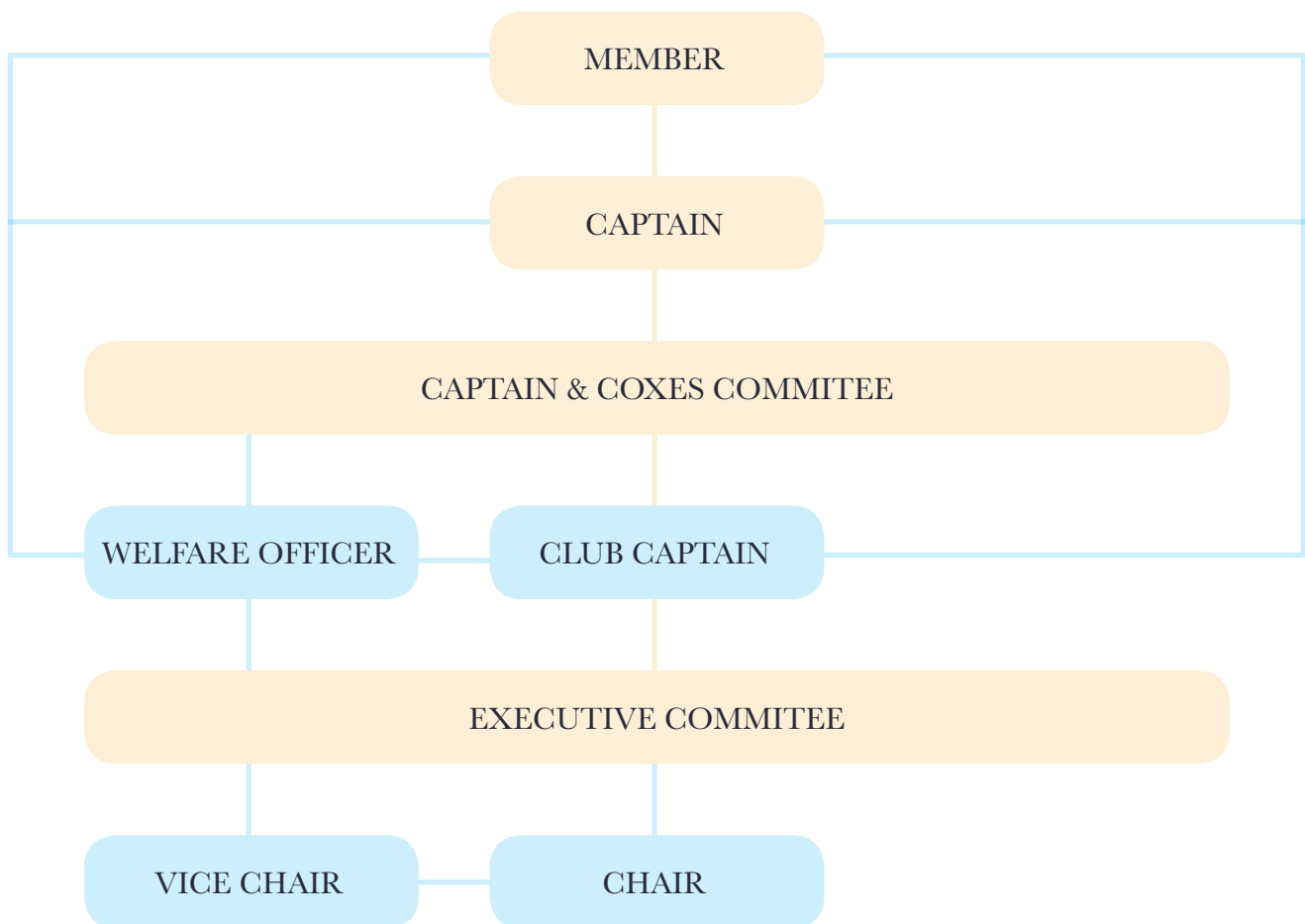
In long-term and club-wide, rather than team-specific, matters such as ;

- Annual events, parties, fundraising, AGM etc
- Scillies Travel plans
- Selection
- Club vision, policy, ethos & direction

the Executive Committee (EC) should contact individual Members directly via email-outs. Facebook should only be used for informal messages or as a companion/reminder to email as it can't be assumed all Members are users or frequent users of any one social media platform.



