

BEDFORD ROWING CLUB

SAFETY & WELFARE MANUAL



INDEX

Section	Page Nos
Introduction	3
Club Constitution	3
British Rowing Code of Conduct	4
Mission and Values	4-5
Annual Safety Audit	5
Insurance	5
Role of the Club Welfare Officer	5
Document Review	6
Membership Code of Conduct	7
Equity, Diversity and Inclusion Policy	8-9
Safety Policy	10-11
Conflict of Interest Policy	12
Grievance and Disciplinary Policy	13-16
Whistleblowing Policy	17-18
Complaints Policy	19
Vexatious Complaints Policy	20-21
Safe Recruitment	22
Safeguarding Children and Young People Policy	23-24
Safeguarding and Protecting Adults' Policy	25-26
Anti-bullying Policy	27-28
Equity, Diversity and Inclusion Policy	29-30
Anti-Doping Policy	31-32
Integrity Policy	33-34
Privacy Policy	35-38
Junior Rowing Policy	39
Parents' Code of Conduct	40-41
Social media and Internet Policy	42-44
Use of Photographic Equipment	45-46
Slip, Trip & Fall Policy	47
Responsible Service of Alcohol Policy	48
Document Audit History	49

DOCUMENT REVIEW

This manual will be reviewed annually by the club management committee to ensure it remains relevant, effective, and up to date. After the review, the updated policies will be communicated to all members to promote transparency, maintain awareness, and ensure everyone is informed about any changes or updates.

See final section for a full audit history of this document.



INTRODUCTION

This Policies and Procedures Manual serves as a guide to the values, operations, and expectations that define Bedford Rowing Club (BRC). Whether you are a new member, seasoned rower, coach, or volunteer, this document provides essential information to ensure that everyone involved can enjoy a safe, inclusive, and well-organised environment.

Our mission at Bedford Rowing Club is to foster a love of rowing, promote personal and team development, and uphold the highest standards of sportsmanship and safety. This manual outlines the principles and practices that help us achieve these goals, including:

- **Code of Conduct:** Promoting respect, teamwork, and integrity at every level.
- **Membership Guidelines:** Understanding the rights and responsibilities of being a part of our community.
- **Club Governance:** Explaining how decisions are made and how members can contribute to the club's success.
- **Health and Safety:** Ensuring the well-being of all participants both on and off the water.
- **Training and Competition:** Providing clear expectations and resources for rowers and coaches to thrive.

We encourage you to read this manual thoroughly and to contact a committee member with any questions or suggestions. By adhering to these policies and procedures, we can ensure that Bedford Rowing Club remains a welcoming and thriving community for all. Members of the Club agree to abide by the policies and procedures outlined in this manual.

CLUB CONSTITUTION

As part of our club's affiliation with British Rowing (www.britishrowing.org), we have established a formal constitution that defines how the club operates and the rules governing its activities. This constitution serves as a important document to ensure transparency, accountability, and consistency in the management and decision-making processes of our club.

The current constitution was officially adopted in 2021, coinciding with the club's transition to becoming a limited company. This significant milestone marked a new chapter in the club's history, reinforcing our commitment to maintaining a professional and structured approach to rowing and club governance.

A copy of the constitution can be found on the Club's website.



BRITISH ROWING CODE OF CONDUCT

British Rowing (BR) has a Code of Conduct that applies to all members, affiliated clubs, and events. These guidelines can be found on the British Rowing website under 'Codes of Behaviour' [HERE](#). The way we conduct ourselves reflects on both the club and the sport of rowing as a whole, so it's important to set clear expectations for everyone who uses our facilities.

BRC's MISSION AND VALUES

Our mission is to provide inclusive, safe, and accessible opportunities for the people of Bedford and the surrounding area to participate in the sport of rowing. We aim to offer access to rowing as a lifelong activity, promoting healthy living, building lasting friendships, and achieving sporting success. Our ambition is to highlight the positive impact of rowing and establish ourselves as one of the leading rowing clubs in the Eastern Region.

OUR CORE VALUES

Ethical and Fair

At BRC, all members will act ethically and fairly, ensuring that everyone has the opportunity to enjoy and progress in the sport.

Safety

Safety at BRC is everyone's responsibility, we encourage all members to actively contribute to creating a safe environment ensuring the well-being of the entire club community.

Teamwork

We believe in the power of teamwork. All members work together, across all sections of the Club, to achieve common goals with high standards of trust, integrity, and collaboration.

Determination and Commitment

BRC fosters a culture of personal growth, perseverance, and accountability. We emphasize the importance of integrity and commitment to both individual development and the success of the crew and the Club.

Inclusivity

BRC is dedicated to being one of the most inclusive and accessible rowing clubs in the Eastern Region. We strive to provide opportunities for enjoyment and achievement at all levels, ensuring that rowing is open to all, regardless of background or experience.



Promoting Bedford

Members of BRC are committed to ensuring that the Club remains an integral and widely respected part of the Bedford community. We also aim to build a strong presence within the wider national rowing community, promoting both Bedford and the sport itself.

ANNUAL SAFETY AUDIT

Each year, clubs must demonstrate compliance with various safety audit requirements outlined in British Rowing's *RowSafe* (linked [HERE](#)). Once the safety audit is completed, it undergoes a review by the Regional Safety Officer (RSO). If deemed satisfactory, it receives approval.

We actively collaborate with the RSO to ensure that appropriate and effective measures are in place to maintain the safety and well-being of our members.

INSURANCE

BR provides personal accident and third-party liability insurance for all members of BR participating in rowing-related activities. In addition, coaches receive additional Professional Indemnity insurance for coaching advice.

In addition, the Club ensures comprehensive insurance coverage for its own assets, including the clubhouse and boats, as well as liability protection for its operations and committee members.

THE ROLE OF THE CLUB WELFARE OFFICER

The role of the BRC Welfare Officer is to ensure the safeguarding and welfare of all members, particularly children and adults at risk, by creating safe, inclusive environments and addressing concerns or disclosures. Key responsibilities include:

1. Safeguarding Leadership:

- Acting as the primary contact for safeguarding issues within the club.
- Ensuring the club complies with British Rowing safeguarding policies and procedures.
- Promoting awareness and accessibility of safeguarding policies among members, visitors, and staff.

2. Proactive Safeguarding Measures:

- Maintaining and updating DBS checks and training records.
- Overseeing safer recruitment practices, including vetting staff and volunteers.
- Organizing and communicating safeguarding information, such as through club posters and updates.



3. Responding to Concerns:

- Addressing safeguarding concerns in line with club policies and best practices.
- Referring matters to British Rowing or external authorities when appropriate.
- Maintaining confidentiality and accurate record-keeping.



MEMBERSHIP CODE OF CONDUCT

All members of BRC are reminded that when they are at the Club, on the water, or competing in events, they are representing the Club. To maintain the highest standards, we ask members to:

- Respect the rights, dignity, and worth of other participants or users of the Club, and do not discriminate on the grounds of gender, race, colour, disability, sexuality, age, marital status, occupation, or political opinion;
- Respect and listen to your coach;
- Ensure that appropriate clothing is always worn;
- Bring spare clothing on every occasion in case of a capsize;
- Adhere to the British Rowing Code of Conduct;
- Members must not consume illegal substances on Club premises or while representing the Club at competitions. Junior members are also prohibited from smoking or consuming alcohol;
- Avoid swearing at or shouting at others;
- Do not threaten others or engage in any verbal, physical, or other forms of abuse;
- When racing, act in accordance with the rules of the competition or event;
- Before racing, study, understand, and follow the rules, regulations, and guidelines of the competition/event, particularly those related to safety, emergency procedures, boating, marshalling, and cancellations;
- During racing, follow the directions of marshals, umpires, and officials from the club, competition, or event;
- Accept the decisions of the event officials;
- Act in a sportsmanlike manner during both training and competition;
- Treat other competitors, coaches, water users, and officials from clubs, competitions, and events with respect; and
- Bullying will not be tolerated, and anyone found guilty of bullying may have their membership terminated.



EQUITY, DIVERSITY AND INCLUSION POLICY

Introduction

BRC is committed to fostering an inclusive, diverse, and equitable environment where everyone feels welcomed, valued, and supported. We align with British Rowing's National Strategy, *Rowing – Everyone's Sport*, and uphold the principles of equality, equity, diversity, and inclusion at all levels of our club's activities.

Our Commitment

We aim to make rowing accessible and representative of all sections of society. To achieve this, we will:

1. Promote a Culture of Respect and Inclusion:

- Ensure our environment is free from bullying, harassment, victimisation, and discrimination.
- Value individual differences and contributions from all members, staff, and volunteers.

