



# **Inverness Rowing Club**

## **Members Handbook**

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# 1 Welcome to IRC

Welcome to Inverness Rowing Club. Inverness Rowing club is the northernmost flat water rowing club in the UK. The club was founded in 1988, and we are lucky enough to have some of the founding members still rowing with us. Our membership has a broad age range from a strong junior section to a very active masters contingent.

We have a full range of racing boats (1x, 2x, 2-, 4x, 4x+, 4+, 4-, 8+) in various weights as well as ergs and training boats in which we can teach complete beginners. We also have a number of session coaches as well as more experienced coaches who can help provide you with basic technique in both sculling or sweep rowing or hone your already well developed skills.



We row on the Caledonian Canal which is arguably the best rowing water in Scotland, with over 5km of uninterrupted rowing available. This has resulted in us hosting the largest head race in Scotland, with over 570 entries in the most recent event.

As well as having nurtured future Olympians and a number of Scottish representatives, we have a growing squad of rowers of all abilities. So, if you're an experienced rower or a complete novice we very much hope Inverness Rowing Club help you meet your aspirations and fulfil your potential.

The club is run entirely by volunteers, who give up an enormous amount of their time to enable its members to enjoy the sport. If you are willing and able to help in any way (no matter how small, there are always jobs to do!) it would be greatly appreciated.

Please read this handbook carefully. In it you will find everything you need to know to help you get the most from your membership. If there's anything you need to know, help is at hand from the key contact list in Section 2.1 of this handbook.

And so, a warm welcome now to the Club, I hope that you will soon feel at home, and wish you plenty of happy rowing!

## 2 Communication

### 2.1 Key Contacts

Position	Name	Email
President	Dave Rothwell / Hazel Geddes	<a href="mailto:president@invernessrowing.uk">president@invernessrowing.uk</a>
Captain		
Vice Captain (Men)	Robert Gordon	
Vice Captain (Women)		
Secretary	Steven Andrews	<a href="mailto:secretary@invernessrowing.uk">secretary@invernessrowing.uk</a>
Junior Coordinator	Hazel Geddes / Heather Gordon	
Learn To Row Coordinator	Robert Gordon / Lesley Ronald	
Child Protection Officer	Rosie Arthur / Jude McManus	<a href="mailto:cpo@invernessrowing.uk">cpo@invernessrowing.uk</a>
Treasurer	Hazel Geddes / Dave Rothwell	<a href="mailto:treasurer@invernessrowing.uk">treasurer@invernessrowing.uk</a>
Membership secretary	Steven Andrews	
Communications	Julie Doorley	
Safety Officer	Gary Hunt	<a href="mailto:safety@invernessrowing.uk">safety@invernessrowing.uk</a>

### 2.2 How we communicate

We have a number of platforms through which we communicate, formally and informally, internally as well as externally on publicly accessible platforms. Members are able to join certain groups/platforms, and on cessation of membership, contact details will be removed either by the club or the individuals themselves depending on the application. The platforms IRC uses externally and internally are outlined in the tables below.

In addition, a communications officer supports the strategic direction of the Club's media presence. Their objectives are to develop external communications with the aim of raising the profile of the club and recruiting new members, and maintaining internal information repositories to benefit the experience of existing members.

## 2.3 What you need to do next

Sign up for relevant apps and communication groups and start to get phone numbers from team-mates.

External communication platforms (public)		
Source	Description	Managed By:
Website	The website is open to all, and contains much of the operational information we need to communicate, as well as partner links (such as Scottish Rowing, British Rowing, etc)  <a href="https://invernessrowing.uk">https://invernessrowing.uk</a>	The website is managed by the club and occasional updates will be posted on our News page link – such as success stories on and off the water, good to know stuff in general. If you have a story/picture you would like to share please send it to <a href="mailto:secretary@invernessrowing.uk">secretary@invernessrowing.uk</a>
Facebook	'Inverness Rowing' open page	These pages are maintained by a communications officer and updated regularly with news and results
Twitter	@InvernessRC handle	
Instagram	@invernessrowing	

Internal communication platforms (club members only)			
Source	Description	Managed By:	Member participation:
Website Members Area	Important documents for Members are stored in the Members area of the website.  There is also an online booking system for boats/outings	Secretary	Please remember to let us know on the booking system which sessions you plan to attend.

