



## 1. DEFINITIONS

1.1. The definitions used for the Operating Practices of Scottish Rowing are the ones defined in the Articles of Association of Scottish Rowing Ltd.

## 2. THE BOARD

2.1. The Board members are the Directors of Scottish Rowing Ltd and shall have the powers and responsibilities set out in the Act and the Articles of Scottish Rowing Ltd.

2.2. The Board shall approve the appointment of the Chair of the Competition Strategy Group. Terms of Reference are set out in Appendix 1a

2.3. The Board shall approve the appointment of the Chair of the Domestic Regatta Organising Committee.

2.4. The Board shall approve the appointment of the Chair of the Race Control Committee. Terms of Reference set out in Appendix 1b.

## 3. CONDITIONS OF MEMBERSHIP AND AFFILIATION

3.1. Club Members shall organise and manage their affairs in a responsible manner and in accordance with the Articles, any applicable laws, regulations and these Operating Practices.

3.2. Scottish Rowing shall issue guidance, advice and information for the use of Members. Compliance with such guidance and advice will normally be taken by Scottish Rowing as confirmation that a Member has organised and managed its affairs in a responsible manner.

3.3. The minimum operating criteria for ALL clubs operating on the water are as follows:

- 3.3.1. A signed constitution
- 3.3.2. A list of Office Bearers
- 3.3.3. A bank account in the Club's name
- 3.3.4. A completed Scottish Rowing Safety Audit form



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- 3.3.5. Details of the club's facilities
- 3.3.6. Details of the club's public liability insurance
- 3.3.7. A Safeguarding policy in accordance with Item 10 and Safeguarding Officer
- 3.3.8. An Equality Policy in accordance with Item 11.

3.4. Scottish Rowing shall take such steps as deemed appropriate to confirm compliance with the conditions set out in Item 3.3. This will include as a minimum the completion of the following documents in a form determined by the Board:

- 3.4.1. an annual water safety audit;
- 3.4.2. an annual safeguarding questionnaire; and
- 3.4.3. an Annual Return.

#### 4. SUBSIDIARY CLUBS

4.1. A Subsidiary Club is a Club, as defined in Article 1.1(e) of the Scottish Rowing Articles of Association (the "Articles"), whose members are also members of a Club Member as defined in Article 1.1(h) of the Articles and whose application to the Board of Scottish Rowing to be accepted as indirectly affiliated to Scottish Rowing has been accepted.

4.2. A Subsidiary Club shall remain indirectly affiliated to Scottish Rowing for a maximum period of 12 calendar months from the date of acceptance.

4.3. A Subsidiary Club may apply to renew its affiliation ahead of the expiration of the 12-month period and if accepted the renewal will take effect from the end of the previous period. A Subsidiary Club may only renew its affiliation on a maximum of two consecutive occasions i.e. a Subsidiary Club may only be affiliated for a maximum of three consecutive years. If the affiliation lapses or at the end of the third period of affiliation, then a Subsidiary Club shall not be accepted for re-affiliation as a Subsidiary Club until after an interval of three years has elapsed. A Subsidiary Club may, at any time apply for direct affiliation as a Club Member in accordance with Article 3.2 of the Articles.

4.4. All existing Subsidiary Clubs holding that status on 13 Sep 16 shall be permitted a maximum of two further consecutive renewals. If the affiliation of such clubs lapses, then the club shall not be accepted for re-affiliation as a Subsidiary Club until after an interval of three years has elapsed.

4.5. Applications for affiliation shall be submitted on the appropriate Application Form to the Board of Scottish Rowing by the Club Member to which the applicant is a subsidiary. The application must be endorsed by the Club Member's executive or managing committee.

## 5. CLUB COLOURS

5.1. All Club Members, and Subsidiary Clubs, must register their Racing Uniform and Club Colours with the Secretary as part of the Club's Annual return, and club members must compete in their own club's uniform at any regatta or Championship Race held under the auspices of Scottish Rowing

## 6. SUBSCRIPTION CLUB

6.1. A club, association or other formally constituted body of a regional or specialist nature located and operating in Scotland, which participates in the sport of Rowing in Scotland can become a Subscription club on the completion of an application form submitted to the Scottish Rowing office.

6.2. Subscription clubs may not compete in any on-water competition run under the auspices of Scottish Rowing or any body recognised by Scottish Rowing

## 7. INDIVIDUAL MEMBERSHIPS

7.1. Scottish Rowing offers individual membership to participants in the sport of rowing. The categories of membership and the fees for such memberships will be determined annually at the AGM. Individual membership is encouraged for all participants in rowing.

7.2. Certain membership categories also include a Scottish Rowing Competition licence. Every athlete involved in competitive rowing is required to have a valid competition licence and shall be registered as a competing member of one or more clubs.

## 8. INDOOR ROWING

Scottish Rowing runs indoor rowing leagues for schools and HE/FE institutions. To take part, institutions will be required to register with Scottish Rowing as league members and to comply with the terms and conditions of registration as amended by the Board from time to time.

#### 9. MEMBERSHIP FEES

The rates and scales of membership fees for clubs and individuals will be approved annually at a general meeting of the Company.

#### 10. SAFETY

All Clubs shall organise, manage and carry out their activities in a safe and responsible manner with due regard for any guidance, or similar advice issued by Scottish Rowing or other safety advisory or regulatory bodies.