2. Take Positive Action:

- Address under-representation and ensure equitable access to opportunities for all individuals.
- Provide targeted support and initiatives to remove barriers to participation.

3. Support Diverse Participation:

- Actively encourage involvement from people of all genders, ethnic backgrounds, abilities, sexual orientations, and socioeconomic statuses.

Legal and Ethical Standards

The club adheres to the Equality Act 2010, ensuring that no one is treated less favourably based on protected characteristics such as age, gender, race, disability, or sexual orientation. We actively oppose all forms of:

- **Direct Discrimination** – Unfair treatment based on protected characteristics.
- **Indirect Discrimination** – Practices that disadvantage specific groups.
- **Harassment** – Unwanted conduct that violates dignity or creates a hostile environment.
- **Victimisation** – Poor treatment due to raising or supporting a complaint of discrimination.

Responsibilities and Accountability

Equity, Diversity, and Inclusion are collective responsibilities. All members, employees, and volunteers are expected to:

- Actively uphold this policy and report any breaches.
- Respect and promote the values of inclusivity in their conduct and interactions.

The club's leadership, in collaboration with British Rowing's Welfare and Governance team, will oversee the implementation and effectiveness of this policy.



Communication and Awareness

This policy will be shared widely with our membership. Training will be provided if required to raise awareness and equip individuals with the tools to support our commitment to diversity and inclusion.

Grievance and Disciplinary Actions

Any individual who experiences or witnesses inequitable treatment is encouraged to raise concerns through the Club's grievance procedures. Disciplinary action will be taken against anyone found to have violated this policy. Safeguarding concerns will be escalated to the Club Welfare Officer.

BRC is dedicated to building a rowing community that celebrates diversity and provides equal opportunities for enjoyment, development, and success. By embracing these principles, we will create a more inclusive and innovative future for our club and sport.



SAFETY POLICY

Introduction

BRC is committed to ensuring that all members can participate in rowing activities in a safe and enjoyable environment. This Safety Policy outlines the Club's approach to preventing harm, promoting safe practices, and complying with relevant safety standards and guidelines.

Commitment to Safety

The Club has a zero-tolerance policy for harm arising from its activities. We believe that harm is not an inevitable consequence of rowing and that incidents causing harm can be prevented through proactive measures and a shared commitment to safety.

Responsibilities

Members:

- Members have the primary responsibility for their own safety and the safety of others during all Club activities.
- Members are expected to familiarise themselves with and adhere to the Club's safety rules and procedures.

Officers and Committee:

- The Club's Officers and Committee will actively encourage safe practices, ensuring that all activities align with British Rowing's guidance in RowSafe.
- They will ensure that the Club's safety rules are accessible and understood by all members.
- Lead by example.

Safety Officer:

- The Safety Officer serves as the primary contact for safety-related concerns and queries.
- The Safety Officer will oversee the implementation and monitoring of safety measures throughout the Club.

Safety Rules

The Club has established safety rules to minimise risks and prevent harm. These rules can be on the Club website or in the clubhouse. Compliance with these rules is mandatory for all members.

Incident Reporting and Learning

The Club is committed to learning from incidents to improve safety and prevent recurrence. To this end:

- All incidents, near misses, or safety concerns should be reported promptly using British Rowing's Incident Reporting System. In addition, they should also be communicated to the Club Safety Officer.
- The Club will review reported incidents and share lessons learned with its members and the wider rowing community where appropriate.



Continuous Improvement

The Club will:

- Regularly review and update safety policies and procedures to reflect best practices and emerging risks.
- Provide guidance and training to ensure all members understand and comply with safety measures.

Questions and Concerns

Members are encouraged to raise any questions or concerns regarding safety with the Club's Rowing Safety Adviser or other relevant officers. The Club values open communication and proactive involvement in maintaining a safe environment.

By fostering a culture of safety and collaboration, Bedford Rowing Club aims to ensure that rowing remains a secure and enjoyable sport for all members.



CONFLICT OF INTEREST POLICY

Introduction

It is important that conflicts of interest are recognised, recorded and managed to promote integrity and transparency. A conflict of interest arises when an individual, who is in a position to influence a decision within an organisation, has the potential to exploit that position to benefit personally, for a friend, family member or another connection, at the expense of the organisation's best interests. A committee member would have a conflict of interest if they (or their family) would be set to benefit personally from a committee decision.

Purpose

This policy ensures that the activities and decisions of BRC are conducted with integrity and free from undue influence due to personal or financial interests.

Definition

A conflict of interest arises when a member, coach, committee member, or volunteer (the "Individual") has personal, financial, or professional interests that may interfere with their ability to act in the Club's best interests.

Disclosure

All Individuals must disclose any actual, perceived, or potential conflicts of interest promptly to the Club's Committee. Examples include, but are not limited to:

- Financial relationships with suppliers or sponsors.
- Family or close personal relationships with other Club members that may affect impartiality.
- Involvement in competing organisations.

Management

Upon disclosure, the Committee will assess the conflict and take appropriate action, which may include:

- Requiring the individual to abstain from discussions or decisions on the matter.
- Requesting the individual to relinquish their conflicting role or relationship.

Recordkeeping

All disclosures and actions taken to manage conflicts will be documented in the management committee meeting minutes.

Compliance

Failure to disclose or appropriately manage conflicts may result in disciplinary action in accordance with the Club's Code of Conduct.



GRIEVANCE AND DISCIPLINARY POLICY

Introduction

BRC is committed to creating an environment where all those connected with the Club are able to perform to their best ability and achieve satisfaction. It also recognises that there will be occasions where grievances arise.

The purpose of this policy is to ensure that if such problems do arise, they are dealt with fairly and consistently. This policy sets out the action that will be taken when problems occur.

The aim of the policy is to encourage improvement in individual conduct and performance and to minimise disagreements about disciplinary matters.

Where necessary, reference will be made to the policies of British Rowing, and in particular document Complaints and Disciplinary Procedure, which can be accessed [HERE](#).

This policy applies to all BRC members, volunteers, employees, associates, and contractors.

Principles

A fair grievance procedure should address the following key points:

- Any issue should be dealt with promptly and consistently, with the club carrying out any necessary investigation in a manner which treats all involved fairly.
- At every stage the respondent who is the subject of the grievance will be advised of the nature of the complaint and given the opportunity to state their case in a formal meeting before any decision is taken on whether to impose a warning or other disciplinary sanction.
- The respondent will be given the opportunity to be represented or accompanied at any formal meeting.
- There is a right to appeal against any disciplinary action taken against a respondent.

Informal Discussions

Most grievances can be resolved by informal discussions or counselling. In the first instance, any grievance should be raised with the Club Welfare Officer, who will attempt to resolve the issue informally.

If the complainant does not wish to confide in the Club Welfare Officer, they should involve the Club President instead.

If the issue cannot be resolved informally, or if it is considered to be sufficiently serious, then the formal procedure set out below should be followed.

Formal Discussions

If a complainant wishes to raise a formal grievance, they must do so in writing, addressed to the Club Welfare Officer or Club President, as soon as possible after, but no more than one month following the incident which gives rise to the complaint.



The complainant must detail the specific circumstances which in their view constitute the grievance, giving dates, times and witnesses as applicable. This submission must stick to the facts, listing only matters which can be substantiated and avoid insulting or abusive language. The complainant will be invited to attend a meeting with the Club Welfare Officer and Club President to discuss the grievance, at which they will be entitled to be accompanied by an individual of their choosing.

That individual can speak on their behalf, but cannot answer any questions put directly to the complainant, or question any other person present at the meeting.

The Club Welfare Officer and Club President may ask another member of the Club to attend the meeting to take a note of what is said.

Meeting Procedure

1. The Club Welfare Officer or Club President opens by reading the grievance, asking the member to confirm it is correct, and seek clarification of anything that is unclear.
2. The complainant will have the opportunity to put forward their case and say how they would like it to be resolved. They may refer to documents or call other members referred to in their grievance as witnesses.
3. The Club Welfare Officer or Club President may ask questions of the complainant or any witnesses called.
4. The complainant will have the opportunity to summarise their case, but not raise new matters.
5. The Club Welfare Officer or Club President will adjourn the meeting to consider the grievance. The respondent who is the subject of the grievance will be contacted, and given the same opportunity to hear the grievance, and put forward their own case.

If they consider it necessary to carry out further investigations, the Club Welfare Officer or Club President may call further meetings, either separately, or with all parties present.