Email	Notices and general information will be sent via email to the club's mailing lists. All members will be subscribed to the relevant list when they have paid their membership fees.  Please note that the onus is on the individual to check their email inbox on a regular basis.	Secretary and relevant squad coordinators.	Check emails daily to ensure important messages are not missed.
Facebook	'Inverness Rowing Club' members page	These pages are maintained by a communications officer	Members who are active on social media are invited to join this group.
Other	Individual squads may also make their own contact groups on FB Messenger, WhatsApp, Snapchat etc.	Relevant squad coordinators	Check daily to ensure important messages are not missed.

## 2.4 Social media guidelines for members

The Club is active on several social media platforms. We encourage members to join, follow and like our pages to be kept up to date with information.

To send in photos and news to feature on the Club's accounts, please send via email to [secretary@invernessrowing.uk](mailto:secretary@invernessrowing.uk)

Please continue to share your updates on social media by @mentioning the club and or #InvernessRC

Members must respect other people's identifiable information when posting on social media and should pay particular attention when posts include information relating to Juniors and Vulnerable Adults.

Any member who posts offensive or abusive content will be disciplined in accordance with the club's disciplinary procedures and constitution. Depending on the severity, disciplinary action might include suspension of membership privileges for a period of time or expulsion from the club for repeated or unacceptable behaviour.

## 3 Membership

### 3.1 Membership categories

Subscription rates are reviewed annually and are payable 1<sup>st</sup> April each year to cover membership until 31<sup>st</sup> March of the following year. If you join part way through a year an appropriate proportion of a year's membership will be calculated. 2021/2022 rates are as follows:

- Senior – £180
- Unwaged/Student (in full time education) – £120
- Student (full time, studying outside Inverness Area) – £60
- Junior (Under 18 on 1 Sep 2020) – £95
- Cadet (Under 14 on 1 Sep 2020) – £80
- Associate - £95
- Racking £100

Parents of Juniors/Cadets are automatically enrolled as Associate Members (no additional fee payable).

### 3.2 Membership payments

IRC members are responsible for keeping their membership up to date. If membership subscription is owing, the member will not be allowed to race until outstanding amounts are collected. Membership of the club will automatically lapse membership fees are not paid by 31<sup>st</sup> May each year.

#### Payment

At the start of each membership year members will be asked to complete the online application form, available here - <https://join.invernessrowing.uk/>. This allows us to keep everyone's details up to date which is a legal requirement for the club to comply with its obligations under GDPR.

Once completed you will receive a confirmation email with details of how to pay the membership fee. Please check your junk mail in case this ends up there.

All members who wish to compete in regattas or head races must also take out Scottish Rowing membership, which provides a racing licence <https://scottishrowing.azolve.com>

### 3.3 Cessation of Membership

Written notice of leaving the club should be given to the Secretary.

## 4 Code of Conduct

Inverness Rowing Club is committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and where necessary to share any concerns or complaints that they may have about any aspect of the club through the relevant captain or board member.

### 4.1 Club coaches, officials and volunteers

Good ethical conduct and practice in relation to children and young people requires that all coaches, officials and volunteers must:

- Consider the well-being and safety of athletes before the development of performance
- Establish supportive, positive environments for the purpose of healthy competition, skill development, fun and achievement
- Develop an appropriate working relationship with athletes, based on mutual trust and respect
- Ensure that all activities are appropriate to the age, ability and experience of the athletes taking part
- Promote the positive aspects of rowing and fair play by showing considerate regard for athletes, personnel, parents, spectators and officials; abiding by the rules of racing; and abiding by officials' decisions
- Display consistently high standards of personal behaviour and appearance
- Where appropriate, hold valid leadership or coaching qualifications and insurance cover
- Follow all guidelines laid down by Scottish Rowing
- Ensure all incidents on or off the water are reported and recorded in the appropriate manner

### 4.2 All Members

The Club expects that as a Member you shall:

- Follow safe practice at all times and adhere to the rules of Scottish Rowing when training on the water
- Show respect for other club members and participants, opponents, parents, spectators and officials and their decisions
- Be on time for training and competitions or inform the coach/crew if going to be late
- Wear suitable kit for training and racing as advised by the coach and always bring a change of clothes – in poor light conditions high visibility clothing may be appropriate
- Pay any charges for training or events promptly

- Help with all club fundraising activities
- Abide by the club rules and the rules of racing
- Sign In/Out at the start/end of each outing using the sheets by the back door of the boathouse
- Inspect all equipment before and after each outing and note and damage in the signing-in book
- Report any collisions, damage to equipment etc. using the form at <https://members.invernessrowing.uk/incident-reporting/>
- Ensure the clubhouse is left in a safe and secure state when leaving the building
- Always clear equipment away when finished with, leaving the boathouse in a clean and safe state
- Help maintain equipment by cleaning boats and oars each time after use and replacing missing/damaged parts where necessary.
- Willingly volunteer to help with marshalling and other duties at all club events
- Attend all relevant meetings which may concern you or your section when called in order that you can be kept up to date with any matters arising

### 4.3 Parents/carers

The Club expects that as a parent/carer of a junior member you shall:

- Support your child's involvement and help them to enjoy their sport, never forcing them to take part
- Help your child to recognise good performance, not just results
- Never punish or belittle your child for losing or making mistakes
- Encourage fair play and respect for officials' decisions
- Help support club coaches by acting as spotters when requested
- Help the club in its fundraising efforts
- Never leave a child at the clubhouse without first checking that their coach is present and the training session is taking place

## 5 Squad Organisation

### 5.1 Squads and crew selection

IRC is a small but growing club and as such we don't tend to have large set squads. However, at the start of each year we set out plans of which head races and regattas we wish to enter and form crews to train towards those events. We aim to enter as many boat classes as possible so as everyone gets a chance to compete and we can make the most of the events we enter. Therefore it is important to support each other's training when subs are needed for crews and be willing to row in varied configurations. Of course if you have a specific regatta in mind that you wish to compete in and would like to pursue a more intensive training program with a single crew then the club will try to support you as much as it can but we would hope you will still make time to contribute to the club, whether through providing some coaching to more novice crews, or subbing in occasionally to help out.

The main aim of the club and its members is to have fun and support each other in achieving our potential.

### 5.2 Coxes

All IRC 8s and 4s require competent and enthusiastic coxes for steering boats – on the canal and at regattas. The responsibilities of a cox are outlined below:

- The cox uses a rudder to steer the boat and wears a headset microphone (a 'cox box') to relay clear and concise instructions to a crew.
- The canal takes time to get to know so a new cox must take time to learn the bends and circulation pattern.
- Comply with health and safety, including wearing a life-jacket (stored in boathouse) and passing a swim test and capsized drill.
- Take care of coxing equipment and ensure the safety of their crew on the water.

### 5.3 Juniors

IRC has a strong history of teaching juniors to row and has produced a number of rowers that have represented Scotland. We have a junior co-ordinator who organises blocks of sessions for the junior training. Please contact the club secretary ([secretary@invernessrowing.uk](mailto:secretary@invernessrowing.uk)) in the first instance who can put you in touch with the junior co-ordinator if you need more information.

## 6 Operational Information

### 6.1 Facilities

IRC boat house is located in the north side of the Caledonian Canal, just south of Tomnahurich swing Bridge. Access is from the A82 (Glen Urquart Road), just west of the swing bridge. We have a 5km stretch of water to the SW and a further 2km of water to the north, past the swing bridges (a useful stretch in strong SW winds). The boat house has two changing rooms and a toilet. We have further space within a container cabin situated nearby. We hope to build a new boathouse on land adjacent to the current boat house in the near future and convert the existing boat house in to a social and training space.



#### Indoor gym facilities (off-water)

We have a number of Concept 2 ergs which are stored at the boat house. We also occasionally organise winter circuit training. The organisation of this is done via email.

## 6.2 Fleet

The boathouse stores both club and private boats. The fleet consists of large and small boats, catering for both sweep rowing and sculling, as listed. The boats are listed on the boathouse door along with the average crew weight. It is important that boats of the correct weight class are used so if you have any doubts please ask a member of the committee. Boats are rigged for club use as are the oars. Sculls for male and female/junior rowers are labelled as are sweep oars for pairs, fours and eights. Please do not adjust any rigging of club boats or blades without permission of the Captain.