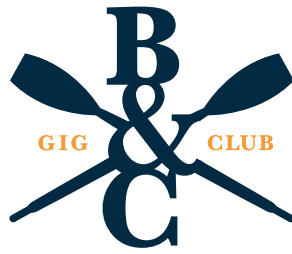
How should the Exec Committee communicate to teams?



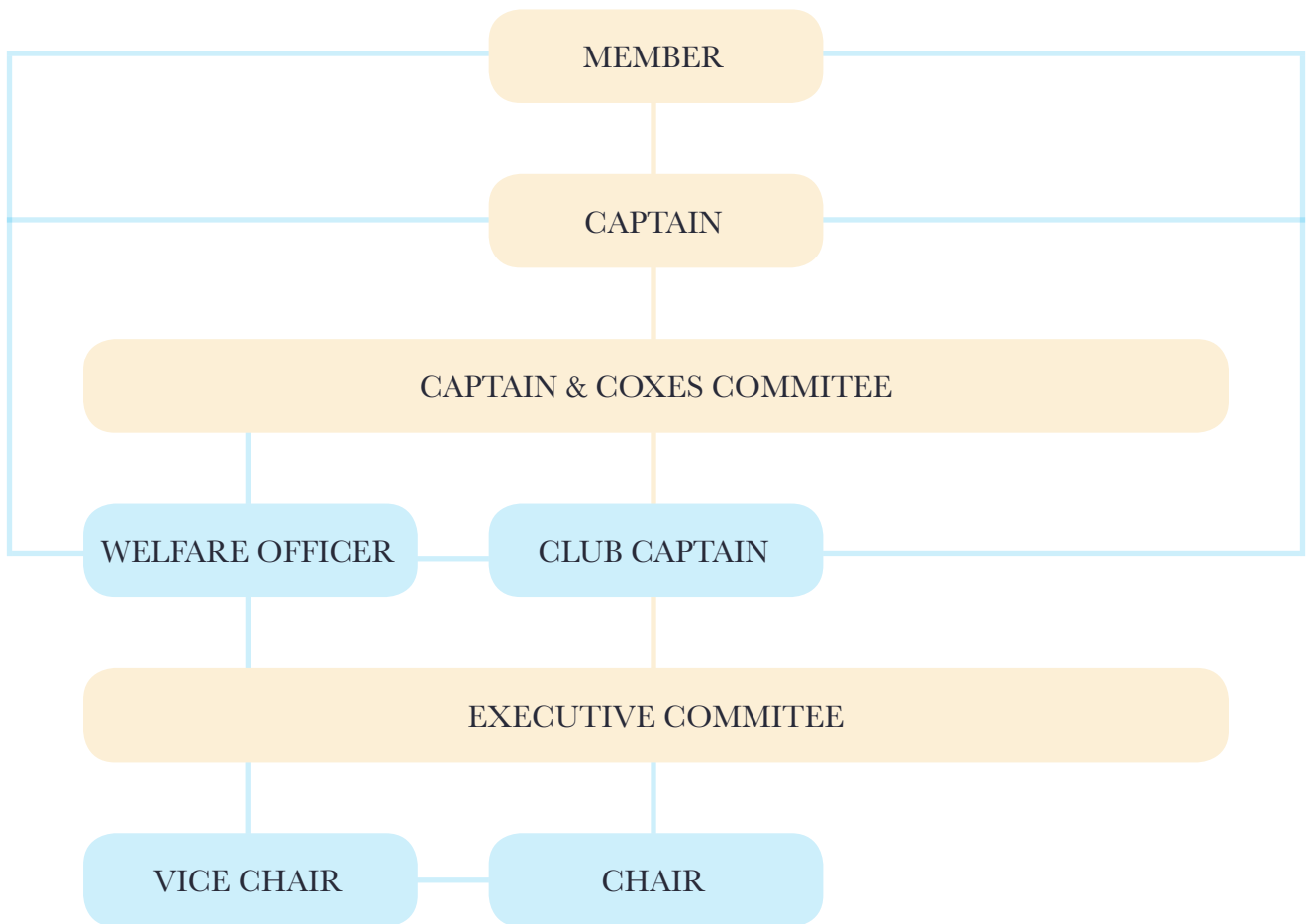
In short-term and team-specific, rather than club-wide, matters such as ;

- Training schedules
- Race crews & attendance
- Team-specific socials
- Team responsibilities (carrying out agreed maintenance etc)
- Recent activity (boat locations, safety etc)

the EC should pass information to captains via Captain & Coxes Committee (C&CC). Captains should then contact team Members to give information directly via email-outs. Teams can also set-up Facebook message groups if all team Members agree.