The Club Welfare Officer or Club President will give their decision in writing within one week of any final investigatory meeting.

If this procedure fails to satisfy all parties, and bring about the desired improvement, then the following formal disciplinary procedure will be implemented.

Disciplinary Procedure

Formal Verbal Warning

If, despite informal or formal discussions, the conduct or performance still does not meet acceptable standards, the respondent may, following an appropriate disciplinary meeting, be given a formal verbal warning by the President. The respondent will be told:



- The reason for the warning.
- What the respondent needs to do to improve the situation.
- A time frame within which the conduct or performance needs to be improved.
- Any support or training that BRC might provide to support the respondent.
- That the verbal warning is the first stage of the disciplinary procedure.

A brief note of the warning will be kept but it will lapse after 3 months, subject to satisfactory conduct and/or performance.

Written Warning

If there is no improvement in standards within the prescribed time, or if a further offence occurs, the respondent will receive a letter from the President. The letter will contain:

- Details of what the respondent has alleged to have done wrong.
- The reason why the current behaviour or performance is unacceptable
- An invitation to attend a disciplinary meeting with the President and management committee at which the problems can be discussed.
- Information about the right to be accompanied at the disciplinary meeting.
- Copies of any documents that will be referred to at the disciplinary meeting.

The disciplinary meeting should take place as soon as is reasonably possible but with sufficient time for the respondent to consider their response to the information contained in the letter. Where, following the disciplinary meeting, it is decided that no further action is warranted, the respondent will be informed in writing.

Where, following the disciplinary meeting, the respondent is found to be performing unsatisfactorily or their behaviour is deemed unsatisfactory, they will be given a written warning which will set out:

- The performance and/or behaviour problem.
- The improvement that is required.
- The timescale and date for achieving the improvement.
- Any support that BRC will provide to assist the respondent.
- A statement that failure to improve could lead to a final written warning and cancellation of Club membership.
- A review date.
- The appeal procedure.

A copy of the written warning will be kept on file but the warning will lapse after 12 months subject to satisfactory conduct and/or performance.

Final Written Warning

If the conduct or performance still remains unsatisfactory by the stipulated date, or if the misconduct is sufficiently serious to warrant only one written warning, a further disciplinary meeting will be called with the respondent and their representative.



The final warning will:

- Give details of and the grounds for the complaint.
- Set out the improvement that is required and a time frame.
- Make it clear that any recurrence of the offence, lack of improvement or other serious misconduct within the stipulated period of time will result in cancellation of Club membership.
- Refer to the respondent's right of appeal.

A copy of the final written warning will be kept on file but the warning will lapse after 12 months subject to satisfactory conduct and/or performance.

Dismissal

If the respondent's conduct or performance still fails to improve or if further serious misconduct occurs, the final stage in the disciplinary process may be instituted and the respondent dismissed. The decision to dismiss will be taken by the management committee following an appropriate hearing and the respondent being given the opportunity to state their case and put forward any mitigating circumstances.

Gross Misconduct

Where a member is found guilty of gross misconduct, they will normally be subject to cancellation of Club membership and the above procedures regarding progression of warnings will not apply.

The following list is a non-exhaustive list that indicates the type of actions that may constitute gross misconduct:

- Theft, fraud, deliberate falsification of club documents.
- Violent behaviour, fighting, assault on another person.
- Deliberate damage to club property.
- Harassment.
- Being unfit through alcohol or illegal drugs.
- Gross negligence.
- Gross insubordination.

Appeals

If a member wishes to appeal against any disciplinary decision, they must appeal, in writing within one week of the decision being communicated to them, to the Club President.

The Club Captain will convene an Appeals Sub Committee to hear the appeal and the member will be invited to a meeting with the Appeals Sub Committee.

The respondent will have the right to be accompanied to the appeal meeting.

The President will not form part of the Appeal Sub Committee and the decision of the Appeal Sub Committee will be final.



WHISTLEBLOWING POLICY

Introduction

BRC is committed to maintaining the highest standards of transparency, integrity, and accountability. We strive to foster a culture of openness to protect our members, uphold the reputation of our club, and maintain public confidence in the sport. This policy establishes the framework for addressing allegations of improper conduct within BRC or its affiliated activities.

We recognise that making a whistleblowing allegation can be challenging. However, individuals who report concerns in the reasonable belief that it is in the public interest to do so are protected under this policy. BRC will take appropriate action to safeguard whistleblowers against unfair treatment, victimisation, discrimination, or harassment.

This policy complements but does not replace other club policies and procedures, such as disciplinary and grievance procedures, safeguarding policies, or statutory reporting requirements. For example, grievances related to working conditions or interpersonal disputes should be addressed through the relevant policies or the club's constitution in alignment with British Rowing's Code of Conduct.

This policy ensures compliance with the Public Interest Disclosure Act 1998.

Scope

This policy applies to all BRC members, volunteers, employees, associates, and contractors. It covers, but is not limited to, allegations about:

- Breaches of club or British Rowing rules, regulations, or codes of conduct.
- Violations of safeguarding policies for children or adults at risk.
- Betting, corrupt practices, insider information, and match-fixing.
- Serious health and safety risks, such as unsafe practices or pressuring athletes to train against medical advice.
- Environmental harm.
- Miscarriages of justice.
- Criminal conduct or breaches of the law.
- Complicity in or deliberate concealment of the above issues.
- Unauthorized use of funds.
- Fraud or corruption.
- Abuse of authority or unethical behavior.

Confidentiality

All allegations will be treated confidentially to the extent possible. BRC will make every effort not to disclose a whistleblower's identity without their consent. If the situation necessitates disclosure (e.g., due to criminal investigation), the whistleblower will be consulted on how they wish to proceed.



Anonymous Allegations

While whistleblowers are encouraged to disclose their identity, anonymous allegations may still be considered at the club's discretion. Factors influencing the decision to investigate anonymous claims include:

- The seriousness of the issue.
- The credibility of the allegation.
- The feasibility of investigating the matter without the whistleblower's identity.

Untrue Allegations

No action will be taken against whistleblowers who report allegations in good faith, even if investigations do not substantiate their claims. However, disciplinary action may be taken against individuals who make frivolous, malicious, or knowingly false allegations.

Procedure for Making an Allegation

Concerns about club members, officers, or events should ideally be raised within the club's governance framework. If this is not appropriate due to the sensitivity of the issue, concerns can be reported directly to:

- The Regional Chair of British Rowing.
- British Rowing's Governance Officer.

Whistleblowers should provide as much information as possible, including:

- Their name and contact details.
- The background and history of the allegation (e.g., relevant dates, individuals involved).
- The specific reasons for the concern.

Support for Whistleblowers

Whistleblowers are entitled to have a companion present during any meetings or interviews related to the investigation. If the matter is escalated to an external agency, procedural rules of that agency will apply.

Action on Receipt of an Allegation

Upon receiving an allegation, the Welfare Officer or Club President will:

- Record details of the allegation, including acknowledgment and supporting documents.
- Communicate with the whistleblower through their preferred contact method to ensure confidentiality.

Investigations will be conducted promptly, and whistleblowers will be informed of outcomes where appropriate.



COMPLAINTS POLICY

Introduction

BRC is committed to fostering a welcoming, inclusive, and respectful environment for all members. We value open communication and believe that addressing concerns promptly and effectively is essential to maintaining harmony within our community. This policy outlines a clear and fair process for raising and resolving complaints, ensuring that all members feel heard and supported.

A complaint is defined as a general expression of dissatisfaction that can be either informal or formal. It can relate to issues of any scale and may or may not require a formal resolution process. Complaints may be addressed through direct communication without the need for escalation.

Process for Declaring a Complaint

On receipt of complaint, the Club Welfare Officer is appointed to support both the complainant and the respondent to the complaint.

A member of the Club management committee will be appointed to lead the complaint "investigation"- normally the Deputy President who is responsible for overseeing any investigation and for being the single point of contact as well as to the committee and direct point of contact to BR should they be involved, leaving the President to be able to preside over an appeals process.

The Committee should appoint, if necessary, a small team (3/4 others) to help with the "investigation" depending nature of complaint, other committee members and potentially a lay member of the club for independence, with latitude for other support from any individual with any "professional knowledge" which could be applied to support the investigation.

Confidentiality has to be paramount and due process needs to be put in place to ensure this happens e.g. separate closed email loop established for those investigating and for transfer and exchange of data, separate what's app group if digital comms needed etc

Any documents held/obtained in hard format need to be stamped "confidential" and stored inside envelopes with a secure admin draw/filing cabinet. At the conclusion of the process all emails, docs, findings etc should also be printed in hard format and stored, or filed electronically within a secure platform within the share-point platform.



