

# CHARLESTOWN ROWING CLUB



Charlestown  
Rowing Club

[www.charlestownrowingclub.org.uk](http://www.charlestownrowingclub.org.uk)

## GENERAL COMMITTEE

The General Committee shall consist of the Executive Officers of the Club, The Chairperson, Vice-Chairperson, Secretary, Assistant Secretary and Treasurer, together with Committee Members as indicated in the Constitution elected by and from Full Members of the Club. Officers and Committee Members shall be elected at the Annual General Meeting, having consented in writing to serve. They shall all retire annually and be eligible for re-election.

The Committee Members, other than the Officers, will be designated to be responsible for various interests of the Club and will consist of a Membership Secretary, Rowing Secretary, Rowing Captains (Men's, Ladies, Junior and Social/Novice), a Fundraising Coordinator, Welfare Officer, and Safety Officer.

The Committee may also co-opt other persons onto the Committee for whatever periods required should other expertise be required. All co-opted Committee members shall retire before the Annual General Meeting following co-option

EXECUTIVE OFFICERS OF THE CLUB	
Chairperson	<p>To be responsible for the clubs purpose and direction within the Constitution.</p> <p>To ensure that the Club Constitution, Development Plan and all necessary Policies and Procedures are relevant and updated at least annually.</p> <p>To co-ordinate applications for Capital Grants for the provision of equipment, facilities and programmes required for the development and running of the Club.</p> <p>To represent the Club to the CPGA, British Rowing and other bodies as required.</p> <p>To be the British Rowing - Club Administrator, and to manage permissions on the British Rowing online account. <i>(The Club will pay British Rowing Annual Silver membership Fees for this purpose)</i></p> <p>To liaise with Square Sail, Charlestown Harbour Ltd, IMERYYS St Austell Brewery etc. regarding the use of the Harbour, the Lease of the land for the Boat Shed and storage of boats etc.</p> <p>As necessary, to recommend for the decision of the Committee, appropriate individuals to act in Honorary positions of the Club and from time to time review that position.</p> <p>To oversee the maintenance of Boat Shed and associated Club equipment. Arrange</p>

	<p>Inspections as necessary and as required by statute, lease, insurance etc. Carry out Inventory checks and H&amp;S inspection of shed and ancillary equipment as necessary (at least monthly) and identify any defects or shortcomings and manage required maintenance with Club members or external parties.</p> <p>As required by the operational needs of the Club to exercise all other functions delegated to any Officer of the Club or any Committee Member</p> <p>To be a signatory of the Club Bank Account</p>
Vice Chairperson	<p>To support the Chairperson in the above duties, and cover any short term period of absence by the chairperson by conducting meetings in a regular and orderly fashion, and if appropriate, cover a longer term absence by taking, by resolution of the Committee, such other duties of the Chairperson that it is felt necessary for the good running of the Club</p>
Secretary	<p>Responsible for administration of Club, to call and administer the required monthly meetings of the Committee and to prepare Agendas and take minutes.</p> <p>To be responsible for the proper Administration of the Club AGM and any EGMs, and to prepare Agendas and take minutes</p> <p>To be the published contact point for CPGA and other organisations and action / circulate / disseminate information as necessary.</p> <p>To be responsible for ensuring the general communications and business of the club are executed, maintained, and communicated in timely good order.</p> <p>To be the OFCOM licence holder for the clubs VHF radios</p> <p>To arrange appropriate Insurance cover for the Clubs assets and activities and to periodically review the cover in consultation with the Committee) to ensure it is appropriate to the needs of the Club and the Members.</p> <p>To be a signatory of the Club Bank Account</p>
Assistant Secretary	<p>To support the Secretary in the above duties, and cover any short term period of absence by the Secretary by undertaking routine duties in a good fashion, and if appropriate, cover a longer term absence by taking, by on resolution of the Committee, such other duties of the Secretary that it is felt necessary for the good running of the Club.</p>
Treasurer	<p>To act as Financial controller of Club, to manage Bank Accounts, to produce monthly balance and Income / expenditure summaries for Committee meetings and annual Accounts, including Audited accounts for the AGM of the Club.</p> <p>To highlight any commercial issues, to prepare budgets forecasts and projections as required for the good running of the Club and to keep the General Committee updated</p>