How should Members raise issues to the Exec Committee?

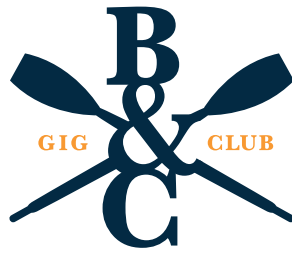


Individual Members should first raise issues with their Team Captain. If the Team Captain is unable to resolve, then they can raise the issue at the next C&CC meeting. If C&CC is unable to resolve the issue then Vice-Chair will raise at next EC meeting.

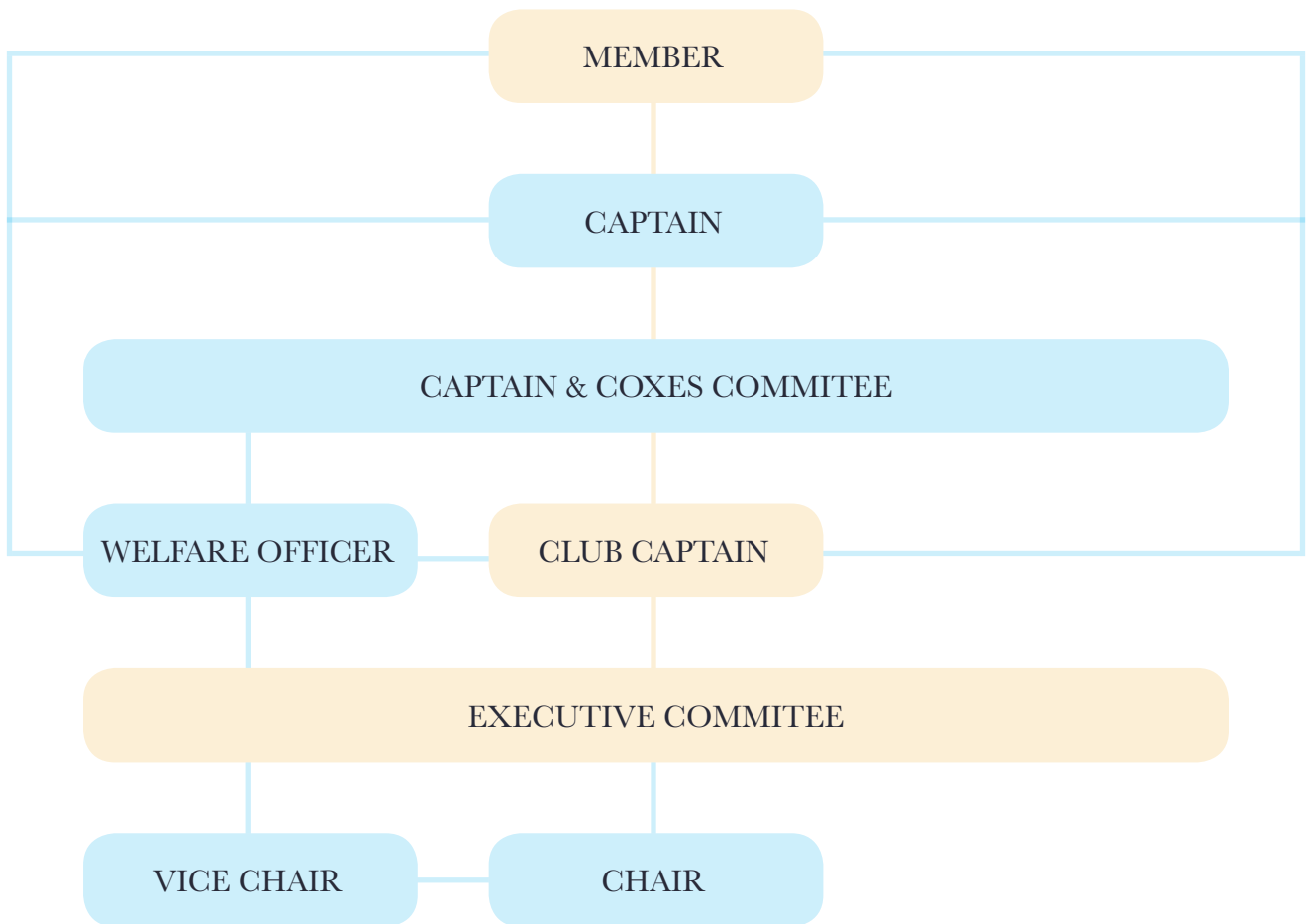
Whether from Team Captain, C&CC or EC any response should be directed via same route in reverse unless otherwise agreed appropriate between Team Captain, C&CC & EC.