VEXATIOUS COMPLAINTS POLICY

Introduction

BRC is committed to handling all complaints in a fair, effective, and timely manner, in accordance with its Disciplinary and Grievance Procedures. However, there may be occasions where complaints are pursued in a manner that is unreasonable, placing undue strain on the time and resources of club members. This policy outlines the approach the Club will take to address persistent or vexatious complaints while ensuring fairness and respect for all parties involved.

Expectations

BRC expects all staff, volunteers, and members to treat one another with courtesy and respect. In return, the Club will protect its staff and volunteers from unacceptable behaviour by complainants.

Unacceptable behaviour may include:

- Abusive, threatening, or inappropriate language (verbally or in writing).
- Sending multiple emails over a short timescale.
- Making excessive phone calls or leaving multiple voicemails.
- Persistently pursuing complaints in an unreasonable manner.

Definition of a Vexatious Complaint

A vexatious complaint is one that:

- Is raised without reasonable grounds or substantive merit and appears intended to cause annoyance or disruption.
- Continues to be pursued unreasonably after appropriate procedures have been followed and exhausted.

Examples of Vexatious or Unreasonable Behaviour

- Refusing to cooperate with the complaints investigation process while expecting a resolution.
- Failing to follow the correct procedure or escalate complaints prematurely (e.g., before exhausting internal processes).
- Insisting on pursuing issues outside the Club's policies or remit, despite being informed otherwise.
- Demanding actions that are incompatible with the Club's policies or good practice (e.g., refusing written documentation).
- Making unfounded complaints about those handling the process or seeking their replacement.
- Contacting the Club excessively or inappropriately in relation to a specific complaint.
- Persistently raising new or unrelated issues while an existing complaint is being addressed.



- Escalating a complaint to external bodies unnecessarily or simultaneously pursuing it through multiple channels (e.g., Sport England, local councils, or MPs).
- Refusing to accept the outcome of the complaints process and attempting to re-litigate resolved issues.

Process for Declaring a Complaint as Vexatious

If a complaint is considered potentially vexatious, the following process will be followed:

1. Referral and Review:

- The concern will be referred to the Club's Welfare Officer with supporting documentation.
- If the complaint involves a Committee member, the matter will be escalated to the President.

2. Decision:

- The designated reviewer (e.g., President or appointed Club officer) will review the complaint and determine whether it meets the criteria for vexatious behavior.
- A decision will be documented in writing, including the rationale.

3. Notification:

- The complainant will be informed in writing that their complaint has been classified as vexatious.
- The Club will outline how future communication will be managed, specifying any restrictions on contact methods or individuals.

4. Handling Further Communication:

- Once a complaint is declared vexatious, contact will typically be limited to specific individuals and methods (e.g., written communication only).
- If the complaints process has been exhausted, the complainant will be informed that no further action will be taken and any subsequent correspondence will be acknowledged but not answered.

5. Escalation for Extreme Cases:

- In extreme circumstances, external legal advice may be sought to address persistent vexatious behaviour.

6. Membership Implications:

- The Club management committee reserves the right to refuse admission, renewal, or continuation of any membership for individuals declared vexatious.



SAFE RECRUITMENT

Safe recruitment is a critical part of safeguarding and is essential for all roles, including voluntary positions, within BRC. It involves creating an open recruitment process by advertising roles transparently with clear descriptions and safeguarding expectations, including the need for Disclosure and Barring Service (DBS) checks where necessary. Applicants undergo identity verification, reference checks, and interviews that assess their suitability and safeguarding knowledge, especially for roles involving children or vulnerable adults. BRC ensures DBS clearance is confirmed before allowing individuals to start roles that involve working with at-risk groups, even under supervision.

Additionally, all successful candidates undergo a thorough induction, including safeguarding training, and be assigned, if necessary, a mentor for initial support. Clear role descriptions or contracts must outline responsibilities and safeguarding requirements. Staff and volunteers must read and acknowledge key safeguarding policies, such as British Rowing's Safeguarding Policy and Code of Conduct. Regular background checks and monitoring, including internet searches and safeguarding discussions, are vital to maintaining a safe environment aligned with the club's ethos.



SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

Introduction

At BRC, we prioritise the safeguarding and protection of all children and young people involved in rowing activities. This policy aims to ensure that all children and young people in our care are provided with a safe, inclusive, and supportive environment where they can participate in rowing in a positive and enjoyable way. We are committed to upholding safeguarding best practices and ensuring that all staff, volunteers, and members are aware of their responsibilities in safeguarding children and young people.

Safeguarding Commitment

BRC is committed to:

- Providing a safe and enjoyable environment for children and young people to participate in rowing.
- Minimising the risk of harm to children through safeguarding policies, procedures, training, and support.
- Promoting a child-centred approach to all activities, ensuring that the welfare of children is paramount.
- Recognising that children with protected characteristics (such as those with a disability, of a particular race, religion, belief, ethnic background, or those from a socio-economic disadvantage) are at greater risk and taking extra care to safeguard these children.

Responsibilities

All individuals involved in BRC, including staff, volunteers, members, and coaches, are responsible for the safety and well-being of children. This responsibility includes:

- Adhering to the club's safeguarding policies and procedures.
- Actively ensuring that all children are treated with respect and dignity.
- Reporting any concerns regarding child welfare or behaviour promptly and appropriately.

Recognising and Reporting Concerns

BRC acknowledges that child abuse can take place in any environment, whether face-to-face or online. Abuse may be current or non-recent, and perpetrators can be children, young people, or adults, including those in positions of trust.

Concerns about a child's welfare, including signs of abuse or poor practice, must be reported immediately, following the club's safeguarding reporting procedure. The club will act swiftly to investigate and respond to any concerns raised, prioritising the safety and well-being of the child involved.

Types of Abuse and Poor Practice

Abuse can take various forms, including:

- Physical abuse
- Emotional abuse
- Sexual abuse



- Neglect
- Bullying or harassment
- Poor practice (inappropriate behaviour or conduct that compromises a child's safety or well-being)

If any member of BRC becomes aware of any behaviour that may indicate abuse or poor practice, they must report it in accordance with our procedures.

Inclusivity and Vulnerable Children

We recognise that some children may be more vulnerable to abuse due to their individual circumstances, such as those with a disability or those who may experience social or emotional isolation. BRC will take all reasonable and appropriate steps to safeguard these children and ensure their full participation in activities.

Reporting Procedure

In the event that concerns about a child's safety or well-being arise, BRC follows the safeguarding reporting procedure as outlined:

1. Immediate action: Report concerns directly to the Club's Welfare Officer or in their absence the Club Captain or President. If a child is in immediate danger then call 999..
2. Investigation: The Club will promptly investigate any concerns raised and take appropriate action in line with UK legislation and guidance.
3. Follow-up: The welfare of the child will be monitored throughout the investigation and any necessary safeguarding measures will be implemented.
4. Referral to authorities: If necessary, concerns will be escalated to external authorities, such as the police or local safeguarding boards.

Preventative Measures

The club will ensure that:

- All coaches, volunteers, and staff members undergo appropriate safeguarding training.
- All children are informed about safeguarding practices and know who to talk to if they feel unsafe.
- Clear, child-friendly guidelines are in place for behaviour, both online and offline.

Review and Revision

This policy will be reviewed every three years to ensure its continued relevance and effectiveness. Updates will be made in light of any changes to government legislation, organisational changes, or new information arising from safeguarding incidents.

Conclusion

Safeguarding is everyone's responsibility, and not acting upon concerns is not an option. BRC takes all safeguarding matters seriously, and the safety and well-being of children and young people will always be our highest priority.



SAFEGUARDING AND PROTECTING ADULTS' POLICY

Introduction

BRC is committed to safeguarding and protecting adults, ensuring that our club provides a safe, inclusive, and supportive environment where everyone can enjoy rowing without fear of harm or abuse. This policy aims to uphold the safeguarding principles outlined by British Rowing and align with relevant UK legislation.

Scope

This policy applies to all members, staff, volunteers, and visitors involved in BRC activities, whether on or off-site, in person or online. It prioritises safeguarding measures for Adults at Risk and provides guidance on recognising, reporting, and responding to safeguarding concerns.

Definition of an Adult at Risk

BRC identifies an Adult at Risk in accordance with the Care Act (2014): any adult who requires additional care and support, is unable to protect themselves from harm or abuse, or finds themselves in circumstances that make them vulnerable.

