

TAMAR & TAVY GIG CLUB

POLICIES and CODE OF CONDUCT

This document outlines the policies, codes of conduct and other guidelines that govern the organisation and running of the club, and which all Club Members are required to read and adhere to.

1. CONSTITUTION

The Club has a formal constitution which can be found on the Members Area of the Club website.

2. HUB CLUB LICENCE

The Club is a Member of the Weir Quay Community Watersports HubClub and has use of the Boatshed and Dinghy Park under the terms of a Licence which can be found on the Members Area of the Club website.

3. SAFETY CODE

This Safety Code must be read in conjunction with the British Rowing Rowsafe 2017 Safety Guideline which can be found on the Members Area of the Club website.

Personal safety and the safety of others should be the foremost consideration when on the water. Gig rowing is not an inherently dangerous sport but there is the potential for accident or injury and participants should always respect the sea/river and the weather, be mindful of crewmates and other water users, and be alert to potentially dangerous situations.

i) Launching

No gig shall be launched without the prior approval of the Club Chairman, Club Captain or Squad Captains.

A qualified Coxswain with suitable experience for the planned row, including the weather conditions and the ability of the crew, must be identified before the decision to launch.

The Coxswain is responsible for assessing the conditions on the slipway and the prevailing water and weather conditions (and the forecast); and the number and nature of club members present for launch and recovery when deciding whether it is safe to launch. Launch and recovery of the gig must be without risk to club members or the boat and equipment. If there are any concerns about safety, the weather, or the safety

equipment then the launch should be cancelled.

All Coxswains have the complete support of the Committee to cancel a rowing session if they have any doubts about whether to go ahead.

For more adventurous or unfamiliar rows, the Coxswain is responsible for completing a more formal risk assessment, in conjunction with the Club Safety Officer as appropriate.

The Coxswain should complete the whiteboard in the boatshed with details of the planned row.

At the end of a rowing session, the Coxswain is responsible for ensuring safe recovery of the gig, or for handing the gig over to another qualified Coxswain.

ii) Safety Equipment

Safety box: the Club provides one waterproof safety box per boat and the boat should not launch without a safety box. Each safety box contains:

- laminated chart of the local rowing area
- mini first aid kit
- compass
- torch
- survival blankets
- knife
- horn

It is the responsibility of the Club Safety Officer to check the safety boxes every month and maintain/renew the contents as needed.

Safety flares are stored in the metal cabinet in the ergo room- while not mandatory for routine rowing sessions on the river, they should be placed in the safety box by the Coxswain as required eg for sea rows, or at the Coxswain's discretion. It is the responsibility of the Club Safety Officer to check the expiry date of the flares and renew as needed.

Each boat is also required to have a tow rope affixed around the bow thwarts; a hand bailer; a 15m safety throw line.

iii) Lifejackets

The Club has sufficient life jackets for all four gigs to be on the water at the same time, including a number of junior lifejackets.

It is the Coxswain's responsibility to ensure that sufficient lifejackets are on board before the boat is launched.

Coxswains and passengers must wear a lifejacket at all times.

Juniors under the age of 16 years must wear a lifejacket at all times.

Anyone who cannot swim a minimum of 100m wearing light clothing must wear a lifejacket at all times.

Crew members must check that their lifejacket is the correct fit before launch.

It is the responsibility of the Safety Officer to maintain, service and renew lifejackets as necessary. Lifejackets will be replaced if they become unserviceable, or after a maximum of 8 years.

Every rower has a responsibility to take care of the lifejackets, stowing them correctly in the boat and the boatshed, and taking care not to accidentally discharge them.

iv) VHF Radio

The Club has sufficient VHF radios for all four gigs to be on the water at once. It is the responsibility of the Coxswain to ensure they are familiar with the operation of the VHF radio, and that it is sufficiently charged.

v) Clothing

All rowers and Coxswains should ensure they have suitable clothing and footwear for the planned row. This includes appropriate layers to keep warm, suitable waterproofs, and suitable footwear. Wellies must not be worn in the boat (it is very difficult to tread water wearing wellies!).

vi) Hydration & UV protection

Crew members must ensure they have sufficient drinks to remain hydrated during the row, sufficient snacks for longer rows and have suitable UV protection to avoid sunburn.

vii) Emergency Contacts

Emergency contact details can be found in the Coxswains Information folder in the boat shed.

Phone 999 and ask for Coastguard or Ambulance

Plymouth Port Control Phone 01752 836953 or VHF channel 14

Mayday VHF channel 16

Always carry a mobile phone as well as a VHF radio.

Always ensure that a shore-based contact is aware of your rowing plan.

viii) First Aid

There is a list of qualified first aiders on the boat shed noticeboard. The Club periodically organises first aid training, and all members are encouraged to attend.