If the matter is time-critical then the individuals' team captain may raise the issue directly to the EC via email.

Perspective is required in all instances - there will be occasions when stepping outside of established lines of communication makes good sense, but otherwise we should keep to what's outlined here in order to not overburden the C&CC or the EC at any given time.



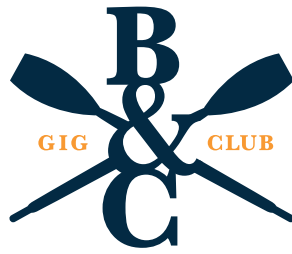
What if it is not feasible for a Member to go via Captain with an issue?



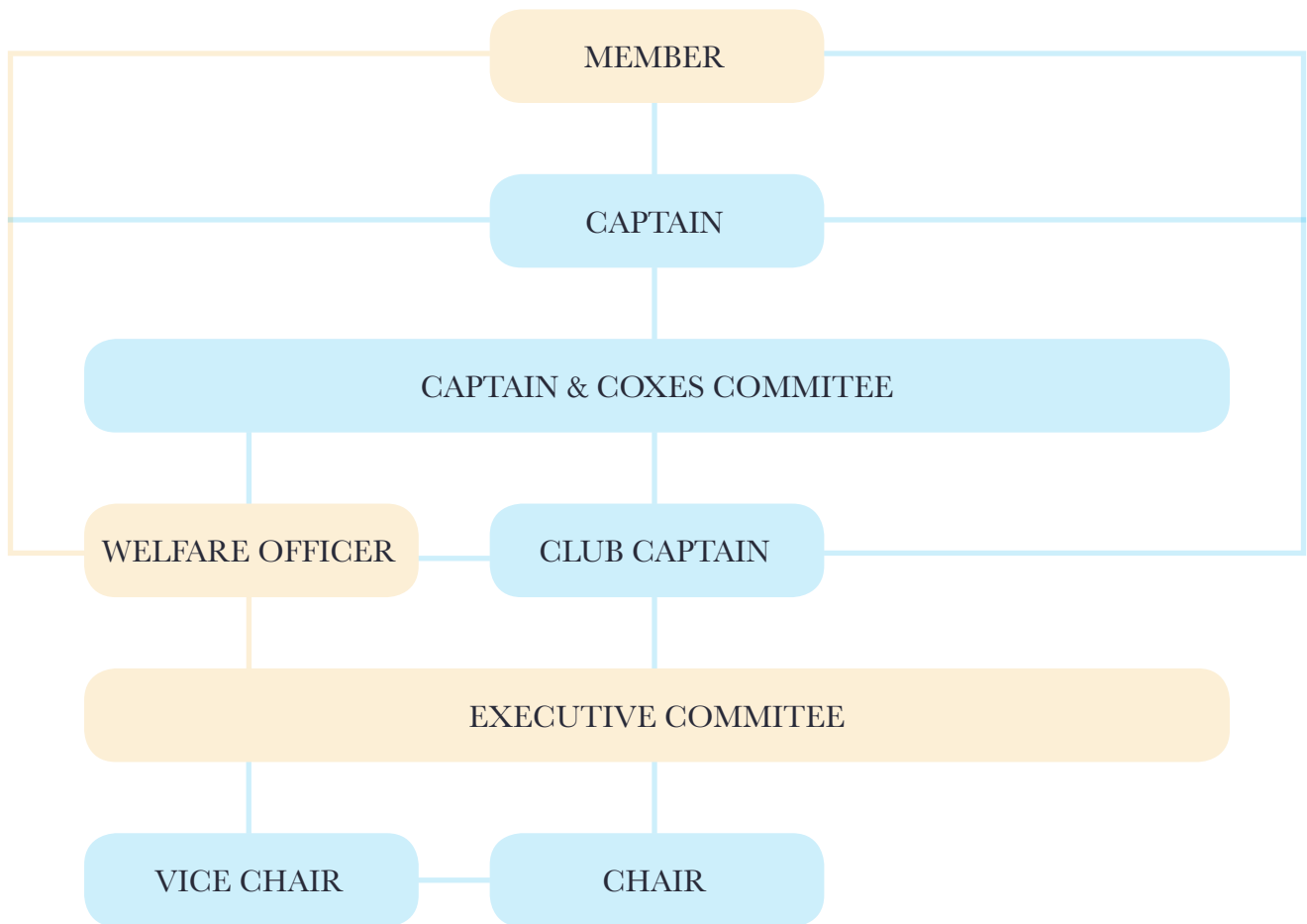
Individual Members should raise their issue with the Club Captain in the following instances;