Principles of Safeguarding Adults

The club upholds the six safeguarding principles within the Care Act (2014):

1. Empowerment: Supporting individuals to make their own decisions.
2. Prevention: Taking proactive measures to prevent harm.
3. Proportionality: Responding appropriately to risks.
4. Protection: Offering support to those in greatest need.
5. Partnership: Collaborating with local services to protect adults.
6. Accountability: Ensuring safeguarding practices are transparent and responsible.

Recognising Types of Abuse

Abuse can occur in many forms. Examples include:

- Physical Abuse: Harm through physical force or restraint.
- Sexual Abuse: Coercion or exploitation in sexual activities.
- Emotional Abuse: Bullying, name-calling, or discrimination.
- Financial Abuse: Exploitation of financial resources.
- Neglect: Failing to provide for basic needs.
- Discrimination: Unfair treatment based on characteristics such as disability or gender.

Responsibilities

- Club Welfare Officer: Oversees the implementation of safeguarding measures and acts as the primary contact for safeguarding concerns.
- Members and Volunteers: Responsible for adhering to this policy, reporting concerns, and promoting a safe environment.
- Management Committee: Ensures policies are implemented, reviewed, and supported with appropriate resources.



Safeguarding Procedures

Reporting Concerns

Concerns about the safety or welfare of an adult must be reported to the Club Welfare Officer. If an adult is in immediate danger, the police (999) must be contacted.

Record Keeping

All concerns or disclosures must be documented and stored securely. Confidentiality must be maintained, and records will only be shared with the appropriate authorities or British Rowing's Safeguarding Team.

Responding to Disclosures

When an adult discloses abuse:

- Listen without judgment or interruption.
- Reassure them and explain the next steps.
- Do not promise confidentiality if there is a risk of harm to them or others.
- Report the disclosure to the Club Welfare Officer.

Actions Following a Concern

The Club Welfare Officer will assess concerns in consultation with the British Rowing Safeguarding Team and, if necessary, refer the matter to external authorities, such as the police or social services. Individuals involved will be supported throughout the process.

Safer Recruitment

All staff and volunteers who may work with Adults at Risk must:

- Undergo appropriate criminal record checks (e.g., DBS checks).
- Provide references.
- Complete safeguarding training.

Training and Awareness

The club is committed to:

- Providing safeguarding training to all relevant staff and volunteers.
- Raising awareness of safeguarding responsibilities and procedures.
- Promoting a culture of inclusivity and respect.

Whistleblowing

BRC supports individuals who raise concerns about safeguarding issues and will take all reports seriously. If internal reporting channels do not resolve a concern, British Rowing's Complaints Policy will be applied.



ANTI-BULLYING POLICY

Introduction

BRC is committed to creating a caring, friendly, and safe environment for all members to participate in rowing in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in our club. All members, whether children, young people, or adults, deserve respect and dignity and should feel safe from any form of bullying.

Any incidents of bullying will be taken seriously, thoroughly investigated, and dealt with promptly and effectively. Members are encouraged to report any instances of bullying to the Club Welfare Officer. Those who report bullying will be supported throughout the process. Bullying in any form will not be tolerated.

What is Bullying? Bullying is usually defined as behaviour that is:

- Repeated,
- Intended to hurt someone physically or emotionally, and
- Often targeted at certain groups, such as those based on race, religion, gender, sexual orientation, disability, family situation, or any perceived differences.

Forms of Bullying Include:

- Physical: Assault or intentional harm to another person.
- Social: Teasing, exclusion, or spreading malicious rumours.
- Verbal: Threatening behaviour, name-calling, or offensive remarks.
- Cyberbullying: Abusive messages or content shared online, hacking, spreading malicious rumours, or pressuring someone to act against their will.

Banter vs. Bullying: While banter may be an icebreaker or stress reliever, it can cross the line into bullying. Behaviour or comments perceived as banter by one person may be received as bullying by another. Intent is not the determining factor; impact is.

Why Address Bullying? Bullying can cause significant harm. No one deserves to be a victim of bullying, and everyone has the right to be treated with respect. It is the responsibility of every member to respond to bullying promptly and effectively. Early intervention can stop bullying behavior and prevent further harm.

Objectives of This Policy

- Ensure all members, rowers, coaches, volunteers, and parents understand what bullying is.
- Clearly communicate BRC's zero-tolerance stance on bullying.
- Provide procedures for reporting and addressing bullying effectively.
- Support members who report bullying.



Procedures for Addressing Bullying

- All reports of bullying must be submitted to the Club Welfare Officer, along with any supporting evidence.
- For cases involving children or adults at risk, safeguarding procedures will be followed.
- Bullying between adults will be addressed in line with the club's Code of Conduct and disciplinary procedures.
- If the bullying involves staff, grievances should be directed to the relevant authority within the club or British Rowing.
- In serious cases, where violence or harm is threatened, the police should be contacted immediately.

Club Actions

- Informal Resolution: Efforts will first be made to address the bullying informally, which may include mediation to help change behaviour.
- Escalation: If informal attempts fail or are deemed inappropriate, the club's formal disciplinary procedures will be initiated.
- Regional Support: If the situation cannot be resolved within the club, the matter will be referred to the Regional Council.

Prevention

- BRC will maintain a clear anti-bullying policy that is accessible to all members.
- All members, including parents of junior rowers, must be sent a copy of the club's Code of Conduct annually, which includes references to anti-bullying measures.
- The Club Welfare Officer will:
 - Promote awareness about bullying and its impact.
 - Be the first point of contact for bullying cases involving both adults and children.
 - Follow the appropriate routes for resolution based on the nature of the bullying.

BRC is dedicated to upholding this Anti-Bullying Policy to ensure a safe, respectful, and enjoyable environment for all its members. By working together, we can eliminate bullying and foster a positive and inclusive culture in rowing.



EQUITY, DIVERSITY AND INCLUSION POLICY

Introduction

BRC is committed to fostering an environment that embraces equity, diversity, and inclusion (EDI) in all aspects of its operations. We strive to ensure that rowing is an inclusive and accessible sport for everyone, providing opportunities for participation, enjoyment, and achievement at all levels. This commitment reflects the core values outlined in British Rowing's National Strategy, "Rowing – Everyone's Sport."

Our Commitment

BRC will:

- Create an environment free of bullying, harassment, victimisation, and discrimination, where dignity and respect are paramount, and individual differences are celebrated.
- Ensure equitable practices by providing support tailored to individual needs to enable equal access to opportunities.
- Work towards a club culture that values and champions diversity, ensuring all members feel welcome, comfortable, and confident to be themselves.
- Take positive action, where appropriate, to tackle under-representation and address barriers to participation.
- Provide appropriate training for employees, Board members, and key volunteers to raise awareness and promote shared responsibilities for EDI.
- Regularly review and evaluate EDI policies and practices to track progress and ensure continuous improvement.

Definitions

- Equality: Ensuring that every individual has an equal opportunity to make the most of their abilities and talents.
- Equity: Providing tailored support to meet individual needs, ensuring access to the same opportunities.
- Diversity: Embracing the mix of people from different backgrounds, experiences, and perspectives.
- Inclusion: Creating a culture where everyone feels valued, respected, and able to contribute fully.

Legal Compliance

BRC adheres to its obligations under the Equality Act 2010 and other relevant legislation. This includes protecting individuals from discrimination, harassment, and victimisation based on protected characteristics, which include:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief



- Sex
- Sexual orientation

Responsibility for Implementation

EDI is everyone's responsibility. All members, employees, volunteers, and officials are expected to:

- Act in accordance with this policy and promote its principles.
- Challenge discriminatory language or behaviour when encountered.
- Support a club culture that values EDI.

Positive Action

BRC recognises that achieving equality sometimes requires equity. Where under-representation exists, we will take positive action to support and encourage participation among diverse groups, in line with the provisions of the Equality Act 2010.

Disciplinary and Grievance Procedures

BRC takes any breaches of this policy seriously. Members, employees, or volunteers who feel they have been subject to discrimination, harassment, or victimisation may raise the matter through the appropriate grievance procedure. Disciplinary action will be taken against individuals found to have violated this policy.

Monitoring and Review

BRC may if required:

- Monitor the diversity of its members, volunteers, and staff.
- Evaluate the impact of EDI initiatives and set benchmarks for progress.
- Review this policy periodically to ensure it remains effective and aligned with best practices.

BRC is dedicated to creating an inclusive community that reflects the diversity of society and promotes equity in rowing for all.