#### 11. SAFEGUARDING

All Clubs must accept the Safeguarding & Protecting Children Policy and Procedures and, where appropriate, apply the supplementary guidance set out by Scottish Rowing, as a condition of membership and require all their members to accept them as a condition of membership.

#### 12. EQUALITY

Scottish Rowing is committed to ensuring that equality is incorporated across all aspects of its operations. The Scottish Rowing Equality Policy is a statement of the principles which we will endeavour to apply and all Clubs must accept the Scottish Rowing Equality Policy, as a condition of membership and require all their members to accept it as a condition of membership.

#### 13. ANTI-CORRUPTION (SPORTS BETTING)

Scottish Rowing must take action to protect the sport from the threats posed to its integrity by corrupt betting and associated activity both from within and outside the organisation.

All Clubs must accept the Scottish Rowing Anti-corruption (Sports Betting) policy, as a condition of membership and require all their members to accept it as a condition of membership.

#### 14. PENALTIES

The Board may reprimand, suspend from competition, suspend from membership, fine or otherwise penalise Club Member, Subscription or Individual Members in accordance with the Articles of Association and the Disciplinary and Grievance Procedure.

Any Club Member, Subscription Club or Individual Member penalised in accordance with the Disciplinary & Grievance Procedure will be entitled to Appeal in accordance with the Disciplinary & Appeals Policy.

## 15. ROWING FOR SCOTLAND

A selection policy for the Scotland Rowing Team shall be prepared annually and presented to the Board for approval.

Scottish Rowing shall maintain an appropriate and documented Selection Appeals Procedure. The current version is set out in the Disciplinary and Appeals Policy.

## 16. ANTI-DOPING

The anti-doping rules of Scottish Rowing are the UK Anti-Doping Rules published by UK Anti-Doping (“UKAD”), the UK’s National Anti-Doping Organisation, as amended from time to time..

Persons participating in the sport of rowing under the jurisdiction of Scottish Rowing who qualify as ‘Participants’ (as that term is defined in the Anti-Doping Rules) are bound by and must comply in all respects with the Anti-Doping Rules.

Scottish Rowing shall recognise and take all necessary steps to give full force and effect within its jurisdiction (a) to the Anti-Doping Rules; and (b) to any sanction(s) imposed under the Anti-Doping Rules.



## APPENDICES

### **Appendix 1a** **Competition Strategy Group Terms of Reference**

#### **Mission**

*Complete a detailed strategic review of rowing competition in Scotland and implement a competition framework relevant to the ages and stages of all participants.*

#### **Vision**

To offer to all participants a range of competition opportunities aligned to their abilities and aspirations and to have a competition calendar which supports participant pathways and encourages participation in Scottish Rowing events.

#### **Scope**

To take an all-encompassing and more strategic view of competition in Scotland.

- Development and implementation of the whole sport competition review
- Establishing a framework for competition which incorporates guidelines and principles to support efficient and effective ways of delivering events and the competition calendar
- Responsibility for the competition element of the Scottish Rowing strategic plan including the budget
- Working with the Race Control Committee (RCC) to provide oversight of the competition calendar and the principles to guide development of the calendar
- Working with the Domestic Regatta Organising Committee to drive development of the championship events in line with the standards set out in the competition framework

#### **Membership**

A chair appointed by the Board, Scottish Rowing Head of Performance Pathway, Scottish Rowing COO (ex officio), Chair of the Race Control Committee, Chair of the Domestic Regatta Organising Committee and others to be invited as applicable to support work programme.

## **Accountability**

The group will report to the Scottish Rowing Board. It is intended that the group will provide the principles and guidelines to support the operational work undertaken by the Domestic Regatta Organising Committee (DROC) and the Race Control Committee (RCC) and help bridge the gap from these delivery bodies to the Scottish Rowing Board.

## **Meetings**

The group will meet a minimum of twice per annum.

## **Appendix 1b**

### **Race Control Committee Terms of Reference**

#### Membership

Racing Control Committee (RCC) is responsible to the Board and shall consist of -

- A Chair appointed by the Board
- Members co-opted to the committee and approved by the Board

## **Responsibility**

The committee shall be responsible for all matters pertaining to the conduct of racing, including-

- Compliance with the Rules of Racing at regattas.
- Collating and proposing the provisional regatta calendar in consultation with clubs for approval by the Board.
- Managing the approved regatta calendar including the conduct of events.
- Status management and eligibility of competitors.
- Reviewing and if necessary proposing amendments to the Rules of Racing.
- Consulting with Scottish Rowing Club Members on proposed changes to the rules of racing and making recommendations based on this consultation to the Board of Scottish Rowing.
- Provision of umpiring equipment to regattas where this is supplied by Scottish Rowing.
- Umpires Commission

- Appointment of Senior Umpires through the Umpires Commission.

### **Management**

The committee will meet as necessary to undertake the above tasks and will report to the Board on actions taken. The committee will review and where necessary update the rules of racing annually for approval by the Board. Revisions to the Rules of Racing will be published prior to the first race of the season to which the rules relate.

### **Appointment**

Membership of the committee will be open to representatives from Scottish Rowing Club members. The appointment of the Chair and confirmation of committee membership will be approved annually by the Board.