	<p>on the bank account balances hold and the financial health of the Club.</p> <p>To properly record all income and expenditure made by or on behalf of the Club including Membership subscriptions (in association with Membership Secretary)</p> <p>To advise the Club Committee of any changes in any Finance Rules that could be affect the Club or its status as a Community Amateur Sports Club</p> <p>To receive and record donations to the club and promptly bank those sums and to arrange and ensure that Gift Aid is reclaimed to the maximum benefit of the Club.</p> <p>To pay promptly any bona fide invoices received for goods and services that the Club has received / benefitted from.</p> <p>To pay Century Club 'winnings' to the appropriate Winning Number holder</p> <p>To be a signatory of the Club Bank Account</p>
<p><b>COMMITTEE MEMBERS</b></p>	
<p>Rowing Captain (Men)</p>	<p>To develop Men's crews for events and Regattas etc. and assist development of rowing skills across all levels.</p> <p>In consultation with the other Rowing Captains to identify events the Club will attend, and which crews will compete and advise the Rowing Secretary of this in time to allow bookings to be made.</p> <p>To manage the Men's training and Rowing calendar and arrange prompt and regular publication on Club Website. To act as focal point for any changes and cancellations,</p> <p>To arrange and appoint Coxswains for the competitive Crews and together with the Coxswains check the availability of rowers and make the proper selection of crews for events.</p> <p>To support the Welfare Officer in monitoring and maintaining a proper approach to Safeguarding young or vulnerable Rowers.</p> <p>With the Safety Officer, as far as is practical, ensure safe use of the Club boats and equipment and the good conduct of club Members.</p>
<p>Rowing Captain (Ladies)</p>	<p>To develop Ladies crews for events and Regattas etc. and assist development of rowing skills across all levels.</p> <p>In consultation with the other Rowing Captains to identify events the Club will attend, and which crews will compete and advise the Rowing Secretary of this in time to allow bookings to be made.</p>

	<p>To manage the Ladies training and Rowing calendar and arrange prompt and regular publication on Club Website. To act as focal point for any changes and cancellations,</p> <p>To arrange and appoint Coxswains for the competitive Crews and together with the Coxswains check the availability of rowers and make the proper selection of crews for events.</p> <p>To support the Welfare Officer in monitoring and maintaining a proper approach to Safeguarding young or vulnerable Rowers.</p> <p>With the Safety Officer, as far as is practical, ensure safe use of the Club boats and equipment and the good conduct of club Members.</p>
<p>Rowing Captain (Junior)</p>	<p>To develop Junior (U16 and U14) crews for events and Regattas etc. and assist development of rowing skills across all levels.</p> <p>In consultation with the other Rowing Captains to identify events the Club will attend, and which crews will compete and advise the Rowing Secretary of this in time to allow bookings to be made.</p> <p>To manage the Junior training and Rowing calendar and arrange prompt and regular publication on Club Website. To act as focal point for any changes and cancellations,</p> <p>To arrange and appoint Coxswains for the competitive Crews and together with the Coxswains check the availability of rowers and make the proper selection of crews for events.</p> <p>To make recommendations to the Welfare Officer to include persons who regularly assist with Junior Rowing on the DBS required list and to support the Welfare Officer in monitoring and maintaining a proper approach to Safeguarding junior and vulnerable Rowers.</p> <p>With the Safety Officer, as far as is practical ensure safe use of the Club boats and equipment and the good conduct of club Members.</p>
<p>Rowing Captain (Social / Novice)</p>	<p>To develop Social / Recreational Rowing and assist development of rowing skills across all levels.</p> <p>To manage the Social / Recreational Rowing calendar and arrange prompt and regular publication on Club Website. To act as focal point for any changes and cancellations,</p> <p>To arrange Coxswains for the Social / Recreational Crews</p> <p>To assist with the introduction of novice rowers to the club and to direct them to the appropriate sector / rowing Captain.</p> <p>To support the Welfare Officer in monitoring and maintaining a proper approach to</p>