ANTI DOPING POLICY

Introduction

BRC is committed to promoting fairness, integrity, and respect in the sport of rowing. As a club, we take a strong stance against doping, which undermines the spirit of competition, endangers athlete health, and compromises the values of our sport.

This policy is designed to ensure that all members of BRC, from recreational rowers to competitive athletes, understand their responsibilities in adhering to anti-doping regulations.

Definitions:

Rower: Any person (including any Recreational Athlete) who competes at any level in rowing under the jurisdiction of British Rowing. For purposes of the UK Anti-Doping Rules, a rower is any person who participates at any level in the sport under the sports organisation accepting the Code ie: British Rowing.

Coach: Any coach working with a rower participating in or preparing for sports competition.

Rower Support Person: Any team manager, team support staff (e.g., sport scientist, doctor, physiotherapist, strength and conditioning coach), agent, official, parent, or any other person working with, treating, or assisting a rower participating in or preparing for sports competition.

Participant: Any Rower or Rower Support Person.

Anti-Doping Rules

The anti-doping rules of BRC align with the UK Anti-Doping Rules published by UK Anti-Doping Limited (UKAD), as amended from time to time. These rules take effect and are construed as rules of BRC.

Membership in BRC requires agreement to comply with these rules, including the prohibition of doping-related activities. The UK Anti-Doping Rules are accessible at [UKAD's website](https://www.ukad.org/).

Responsibilities of UK Anti-Doping (UKAD)

UKAD is responsible for implementing and managing the UK's National Anti-Doping Policy. Their mission is to protect athletes' right to compete in clean sport.

UKAD ensures compliance with the World Anti-Doping Code by working with sports bodies to provide education and information, conduct testing, manage intelligence, and prosecute anti-doping rule violations.

Support from BRC and British Rowing

BRC, in collaboration with British Rowing and UKAD, supports members in understanding their anti-doping responsibilities.



Application of Anti-Doping Rules

The UK Anti-Doping Rules apply to and bind all Rowers, Rower Support Personnel, and other Persons under the jurisdiction of British Rowing, including but not limited to:

- Members of BRC and other affiliated organisations.
- Participants in events, competitions, and activities organised, authorised, or recognised by British Rowing.
- Coaches, Athlete Support Personnel, and others working with, treating, or assisting Athletes in a professional or sporting capacity.
- Individuals participating in rowing within any home nations' clubs, teams, associations, or leagues.
- Persons subject to British Rowing's jurisdiction by membership, contract, or other agreements.

Conditions of Participation

All Rowers, Coaches, Rower Support Personnel, and other Persons must accept and comply with the anti-doping rules as a condition of participation.

Rowers and Rower Support Personnel are personally responsible for understanding and adhering to these rules.

Drug Testing

All Rowers are subject to drug testing. Parental or guardian consent to testing of minors is implied if the minor is permitted to participate in rowing activities. Minors participating in rowing may therefore be subject to drug testing.

Cooperation with Investigations

Rowers, Coaches, Rower Support Personnel, and other Persons must cooperate fully with any anti-doping investigations or proceedings conducted by UKAD or any other competent body. Failure to cooperate without acceptable justification may be treated as misconduct under this policy and sanctioned accordingly.

Misconduct and Disciplinary Action

Acts of misconduct related to anti-doping that do not constitute a violation of the UK Anti-Doping Rules may still result in disciplinary action under Bedford Rowing Club's Code of Conduct.



INTEGRITY POLICY

Introduction

The purpose of this policy is to promote integrity, honesty, and ethical behaviour within BRC. It serves as a framework for fostering trust, respect, and accountability among all members, participants, and stakeholders.

Scope

This policy applies to all members, coaches, volunteers, visitors, and participants in events organised by BRC. It encompasses behaviour on and off the water, in-person or online interactions, and during official and informal activities.

Core Principles

- **Honesty and Transparency:** Members must act truthfully in all dealings related to the club and its activities.
- **Respect:** Treat all individuals, including fellow members, competitors, and the wider community, with dignity and respect.
- **Accountability:** Take responsibility for your actions and their impact on others and the reputation of the club.
- **Fair Play:** Uphold the principles of sportsmanship and fairness in training, competition, and all club-related interactions.

Standards of behaviour

- **On and Off the Water:** Members must adhere to the club's code of conduct and prioritize safety, respect, and collaboration at all times.
- **Conflict of Interest:** Disclose any situations where personal interests might conflict with club activities or decisions.
- **Confidentiality:** Respect the confidentiality of club matters and member information.
- **Representation:** Members representing the club in any capacity are expected to uphold its values and reputation.

Anti-Discrimination and Inclusion

BRC is committed to providing an inclusive and welcoming environment. Discrimination, harassment, or bullying of any kind will not be tolerated.

Reporting and Resolving Concerns

- **Reporting:** Concerns about breaches of integrity should be reported in the first instance to the Club's Welfare Officer or the Club President.
- **Process:** The club will handle all reports confidentially, fairly, and promptly. Investigations will follow established procedures to ensure impartiality.
- **Resolution:** Depending on the findings, actions may range from mediation to disciplinary measures, including suspension or expulsion from the club.



Guiding Principles on Integrity

- Be Smart: Know the rules.
- Be Safe: Never bet on your sport.
- Be Careful: Never share sensitive information.
- Be Clean: Never fix a competition.
- Be Open: Tell someone if you are approached.
- Be Honest: Never seek to act dishonestly or unfairly to gain an advantage.
- Be Ethical: Avoid unsportsmanlike behaviour or conduct that could bring disrepute to the sport.
- Be Fair: Do not misrepresent yourself or others



PRIVACY POLICY

Introduction

BRC promises to respect any personal data You share with Us, or that we get from other organisations and keep it safe.

This Privacy Policy describes Our policies and procedures on the collection, use and disclosure of Your information when You use the Service and tells You about Your privacy rights and how the law protects You.

We use Your personal data to provide and improve the Service. By using the Service, You agree to the collection and use of information in accordance with this Privacy Policy.

Interpretation and Definitions

Interpretation

The words of which the initial letter is capitalised have meanings defined under the following conditions. The following definitions shall have the same meaning regardless of whether they appear in singular or in plural.

Definitions

For the purposes of this Privacy Policy:

Club (referred to as either "the Club", "We", "Our" or "Us" in this Agreement) refers to Bedford Rowing Club Ltd or Bedford Social Club Ltd, Duck Mill Lane, Bedford;

You refers to the individual accessing or using the Service provided by the Club, or other legal entity on behalf of which such individual is accessing or using the Service, as applicable;

Service refers to the use of the Club or its facilities;

Account means a unique account created for You to access our Service or parts of our Service
Personal Data is any information that relates to an identified or identifiable individual;

Service Provider means any natural or legal person who processes the data on behalf of the Club. It refers to third-party companies or individuals employed by the Club to facilitate the Service, to provide the Service on behalf of the Club, to perform services related to the Service or to assist the Club in analysing how the Service is used;

Website refers to BRC, accessible from <https://bedfordrowing.co.uk>.

Collecting and Using Your Personal Data

Types of Data Collected: While using Our Service, We may ask You to provide Us with certain Personally Identifiable Information (PII) that can be used to contact or identify You. Personally identifiable information may include, but is not limited to:



- Email address
- First name and last name
- Phone number
- Address, City, Postal code
- Medical conditions that may affect your ability to row
- Bank details.

We may also collect information that is shared by independent organisations (such as British Rowing). These organisations will only share information where you have indicated consent and you should refer to their Privacy Policy to fully understand how they process your data.

Use of Your Personal Data: The Club may use Personal Data for the following purposes:

To provide and maintain our Service, including to monitor the usage of our Service;

To manage Your Account: to manage Your registration as a user of the Service. The Personal Data You provide can give You access to different facilities of the Service that are available to You as a registered user;

For the performance of a contract: the development, compliance and undertaking of the purchase contract for the products, items or services You have purchased or of any other contract with Us through the Service;

To contact You: To contact You by email, telephone calls, SMS, or other equivalent forms of electronic communication, such as a mobile application's push notifications regarding updates or informative communications related to the functionalities, products or contracted services, when necessary or reasonable for facilitating the Service;

To provide You with: news and general information about the Club and its members;

To manage Your requests: To attend and manage Your requests to Us;

For other purposes: We may use Your information for other purposes, such as data analysis, determining the effectiveness of and to improve our Service and your experience;

We may share Your personal information in the following situations:

With Service Providers: We may share Your personal information with Service Providers to monitor and analyse the use of our Service, to contact You;

For business transfers: We may share or transfer Your personal information in connection with, or during negotiations of, any merger, sale of Club assets, financing, or acquisition of all or a portion of Our business to another company;

With business partners: We may share Your information with Our business partners to offer You certain products, services or promotions With other users: when You share personal information or otherwise interact in the public areas with other users, such information may



be viewed by all users and may be publicly distributed outside;

With Your consent: We may disclose Your personal information for any other purpose with Your consent.