<b>Name</b>	<b>Make</b>	<b>Class</b>	<b>Average crew weight &amp; suggested usage<sup>1</sup></b>	<b>Notes</b>
Lochindorb	Sims	VIII	80kg - mixed	
Boat of Garten	Janousek	VIII	80kg - mixed	
Rogie Falls	Janousek	IV+	80kg - mixed	
Dochfour II	Sims	IV+	85kg - mens	
Caledonian Queen	ERB	IV+(bow)	70kg - womens/juniors	
Loch Awe	Janousek	IVx+	70kg - womens/juniors	
John A Stevenson	Stampfli	IVx	80kg - mixed	*
Strathspey	Janousek	2x	85kg - mixed	
Come Along Side	Sims	2x	85kg - mens	
Raasay	Wintech	2x	75kg – womens/Juniors	
Rhona	Wintech	2x	75kg - womens/Juniors	
Tanera Mor	Wintech MW Int.	2-	85kg - mens	
Wyvis	Kanghua	2x	75kg - womens/juniors	*
Affric	Janousek	1x	80kg – mixed	
Millstream	Janousek	1x	80kg - mixed	
Jura	Wintech	1x	60kg - juniors	
Islay	Wintech	1x	60kg - juniors	
Schiehallion	Wintech	1x	70kg - womens/juniors	
Green Machine	Burgashell	1x	90kg - mens	
Dava	Wintech HW Int.	1x	90kg - mens	
Eriskay	Kanghua	1x	60-70kg - womens/juniors	*
	Mondego			
	Training Boat			
	Wooden Tub	2x/-		
Hot Tub	Hudson	2x	Tub	

<sup>1</sup> *Mixed, mens, women & juniors boat usage categories are as a guide only, please consider your average crew weight carefully.*

\* *please check with a board member before use*

### 6.3 Racking

Where space is available in the boathouse the racking of private boats may be possible. To request racking space please email [secretary@invernessrowing.uk](mailto:secretary@invernessrowing.uk). Racking of private boats will be reviewed on an annual basis and priority will be given to club boats and boats that are in regular use. If not in regular use boats may be moved to spaces where they can be stored unrigged, if available, or the owner may be asked to remove their boat from the boathouse.

### 6.4 Learn to Row

For those who are completely new to rowing, prior to becoming a member, Inverness Rowing Club offers a 'learn to row' programme at various times during the year, for both senior and junior levels. The course usually runs over a number of weekends both on, and off the water. We charge a small fee to cover boat maintenance and general overheads.

The aim of Learn to Row is to get you out on the water as much as possible. The course, which is tailored to suit the needs of new rowers to our club, covers:

- Safety, both on and off the water.
- Identify boats and equipment that you will be using.
- Know what clothing to wear.
- Learn the correct rowing technique.

If you would like to find out more, please contact the LTR Coordinator:  
[secretary@invernessrowing.uk](mailto:secretary@invernessrowing.uk)

### 6.5 Training

Training is decided by each crew based on availability and ambition. We are largely a club that prefers on-water training but many members also supplement this with running, cycling, etc. A number of us also erg regularly and the club has ergs which it stores at the boathouse for club use. Where there is demand we also organise circuit training for the whole club.

### 6.6 Boat booking

The club operates an online boat booking system. A login for the system can be obtained on request by emailing [president@invernessrowing.uk](mailto:president@invernessrowing.uk). The system (and instructions) can be accessed at:  
<https://members.invernessrowing.uk/2020/07/02/outing-booking/>

On arriving at the boathouse you should sign the boat out, noting the time and the crew, in the boathouse log book which is situated on the left as you enter the boathouse from the single door. On return you need to sign the boat back in, noting any maintenance issues/damage (see Section 6.8).

### 6.7 On / Off the water checklists

No matter how many or few boats out at any one time, we follow a strict routine to ensure efficiency, security and most of all, safety. Not only must we consider  
IRC Members Handbook, V1.0 (Dec 2020)

the rowers themselves, but also other canal and towpath users. Detailed checklists can be found in an Appendix.