	<p>Safeguarding young or vulnerable Rowers.</p> <p>With the Safety Officer, as far as is practical ensure safe use of the Club boats and equipment and the good conduct of rowers and club Members.</p>
Membership Secretary	<p>The focal point for Membership Issues</p> <p>In accordance with the Membership Policy to admit new Members and renewals, on receipt of a fully completed application form and required subscription.</p> <p>To maintain a full and up to date list of Club Members and to use that information to compile the 'Rowing Register' of Members of the Club and to ensure that register is sent to the CPGA before the start of the Racing season and updated as required throughout the season.</p> <p>To regularly update the Committee on Membership numbers and projected trends to allow the Committee to review available resources and utilisation.</p> <p>To ensure the early collection of membership subscriptions and prompt banking of those sums collected.</p> <p>To collate and maintain up-to-date Membership information including email lists to allow circulation of Club information.</p> <p>To receive requests for reduction in individual Membership Subscriptions (hardship case) and to refer it for the decision of the Committee.</p> <p>To screen Health Check Questionnaires on Membership / Renewal Applications forms for adverse information and as necessary to advise the Safety Officer and Rowing Captains of any relevant health information or cause for concern.</p> <p>To communicate Membership information to British Rowing as necessary and to ensure that the British Rowing Membership records for the Club are up to date at the times of the British Rowing Membership Audit. To act as British Rowing Club deputy Administrator for Charlestown Rowing Club.</p> <p><i>(The Club will pay British Rowing Annual Silver membership Fees for this purpose)</i></p>
Welfare Officer	<p>The focal point for all Welfare issues</p> <p>To be responsible for advice and monitoring to the Club to ensure that all Child Safeguarding / Protection and Welfare policies as required by law, laid down by the sport's governing body, (CPGA) or local to the Club are followed.</p> <p>To advise the Committee on which persons / posts it is appropriate to secure DBS checks for and to co-ordinate DBS checks / declaration forms for those who are required to have them and maintain records in accordance with good practice and CPGA and Club policies.</p>

	<p>To liaise with the CPGA Welfare Officer as required and to advise the Committee on the needs for training on welfare and safeguarding issues and as necessary to arrange that training.</p>
<p>Safety Officer</p>	<p>The focal point for all Safety issues</p> <p>To develop and distribute Risk Assessments for Club activities, carry out Risk Assessment briefings, maintain records of Risk Assessment briefings, investigate accidents and incidents and liaise with CPGA H&amp;S Officer as required.</p> <p>To prepare, disseminate across the club and submit to the CPGA or other relevant bodies the Safety Plans as necessary for routine operations, training and events the club may organise.</p> <p>To be responsible for the inventory, audit, and maintenance of the club's safety equipment, and to make recommendations to the Committee for improvements as necessary.</p> <p>To monitor of club activities and provide appropriate advice and information to ensure that as far as is practical the club maintains safe operating practices.</p> <p>Ensure as far as is practical the club complies with British Rowing and CPGA Health and Safety policies and guidelines and Charlestown Rowing Club safety policies and procedures</p> <p>In accordance with the requirements of the Club's Health and Safety Polices and having regard to the Health Safety and Water Guide and other policies of the CPGA to maintain a list of Club Registered Coxswains. To ensure that any required updates and information and training requirements is distributed to all Registered Club Coxswains.</p> <p>Update club on relevant safety matters which may arise including water safety and maintenance / use of equipment</p> <p>To prepare COSHH statements, Method Statements and formal procedures for appropriate activities where there are obvious or identified risks</p> <p>Organise safety training for club or individuals to promote self-awareness and responsibilities for both Members and the public</p> <p>To oversee the care and maintenance of the Trailers and associated Club equipment. Carry out Inventory checks and H&amp;S inspection of trailers and all ancillary equipment as necessary (at least monthly) and identify any defects or shortcomings. Arrange and manage maintenance with Club members or external parties. To arrange and oversee the maintenance schedule for the trailers to ensure that all trailers receive a full service at least annually. To liaise with our Service partner for this. (Currently Steve Andrews tyres)</p>

<p>Social / Fund raising co-ordinator</p>	<p>The focal point for any fundraising issues</p> <p>To promote the clubs fundraising activities and support the Committee in the development of CRCs fundraising strategy to maintain and increase the club's sponsor base and to generate income for the club.</p> <p>To research, identify and initiate applications for Capital Grants for the provision of equipment, facilities and programmes required for the development and running of the Club.</p> <p>To initiate and organise the Club's social events, including the annual end of season event (Dinner Dance etc.) to seek to raise funds for the club and improve the social aspects of Club Membership.</p> <p>To undertake the administration and operation of the century club.</p> <p>Assist the Committee with the development of a Sponsorship programme for the club and in support of this programme, develop sponsorship / advertising agreements with appropriate and suitable partners</p>
---	---