Retention of Your Personal Data: The Club will retain Your Personal Data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use Your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

The Club will also retain Usage Data for internal analysis purposes. Usage Data is generally retained for a shorter period of time, except when this data is used to strengthen the security or to improve the functionality of Our Service, or We are legally obligated to retain this data for longer time periods.

Transfer of Your Personal Data

Your information, including Personal Data, is processed at the Club's operating offices and in any other places where the parties involved in the processing are located. It means that this information may be transferred to — and maintained on — computers located outside of Your country or other governmental jurisdiction where the data protection laws may differ than those from Your jurisdiction.

Your consent to this Privacy Policy followed by Your submission of such information represents Your agreement to that transfer.

The Club will take all steps reasonably necessary to ensure that Your data is treated securely and in accordance with this Privacy Policy and no transfer of Your Personal Data will take place to an organisation or a country unless there are adequate controls in place including the security of Your data and other personal information.

Deletion of Your Personal Data: You have the right to delete or request that We assist in deleting the Personal Data that We have collected about You.

You may contact Us to request access to, correct, or delete any personal information that You have provided to Us.

Please note, however, that We may need to retain certain information when we have a legal obligation or lawful basis to do so.

Disclosure of Your Personal Data

Business Transactions: If the Club is involved in a merger, acquisition or asset sale, Your Personal Data may be transferred. We will provide notice before Your Personal Data is transferred and becomes subject to a different Privacy Policy.



Law enforcement: Under certain circumstances, the Club may be required to disclose Your Personal Data if required to do so by law or in response to valid requests by public authorities (e.g. a court or a government agency).

Other legal requirements: The Club may disclose Your Personal Data in the good faith belief that such action is necessary to:

- Protect and defend the rights or property of the Club;
- Prevent or investigate possible wrongdoing in connection with the Service;
- Protect the personal safety of Users of the Service or the public;
- Protect against legal liability.

Security of Your Personal Data: The security of Your Personal Data is important to Us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While We strive to use commercially acceptable means to protect Your Personal Data, We cannot guarantee its absolute security.

Children's Privacy: Our Service is provided to persons under the age of 18. If You are a parent or carer, You are expected to provide Your Personal Data to facilitate the Service. If We become aware that We have collected Personal Data from anyone under the age of 18 without verification of consent of parental/carers, We take steps to remove that information from Our servers.

Links to Other Websites: Our Service may contain links to other websites that are not operated by Us. If You click on a third-party link, You will be directed to that third party's site. We strongly advise You to review the Privacy Policy of every site You visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third-party sites or services.

Changes to this Privacy Policy: We may update Our Privacy Policy from time to time. We will notify You of any changes by posting the new Privacy Policy on this page.

We will let You know via email and/or a prominent notice on Our Service, prior to the change becoming effective and update the "Last updated" date at the top of this Privacy Policy. You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.



JUNIOR ROWING POLICY

All junior members of BRC and their coaches should be aware of the following points:

- All junior members of the club will be coached by appropriately qualified and approved coaches;
- Junior members of the club are not permitted to go on the water unless a coach, approved by the BRC Welfare Officer or Captain, has taken responsibility for their safety and welfare;
- Notwithstanding the above, juniors who have reached the age of 18 may have these two points reviewed at the discretion of the Captain or BRC Welfare Officer, based on their experience and ability, after the 30th of June in that year;
- Junior members of the club are not permitted to have a key, nor may they use another member's key to access the club;
- Coaches of junior members must consider factors such as rower competency, prevailing weather and river conditions, and boat type when deciding on an appropriate coach-to-rower ratio;
- In the event of any uncertainty regarding the above points, further advice should be sought from the BRC Welfare Officer or Captain.



PARENTS' CODE OF CONDUCT

Introduction

Our Parents' code of conduct sets clear expectations for parental involvement and behaviour. It ensures that parents understand their role in supporting their child's development, while contributing to a positive, respectful, and safe environment for all athletes. The code outlines boundaries around key areas such as coaching, competition, and conduct, helping to avoid misunderstandings or conflicts between parents, coaches, and athletes.

The code emphasizes the value of effort over winning, encourages sportsmanship, and prioritises the well-being of all participants. By fostering a collaborative and supportive community, the Parents' code of conduct enables both athletes and the club to thrive.

- Respect the coaches and allow them to develop your child's rowing ability;
- Do not overemphasize winning;
- Avoid swearing at, yelling at, or chastising children, officials, coaches, or others;
- Do not criticize coaching methods without good cause or in the presence of third parties;
- Encourage your child's effort and help them take responsibility for their actions, performance, and behaviour;
- Do not compel your child to participate in the sport;
- Do not allow your child to compete when they are ill or injured;
- Ensure that the level and type of participation are appropriate to your child's stage of development;
- Avoid placing undue pressure on your child;
- Be aware of the Club's Welfare Officer;
- Discuss the requirements of the sport and the nature and duration of the coaching relationship with coaches at an agreed time and place;
- Provide your child with appropriate equipment for the conditions, such as clothing suitable for cold/warm weather, a water bottle, sunscreen, sunglasses, and a hat;
- Assist the Club in caring for your child, and do not treat the Club as a child-minding service;



- Act in a sportsmanlike manner when supporting and spectating;
- Always use proper and respectful language;
- Accept that errors are an important part of learning, and do not condemn children for making them;
- Respect the officials of the club, event, or competition, as well as other participants, supporters, and parents;
- Act respectfully toward the decisions of officials and coaches, without criticism;
- Do not coach your child during training or competitions unless you have been specifically engaged for coaching responsibilities agreed upon by the Club; and
- Avoid smoking or consuming alcohol while on the Club premises or elsewhere in connection with any junior training or competition activities. Smoking on the Club premises is always prohibited.



SOCIAL MEDIA AND INTERNET POLICY

Introduction

This Policy has been developed by the Bedford Rowing Club Committee to provide a framework for the Rowing Club and The Social Club's use of social media.

This policy must be read in conjunction/addition to the British Rowing Online and social media Policy www.britishrowing.org

This Policy applies to all users of BRC's social media platforms. Whilst the activities of BRC are recreational in nature, there is a responsibility on both the Club and its members to ensure that (the club) social media services are used in an appropriate, safe, and controlled manner. It is important to remember that we are all "Ambassadors for the Club", and that social media is never private.

What do we mean by social media?

Currently the Club uses various social media presence. However, there are several types of social media that we, as a Club use now or may use in the future and this policy covers all types, for example:

- Social networking (Facebook,)
- Microblogging (Twitter, Tumblr).
- Photo sharing (Instagram, Snapchat, Pinterest)
- Tiktok
- Video sharing (YouTube, Facebook Live)
- Club communications such as WhatsApp and Spond
- This policy also covers private messages sent over online channels such as direct messaging via Facebook, Twitter, and WhatsApp.
- Any current or future group or channel being used primarily by BRC members for the purposes of organising BRC related activities - whether an official BRC channel or not - falls within this policy.

What do we want to use social media for?

The Club wants to use social media as part of the Club's formal 'shop window' to interact with Members and the wider Community to:

- promote and publicise the Club and Club events in a positive and clear way to Members, prospective Members, members of the wider Community, and partnership organisations.
- respond clearly and correctly to specific, non-sensitive or personal posts from Members of the Club and the public.
- provide information, advice, and guidance (particularly in emergency situations)
- contribute positively to the image of the Club as professional, human, approachable and part of the wider community.

Who can post as the 'Official' Voice of the Club?

Only Officers or Members of the BRC Committee or Events Committee, or, exceptionally, non-committee members, formally nominated by Committee may post on social media representing the 'Official' voice of the Club, either specifically as BRC or offering information or comments that appear to members and the public to formally represent the Club.



Managing Social Media – Club Facebook Pages

The Club maintains an official public Facebook page which offers information to members and non-members on Club activities and events. Members and non-members of the Club can post comments and send messages to the Club, but only appointed Administrators and Editors can post club information.

Whilst only a small number of individuals are able to use social media speaking formally on behalf of the Club, many Club members will use social media to talk, not on behalf of, but about the Club and Club activities. In addition to the Club Facebook page the Club has established a BRC Active Members Facebook Group. Any Member of the Club can ask to become a member of the Group to see and post information, stories, photos, and videos. The Group is Private, and only members of the group can see posts.