- They have raised issue with their captain who has not resolved the issue satisfactorily
- The issue relates to personal information & the Member isn't happy to share with captain
- The issue relates to problems with the team-captain themselves

The Club Captain should then raise the issue direct to the EC & the EC should direct response via the same route in reverse unless otherwise agreed appropriate between Club Captain & EC.



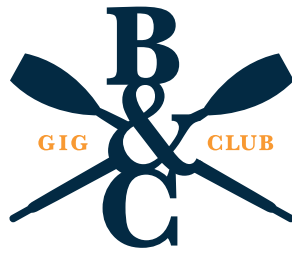
What if Team & Club Captains cannot resolve Member's issue?



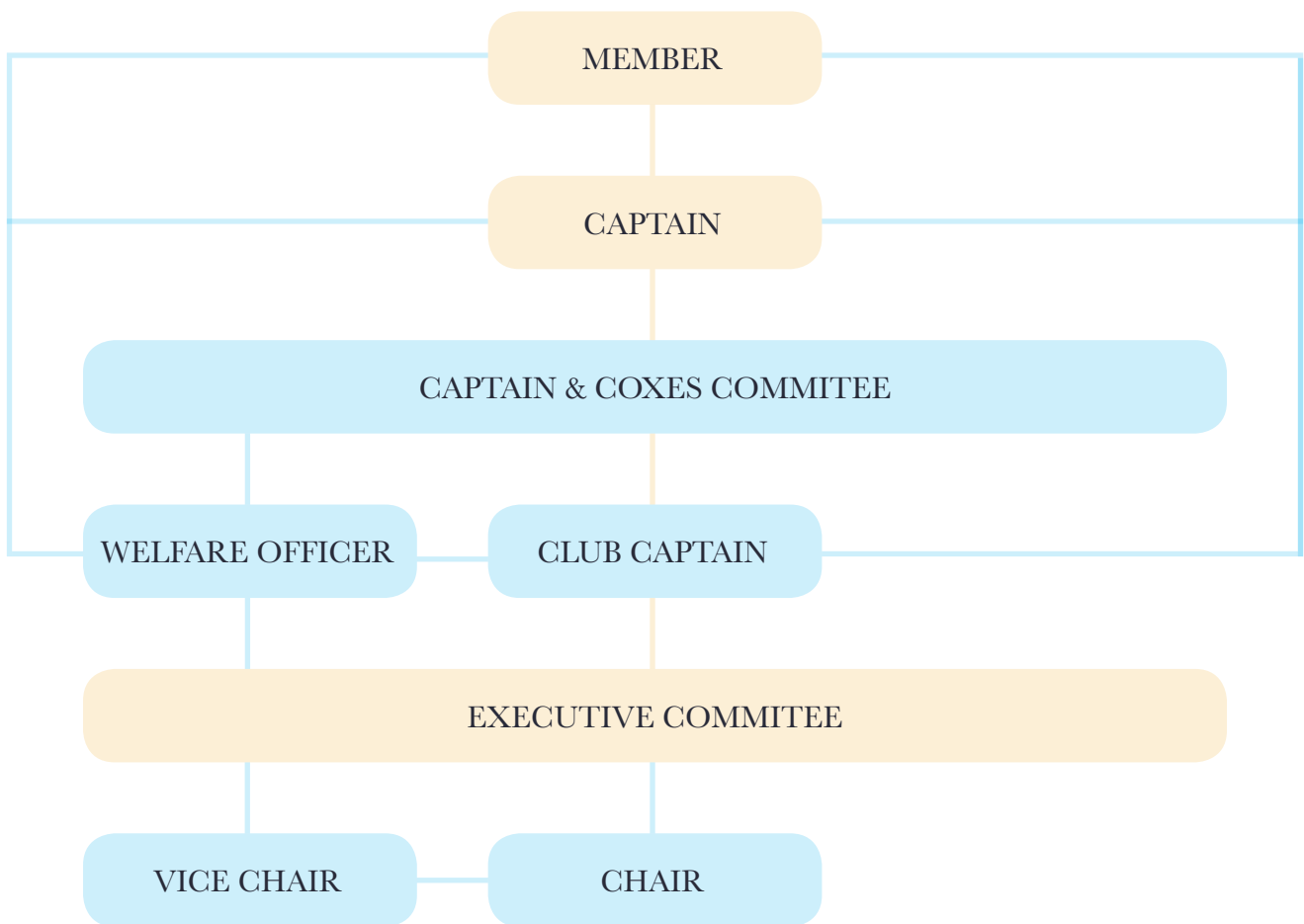
Individual Members should raise their issue with the club Welfare Officer (WO) if;