## 6.8 Canal circulation pattern

We are fortunate to have such a wide and quiet canal to row on. Nonetheless, other traffic can be encountered, especially during the summer months when cruisers and canoes, often captained by inexperienced holidaymakers, are common.

Therefore, it is important to respect the navigation rules of Scottish Canals. Foremost is that you keep to the right hand (bow side bank). To overtake you should move into a more central position within the canal and move back in to the bank when clear.

All crews have a responsibility to check regularly for oncoming boats and give the 'AHEAD' warning call in good time. When in doubt, shout!

Be aware that motorised boats often use the centre of the canal and create significant wash. In smaller boats it is sometimes prudent to stop rowing and wait for the wash to pass.

Be particularly vigilant for canoes, their occupants may have had no induction into the rules of the canal so may be unaware of the circulation pattern. They are also silent and small so can be difficult to spot.

## 6.9 Boat maintenance

It is everybody's responsibility to ensure boats are maintained and in good order. To achieve this boats must be cleaned thoroughly after use. Boats should also be checked before and after use for hull damage/heel restraints/steering if appropriate.

### Everyday checks

To prevent damage, ensure that you have clear passage before taking your boat out – this includes chocking the boat above your boat, turning in gates, clearing floor of debris. Prior to rowing, when the boat is still on the trestles, check all equipment, riggers, rudder lines, etc. This should be repeated on return from outing. Blades should also be inspected regularly for chips and cracks.

### Basic maintenance (minor repairs)

Minor damage can be repaired by the rower. If you are unsure if the repair is minor, or of what to do enter details into the boat house log book and ensure a Do Not Use sign is placed on the boat and email [secretary@invernessrowing.uk](mailto:secretary@invernessrowing.uk).

### Major maintenance

Should major maintenance be required, enter details into the boat house log book and email [secretary@invernessrowing.uk](mailto:secretary@invernessrowing.uk). Also make sure a Do Not Use sign is placed on the boat.

## 6.10 Racing

As a club, we follow the Scottish Rowing calendar and endeavour to enter as many events as possible throughout the season. This includes 'Head' time-trial races in autumn/winter and 'Regatta' side-by-side knockout races in spring/summer. At higher levels, we may also attend events organised through British Rowing and overseas.

Racing is based on a 'points' system, where you accrue points for winning races and are able to enter racing categories with rowers of similar ability (i.e. promoting 'fair' racing). It is essential to know how many points you have before entering a race and this can be found on your Scottish Rowing licence membership account. For more information about dates, check the Scottish Rowing website.

Race entry fees and costs associated with transporting boats and equipment will be calculated at each event and participating members will be charged their entry fee plus a £10 charge (subject to annual review) as a contribution to towing costs.

# 7 Health & Safety

## 7.1 Club safety and documents

The First Aid kit can be found on the shelves at the end of the pairs/double rack (the safety corner) and a Risk Assessment for the canal can be found on the boathouse noticeboard.

Please consult the dynamic risk assessment white board on the inside of the boathouse double doors. This will be updated by a club official to let members know of any unusual or adverse event (e.g. wind/ice) that members should be aware of.

Any incident on/off the water must be reported using the incident report form (<https://members.invernessrowing.uk/incident-reporting>). These will be automatically emailed to the safety officer when completed so there is no need to print/hand in.

New members will be required to confirm they can swim 50m and take part in a capsized drill, organised throughout the year. Details of upcoming drills will be made available via email or communicated verbally at training sessions.

There are some health issues that can be encountered in inland waterways, including Weils Disease (bacterial infection) and Cryptosporidiosis (parasitic infection). Sensible preventative measures should be taken. Cuts and abrasions should be covered, shoes worn on bank sides to avoid cuts, do not swallow water and never handle or eat food until you have washed.

## 7.2 Emergency contacts

- Non-emergency police, dial 101
- Emergencies, dial 999
- NHS 24, dial 111
- A&E Raigmore, Old Perth Rd, Inverness IV2 3UJ

## 7.3 Child Protection

Please contact the Child Protection Officer: [cpo@invernessrowing.uk](mailto:cpo@invernessrowing.uk)

## 7.4 Member welfare

If you encounter any problems during your membership, please contact a member of the board ASAP so that your issue can be dealt with appropriately and confidentially.