There are first aid kits in the boatshed, located on the shelf under the whiteboard, including travel kits to be taken on offsite rowing trips.

ix) Incident Log

All incidents such as collisions, grounding, Man Overboard, including near misses, must be reported to the Squad Captain and Safety Officer by the Coxswain, regardless of whether injury or damage resulted. The Incident Report should also be completed. This

is to ensure that appropriate lessons can be learned and that information on potential hazards can be shared with other Coxswains.

4. SAFEGUARDING

The Club has adopted the Cornish Pilot Gig Association (CPGA) Policy for Safeguarding & Protecting Children. Notwithstanding the document's title, this policy should be taken to apply equally to vulnerable adults and children. A copy of this policy can be found on the Member's Area of the Club website.

5. DATA PROTECTION

The Club has a GDPR compliant Data Protection Policy, a copy of which can be found on the Member's Area of the Club website.

6. SQUAD STRUCTURE & SELECTION

The Club has a Squad Structure & Selection Policy which can be found on the Member's Area of the Club website.

7. CODE OF CONDUCT

All Club members are expected to be familiar with and abide by this Code of Conduct.

- i) Be familiar with and abide by Club policies, Codes and guidelines.
- ii) Take responsibility for your own safety and the safety of others, and attend Club safety training as organised from time to time.
- iii) Inform the Club of any medical condition, injury or other matter which may affect the safety of a rowing session.
- iv) Follow the instructions of the Coxswain at all times when launching, recovering or rowing the boat.

- v) Respect the rights, dignity and wellbeing of other Club members and treat others with courtesy and respect.
- vi) Handle Club boats and equipment with due care and attention to avoid damage or injury.
- vii) Contribute to the overall running of the Club by helping to maintain boats, equipment and the boatshed, and by supporting Club events, when volunteers are requested.
- viii) Respond to Club emails in a timely manner, especially to assist Squad Captains in organising rowing sessions. Arrive in plenty of time to help get the boat ready and pack the boat away. Always turn up when you are scheduled to participate in a row.
- ix) Committee Members are expected to manage the Club in the best interests of all members; where appropriate, the confidentiality of Committee discussions should be respected; decisions are made by consensus or majority vote and should be respected by all; Committee Members should generally seek prior approval before spending money on behalf of the Club but where necessary may spend up to £50 without prior approval.

8. DISCIPLINARY & GRIEVANCE POLICY

Tamar & Tavy Gig Club is committed to providing a safe and enjoyable environment for all members. As a Community Amateur Sports Club run entirely by volunteers, the Club expects a high standard of personal behaviour from all members, and also expects that all members conform to Club policies and the Code of Conduct.

The purpose of this policy is to set out the process for dealing with breaches of Club policies and/or complaints concerning the behaviour or conduct of Club members.

This policy will be implemented in a spirit of fairness, consistency and independence; decisions will be based on a thorough investigation of the facts; at all stages an amicable resolution acceptable to all will be sought wherever possible.

GRIEVANCE

Any Club member who has a grievance with another Club member is encouraged to have a frank and informal discussion with the individual/s involved to discuss their concerns, in the hope that an understanding can be reached and no further action required.

If this is unsuccessful and the Club member feels their grievance is unresolved, or if it is not possible to make an informal approach in this way, the Club member may make a formal complaint. This should be made in writing to the Club Chairperson as soon as possible outlining the specific nature of the complaint, and describing any attempts at informal resolution.

The Chairperson will appoint another Club member to act as an independent mediator, with the agreement of both parties. The mediator will meet with both parties and facilitate a discussion to give both parties an opportunity to air their views, with the aim of resolving the grievance. The Club Chairperson should be informed as soon as possible but within no more than 5 days of the outcome of mediation, possible outcomes being:

- All parties reach an understanding and agree that the issue is resolved with no further action
- Mediation fails to resolve the issue and a Grievance Hearing is required
- If a clear breach of Club policies or Code of Conduct is identified, the issue will be dealt with as a Disciplinary issue as described below.

Grievance Hearing

The Club Chairperson will appoint a panel consisting of two Committee members and two non-Committee Club members, all of whom must be independent of the grievance. This panel will conduct a hearing as soon as possible but no later than 28 days following the mediation meeting. All parties will be given reasonable notice of the hearing. If either party chooses not to attend, they may submit a written statement- however, the hearing will still go ahead. If extenuating circumstances prevent the attendance of either party, the hearing may be postponed at the discretion of the panel. Both parties are entitled to be accompanied by another Club member if they wish. Both parties will have equal opportunity to air their views and the panel will consider the issue with fairness and objectivity. The outcome of the hearing will be communicated in writing within 10 days.

