

## **KGSVBC Members Policy**

### **April 2018**

Welcome to KGSVBC. Thank you for paying your subscription for the coming year and we look forward to rowing with you.

KGSVBC celebrated its 30th anniversary in 2017. We are indebted to Kingston Grammar School for its generosity in granting us continued permission to operate our Club from the School Boathouse.

To maintain this valued relationship, and to operate the Club effectively and safely for members, we agree to abide by the following Club principles:

1. The Club is comprised of parents of current pupils of Kingston Grammar School, parents of past pupils, former pupils and those with strong associations with KGS. We are not a club offering open membership.
2. The Club operates within the governing parameters of an agreed Constitution. Members should read and understand the Club Constitution as by applying for and becoming members implies full agreement with and maintenance of the rules and standards of the Club. The Club Constitution can be found here <http://www.kgsvbc.org/Constitution.doc>
3. The Club is run by a Committee representing the membersip: <http://www.kgsvbc.org/officials.php>
4. The Club operates from the School Boathouse in Aragon Avenue with the beneficial agreement of the School. This is a relationship that has been successfully maintained since the foundation of the Club in 1987. It is the duty of each and every member to preserve the good relations we have with the School and ensure that no action is taken that may put this at risk.
5. Our activities at the Boathouse are designed to avoid any clash with the School activities there. Due to our agreement to safeguarding principles, KGSVBC Members are expressly forbidden to use any facilities when school children are in occupation. If this is potentially unavoidable at any time, the school's requirements will take precedence, e.g. members will not enter the compound, be permitted to use the changing rooms, or to boat from the pontoons, in line with safeguarding principles.

6. School equipment is not to be used at any time except with the express permission of the Head of Rowing. Such permissions will be sought and obtained by the Captains only.
7. The safety and security of the Boathouse and the facilities is very important. A few designated Committee members are key holders with the agreement of the school. It is each key holders responsibility to keep the keys safe and to ensure the Boathouse is secure.
8. Members are provided with the door and padlock codes, but should understand the importance of keeping these confidential.
9. There is an established process to ensure clear communications within the Club and with the School. Within the Club, the primary points of contact for operational matters will be the current Captains. Please contact them to raise any issues you may have. Other serving Committee members may also be useful contacts. The serving President will always be available and happy to discuss any matters you have, especially those concerning protocol or the operation of the Club. Communication on KGSVBC activities with School Head of Rowing, Boatman and Coaches is through the Captains or President only.
10. It is a condition of membership that KGSVBC Members must join British Rowing. This allows them to take advantage of the significant personal liability insurance that comes with British Rowing membership. Members can obtain further advice from the Club Secretary and see more information in the Club Constitution.
11. Water safety is of paramount importance at KGSVBC. All regular Club outings are undertaken only after a conditions assessment by at least one serving Water Safety Officer (WSO). Where ad hoc outings are organised, a WSO must also be present. In all cases, the Safety Log must be filled in and crews recorded. There is no consensus of opinion regarding Water Safety. Should a single WSO consider the conditions unsafe, then an outing must be cancelled. The full KGSVBC Water Safety Code can be viewed here: <http://www.kgsvbc.org/safety.php>
12. Data Protection and Privacy: we collect your data via your completed application form. We need this for communicating Club activities including racing and social events. Next of kin and secondary contacts are requested for emergency use only. Only

the Club Committee Members have full access to your data, although there will be times when other members may see details such as email addresses within Club communications. Please ask the Club Secretary for more information about how your data is used and kept secure, how to correct it, or how to delete it, if you need to. We undertake never to pass your information to parties outside the Club or to use any data for commercial purposes.

For any further information concerning these principles, the operation of the Club, our relations with the School, please contact the Club Secretary or other current Committee Members.