- The Team Captain & Club Captain have not resolved the issue satisfactorily
- The issue relates to personal information & the Member isn't happy to share either
- The issue relates to problems with the Team-Captain and/or Club-Captain themselves

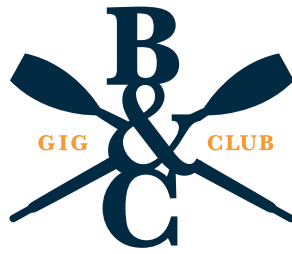
The club WO's role is to represent individual Members in circumstances such as these. The WO should then raise the issue direct to the EC & the EC should direct response via the same route in reverse unless otherwise agreed appropriate between WO & EC.



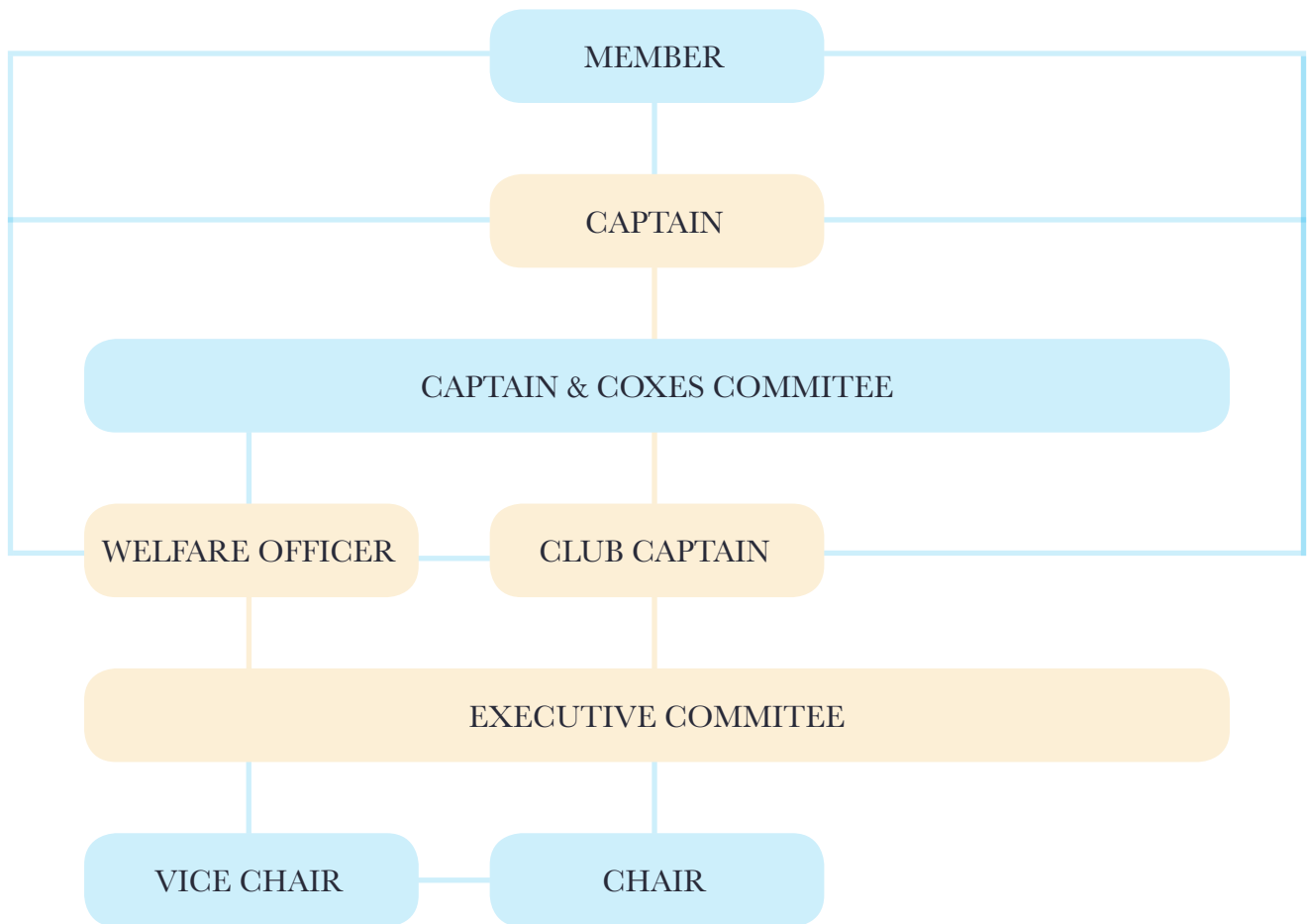
How should Exec Committe raise an issue with an individual Member?



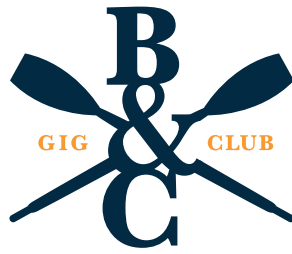
Wherever possible the EC should raise any issues regarding individual Members via their Team Captain, allowing the Team Captain to raise with the individual Member. The EC should only raise issues with individual Members directly if not possible to contact Team Captain prior or it is inappropriate to liase on the issue via the Team Captain.