Grievance Appeal

Should either party not be satisfied with the outcome of the grievance hearing, a written appeal can be submitted to the Club Chairperson within 5 days citing the reasons for the appeal. The Club Chairperson will appoint two different Committee Members not previously involved in the grievance and will preside over an appeal meeting where both parties will have a final opportunity to air their views.

The decision of this appeal panel is final.

DISCIPLINARY ISSUE

Any complaint concerning a significant breach of Club policies or Code of Conduct will be treated as a disciplinary matter under the process outlined below.

Investigation

Where there are reasonable grounds for suspicion of misconduct, a thorough investigation is required to establish the facts. The Club Chairperson will appoint an investigation panel consisting of two Committee members, who will interview both the complainant and the subject of the complaint. Both interviews should take place within 15 days of the complaint being received. The investigation panel may also interview other Club members as witnesses, etc, but should submit a written report to the Club Committee within 20 days of the complaint being received. The Committee will then decide whether a formal disciplinary hearing is required and inform the subject of the complaint of this decision in writing.

Disciplinary Hearing

The Club Chairperson will appoint a panel consisting of two Committee members and two non-Committee Club members, all of whom must be independent of the issue. This panel will conduct a hearing as soon as possible, and all parties will be given reasonable notice of the hearing. If the subject of the disciplinary hearing chooses not to attend, they may submit a written statement- however, the hearing will still go ahead. The subject of the hearing is entitled to be accompanied by another Club member if they wish. The panel will consider the issue with fairness and objectivity. The outcome of the hearing will be communicated in writing as soon as possible but within no more than 10 days.

Disciplinary Outcomes

- i) No disciplinary breach proven- no action.

- ii) Verbal warning

- iii) Written warning

- iv) Withdrawal of membership

The outcome of the hearing must be fair, proportionate and consistent with any previous disciplinary decisions.

Suspension of membership

In the following circumstances, the Club Committee may decide to suspend a Club member from participating in Club activities for a specified period, usually while the issue is under investigation:

- i) If the Club member is suspected of committing an act of gross misconduct
- ii) If the behaviour of the Club member represents a danger to themselves or others

Gross Misconduct

For guidance, the following would be considered gross misconduct likely to result in immediate withdrawal of membership:

- i) Actual or threatened physical violence
- ii) Use of abusive or offensive language
- iii) Serious bullying or harassment, including e-bullying
- iv) Theft of or deliberate damage to property
- v) Indecency
- vi) Incapacity due to the influence of alcohol or drugs
- vii) Serious negligence resulting in the risk of injury, damage or loss
- viii) Any behaviour which may bring the Club's name into disrepute

Disciplinary Appeal

Should the Club member not be satisfied with the outcome of the disciplinary hearing, a written appeal can be submitted to the Club Chairperson within 5 days citing the reasons for the appeal. The Club Chairperson will chair an appeal meeting along with two different Committee Members not previously involved in the process. The Club member will have an opportunity to make a personal statement and may be accompanied by another Club member.

The decision of this appeal panel is final.

Where applicable, misconduct may also be dealt with in accordance with the Club's Safeguarding policy.

9. TOWING POLICY

Towing a Club gig trailer must only be undertaken by a volunteer tower approved to do so by the Club Committee.

i) Driver & towing vehicle

The driver must ensure that they have a suitable driving licence entitling them to tow a gig trailer which may have a GVW of ~1000kg. This can be checked on the website Gov.uk under Towing: Licence and Age requirements.

The Club requires drivers to be >21 years of age.

The driver must have suitable insurance meeting current legal requirements.

The driver must only tow a Club gig trailer using a suitable vehicle which is road legal and has a suitable towing capacity (specified in the vehicle's handbook).

ii) Trailer

The driver is always responsible for the trailer and boat, regardless of whether they loaded and packed the gig. They should therefore double-check everything before towing.

- Check the trailer tyres, lights, & number plate.
- Check that the trailer is correctly hitched and the breakaway cable is correctly fitted.
- Check that the gig is correctly loaded and secured, that supports are in place, legs are up and straps correctly fitted. Note: spreaders should be used and straps should not be overtightened!
- Check that equipment inside the gig is correctly stowed, taking account of weight distribution, and secured.
- Ensure that the emergency bag is loaded (jack, wheel brace, torch, high visibility vest, warning triangle)

It is a Club requirement that a second person accompanies the driver when towing the gig trailer.

The gig trailer should be towed with due care and attention to road conditions and in compliance with applicable laws including speed restrictions. It is advisable for towers to check their route in advance to ensure the planned route is suitable for a gig trailer.