BRC uses Spond, a tool which exists specifically to share information about Club rowing, this is also a Private Group. For Spond, only members of the Club Committee (or exceptionally non-committee members formally agreed by Committee) may act as Administrators or Editors. Spond is the forum where formal communications take place on rowing matters and must be treated in that manner. If members wish to place a non-rowing post, this must be agreed with the administrators.

There will be at least two Administrators at any time for each of the Club's Facebook pages and Spond– whether that be public or private groups/pages. The Administrators will be agreed by the Committee. When an Administrator leaves the Committee or is asked to stand down from the position by the Committee, the Committee will make a new nomination and the roles will be updated. The number of Editors may vary, but when an Editor leaves the Committee or is asked to stand down as an Editor the Administrators will update the roles.

Expectations on Administrators and Editors

Use common sense: Use your best judgment at all times. If you're uncertain if something is inappropriate or questionable, don't post it.

Mind your manners: Be respectful, kind, and civil – do not make any comments that are discriminatory, unpleasant, or hateful about anyone.

Be human: Use your own voice; speak in a warm, approachable tone. Anything posted on the behalf of your club is permanent and a reflection of the club and its members.

Respect copyrights and fair use: Always give people proper credit for their work, and make sure you have the right to use something before you publish, for example – photographs taken by someone else. Be aware of confidentiality: Only reference information that is publicly available.

Security: Social media accounts should be created using an official club email address, which a designated individual should have responsibility for. Passwords should be protected, and any suspicions of account hacking should be raised with the social media platform immediately.

WhatsApp

WhatsApp is a sometimes-preferred way for crews and individuals to communicate with each other on rowing and social matters. It is preferred that the administrators of these WhatsApp groups be a squad coach, but if not, the policy is for the groups to avoid any of the behaviours that may bring BRC into disrepute.



Managing Social Media

When posting about the Club or Club activity on any social media platform including a private group, members are reminded:

- Everything on the internet is public – you should assume that all of your social media communication is visible to everyone everywhere. Comments and posts are permanent and often public even with privacy settings in place. So, think carefully about the content you post online.
- Be responsible – when in doubt don't post. All social media content and communication must not be unlawful, discriminatory, offensive, bullying, or defamatory.
- Respect copyright – don't post content created by someone else (videos/documents/links) without checking that you have given credit for them and where possible include links to the original source.
- Children online – never post personal information (schools, full names, addresses, emails) which could lead to a child being identified; this includes information contained in images, for example if a child is shown in an image wearing a blazer which identifies which school they go to. For the comprehensive policy guidance on online and social media please see The British Rowing Online Safety and social media Policy www.britishrowing.org
- Avoid privately messaging children who are involved in the club. Instead consider a means of team communication which ensures messages are copied into parents/carers or are openly visible to the group.
- In some circumstances it may be necessary for coaches, team managers or chaperones to have mobile phone contact with junior members, e.g. at an away camp for safeguarding reasons. In such circumstances, the individual holding the contact details must be Disclosure and Barring Service (DBS) checked, have undertaken appropriate safeguarding training and have the consent of each member's parent/guardian to hold that information. The members' phone numbers should be deleted when no longer needed.
- Do not 'friend' or 'follow' children from personal accounts on social media.

Any Member using any of the Club's social media in a negative, disruptive, or disrespectful way may be subject to withdrawal of access to all of the Club's social media and/or disciplinary action by the Club.



USE OF PHOTOGRAPHIC EQUIPMENT

Introduction

BRC is committed to providing a safe environment for children/young people under the age of 18. Essential to this commitment, is to ensure that all necessary steps are taken to protect children/young people from the inappropriate use of their images in resource and media publications, on the internet, and elsewhere.

Photographs can be used as a means of identifying children and young people when they are accompanied with personal information, for example, - "this is X who is a member of Anytown Rowing Club who likes Westlife and supports Manchester United". This information might make a child vulnerable to an individual who may wish to start to "groom" that child for abuse.

This policy applies to all members taking photographs in and around the vicinity of the Club.

Adopting Best Practice

By adopting the points highlighted in these guidelines, BRC seeks to put into place appropriate practice to protect children/young people wherever and whenever photographs and recorded images are taken and stored.

Definition: Photographic Images and Video Images includes the use of cameras, digital cameras, video recorders, mobile phones, and PDAs (Personal Digital Assistant)

These guidelines focus on the following key areas:

- The publishing of photographic and/or recorded images of children/young people;
- The use of photographic filming equipment; and
- The use of video equipment as a promotional material/coaching aid.

And adopt the following key principles:

- The interests and welfare of children taking part are paramount;
- Parents/carers and children have a right to decide whether children's images are to be taken, and how those images may be used;
- Parents/carers and children must provide written consent for children's images to be taken and used. This consent is given by signing the application form for membership of the Club. It is then the responsibility of the child and/or their parent/guardian to notify the Club Welfare Officer in writing of any subsequent objection or withdrawal of consent;
- Images should convey the best principles and aspects of BRC;



- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse;
- Images should only be taken by persons authorized by the Club;
- All images of children should be stored securely;
- Electronic images taken for coaching feedback are offered to the junior to be transferred to their device and then deleted from the coach's device at the end of each session; and
- In the case of images used on websites, particular care must be taken to ensure that no identifying details facilitate contact with a child by a potential abuser.

Publishing Images - Easy Rules to Remember:

- If the rower is named in an article, then avoid using their photograph;
- If a photograph is used, avoid naming the rower, and NEVER publish personal details (e.g., email addresses, telephone numbers, addresses etc.) of a child/young person;
- Only use images of rowers in suitable dress to reduce the risk of inappropriate use;
- Try to focus on the activity rather than a particular child and where possible; and
- Ensure that images reflect positive aspects of children's involvement in rowing (enjoyment/competition etc).



SLIP, TRIP, AND FALL POLICY

Introduction

Slips, trips, and falls are common causes of injuries that can be minimised through proactive measures. BRC is committed to maintaining a safe environment by assessing risks and implementing practical precautions.

General Guidelines

To reduce slip, trip, and fall risks members are asked to:

- Keep floors clean and dry and address spills promptly or clean them up if necessary.
- Report or resolve maintenance issues to a member of the club committee.
- Avoid walking on smooth, wet floors.
- Keep walkways clear of obstructions.
- Properly dispose of rubbish in bins.
- Avoid trailing leads across walkways.
- Inspect and replace worn carpets or rugs with turned-up edges.
- Ensure that boats, oars, trestles are carefully stored away.

This policy is informed by guidance from British Rowing. Members are encouraged to remain vigilant and report any safety concerns.



RESPONSIBLE SERVICE OF ALCOHOL POLICY

Introduction

BRC promotes the responsible service of alcohol in the best interest of its members, guests, staff and local community. Responsible serving of alcohol is important for legal, health and community reasons. Society is now less tolerant of the irresponsible use of alcohol that leads to drunkenness, drink driving, antisocial behaviour and underage drinking.

BRC has adopted the following Good Practice, which provide the framework for the Responsible Service of Alcohol:

- In order to prevent underage drinking acceptable Proof of Age must be provided when requested.
- Persons who are believed to be intoxicated will be refused admission to our premises.
- Members and their guests will be denied service if they are considered to be intoxicated.
- We will not allow any indecent, violent or antisocial behaviour on our premises.
- We will educate our staff and members as part of our Duty of Care to ensure they understand the implications of and abide by our Responsible Service of Alcohol Practices.
- We will support and actively promote initiatives to minimise drink driving in order to safeguard the wellbeing of our members.
- Bedford Rowing Club and Bedford Rowing Social Club will initiate these practices by:
 - Implementing, monitoring and modifying the Good Practice on an on-going basis;
 - Preventing under-age drinking by insisting on the production of acceptable documentation where a member appears to be under the age of 21;
 - Preventing intoxication by recognising the signs of intoxication and refusing to serve anyone to the point of intoxication. We will deny entry or service to anyone we believe is already intoxicated; and
 - Promoting the service of non-alcoholic beverages and food.

Our responsible serving practices aim to:

- Prevent under-age drinking.
- Prevent intoxication.
- Prevent violent or antisocial behaviour.
- Prevent drink driving.



Document Audit History

Nos	Action	Comment/Changes	Date
1.0	Draft document created	Emailed to Club Management Committee for review	06/01/25
2.0	Update document following committee feedback	Presented to Club Management Committee for formal approval 10/02/25	07/02/25
3.0	Approved	The Club management Committee approved the policy manual on the 10/02/2025	14/02/25