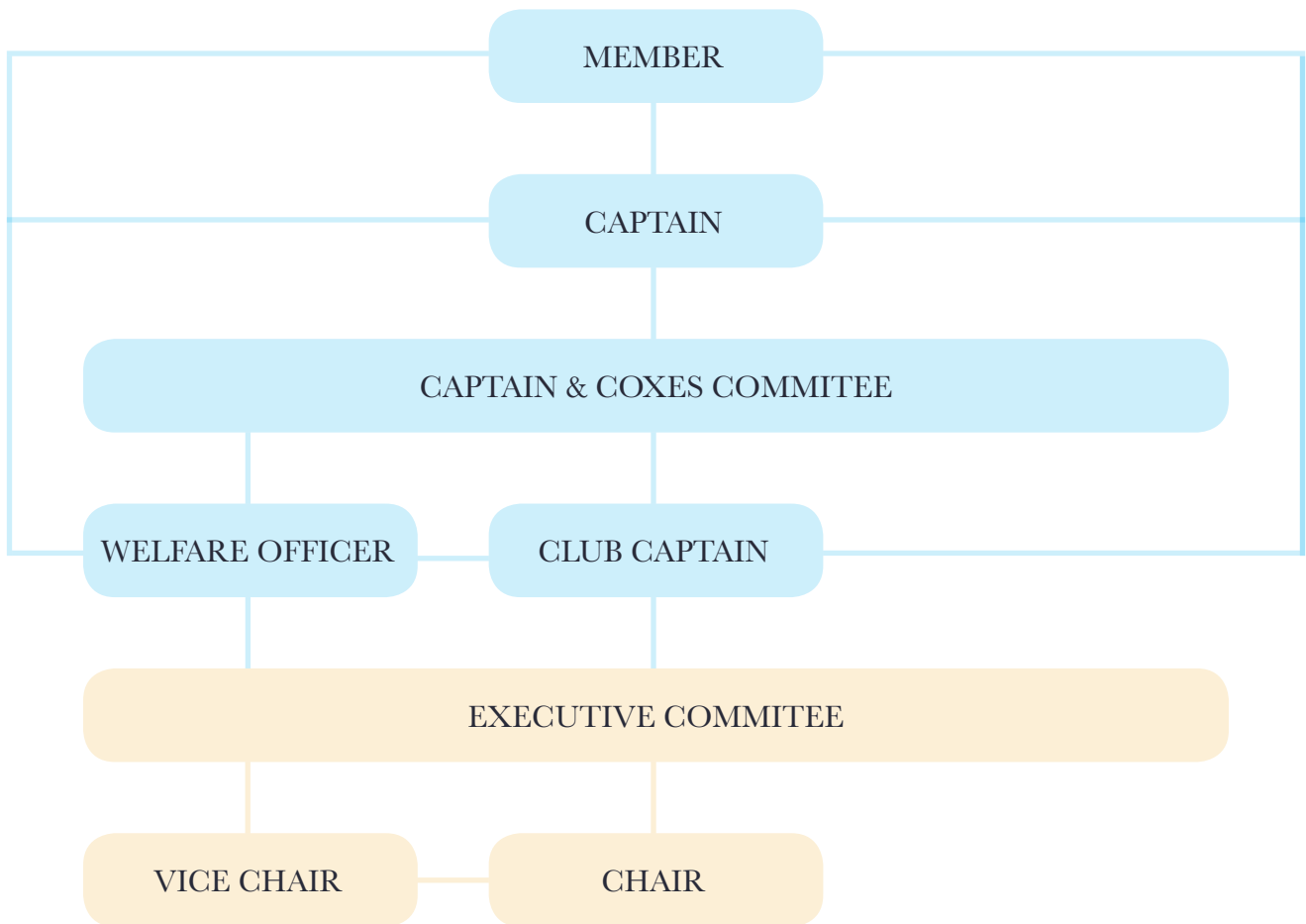
How should Exec Committe raise an issue with a Team Captain?



Wherever possible the EC should raise any issues regarding Team Captains directly. If the issue is of a disciplinary nature, then the EC should first consult with the WO and/or the Club Captain prior to contacting the Team Captain.

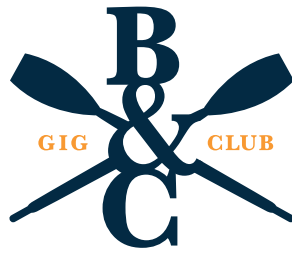


How should Chair or Vice Chair raise issues?



If the Vice Chair & Chair have an issue to raise with individual Members or Team Captains in the capacity of their club role then those issues should first be raised with the EC. The EC should then follow the channels laid out prior in this document from that point.

If the Vice Chair or Chair have an issue to raise that they feel they cannot first raise with the EC, then they must at this point revert to the approaches for 'Member' laid out prior in this document, ie to contact WO and/or Club Captain with the issue first.



What roles do the Executive and Captains & Coxes Committees play?

CAPTAIN & COXES COMMITTEE

The Captains & Coxes committee are responsible for the short-term operational actions involved in the running the club, such as;

- Organising teams for training & regattas
- Technique & fitness development
- Boat locations
- Co-ordinating member actions (ie fund-raising events, maintenance)
- Safety issues

This committee consists of the club's approved coxes and captains

EXECUTIVE COMMITTEE

The Executive committee are responsible for the long-term decision-making involved in the running the club, such as;

- Strategic planning (acquisitions, maintenance, selection, Scillies, fund-raising etc)
- Club vision, ethos & policy
- Communications systems & processes
- Club finances
- Disciplinary issues

This committee consists of Chair, Vice Chair, Club Secretary, Club Rowing Captain, Communications and Media Officers, Quartermaster, Fund Raising Officer

The two committees are held on consecutive weeks allowing for a flow of ideas from one to the other. The above is an outline of the focus for each committee although there will naturally be cross-over in terms of membership & agendas to some extent.