## 7.5 Capsize

In the event of a capsize, remain with your boat, attempt to get back in and return to clubhouse immediately to warm up. Please check the boat for any damage and make sure that you complete an incident report form (<https://members.invernessrowing.uk/incident-reporting>).

## 7.6 Security

The boathouse and changing rooms are not secure at all times, but the boathouse should be locked during outings and when there is no one manning the boathouse. Personal belongings and valuables are left at member's own risk.

## 8 Helping the Club prosper

At IRC community and teamwork are central to everything we do. There are a number of ways in which you can help keep our club growing, developing and improving – for our members and our community.

### 8.1 Volunteers

The Club is run entirely by volunteers. Volunteers have the opportunity to decide how much time they spend, what skills they wish to use and/or develop and how long to volunteer for the Club. In some instances, the Club may sponsor training for first-aid, coaching and other skills as agreed.

#### Examples of volunteer opportunities

- Facilities and maintenance: including maintenance/repairs of grounds, fleet and boathouse
- Communication: mails, social media maintenance etc, updating website and key documents etc.
- Racing: including offers to marshal at events etc.
- Kit: including liaising with suppliers and members
- Publicity: including creating and distributing information, leaflets, adverts
- Fundraising: including applying for grants and sponsorships

Have a chat with a member of the board to find out more.

### 8.2 Sponsorship

There are a variety of levels of sponsorship opportunities to support the Club financially. Please contact the secretary for information:

[secretary@invernessrowing.uk](mailto:secretary@invernessrowing.uk)

# 9 Kit and Merchandise

Members wishing to race are required to wear club colours and are encouraged to wear the current IRC club one piece. Our race kit supplier is Rival Kit and a link to the order page can be found in the members area of the website. The image below shows the variety of kit that is available:

## INVERNESS ROWING CLUB

FILTER BY  
All

SORT BY  
Featured

				
<b>Inverness RC Racing AIO</b> £42	<b>Inverness RC Training AIO</b> £42	<b>Inverness Thermal Splash Jacket</b> £70	<b>Inverness Lightweight Splash Jacket</b> £70	<b>Inverness Racing Leggings</b> £30
				
<b>Inverness Training Leggings</b> £30	<b>Inverness Striped Short Sleeve Baselayer</b> £21	<b>Inverness Coloured Short Sleeve Baselayer</b> £21	<b>Inverness Sports Bra</b> £21	<b>Inverness Racing Vest</b> £28
				
<b>Inverness Neon Long Sleeve Gym T-shirt</b> £22	<b>Inverness Neon Short Sleeve Gym T-shirt</b> £20	<b>Inverness Hoodie</b> £30	<b>Inverness Crest Short Sleeve Baselayer</b> £21	<b>Inverness Male Shorts</b> £28.35
				
<b>Inverness Female Shorts</b>	<b>Inverness RC Duffle Bag</b>	<b>Inverness Rowing Club Long Sleeve Baselayer</b>	<b>Inverness Rowing Club Long Sleeve Baselayer Design 2</b>	<b>Inverness RC Puffa Jacket</b>

## 10 Notable Dates

IRC attends many of the races in the Scottish Rowing Calendar (published at the start of Head season), in addition to some events in England organised by British Rowing.

Notable racing dates are:

- Head season (Autumn/Winter) e.g. Inverness Fours and small boats in November and Inverness Eights head in February
- Regatta season (Spring/Summer) e.g. Scottish Championships in June

Exact dates and times are confirmed closer to the time. Other whole club and squad specific social events will be communicated to relevant members via email.

# 11 Constitution and Management

## 11.1 Club Legal Status

Inverness Rowing Club is a Scottish Charitable Incorporated Organisation with registration number SC046612.

The governing body of the Club is a board consisting of six Trustees, elected at the AGM.

A copy of the clubs constitution can be found in the useful information section of the website.

## 11.2 Club Organisation and AGM

Between 4 and 6 Trustees are elected each year at the AGM (usually held in April each year). The Office Bearers are the President, Secretary and Treasurer who are appointed by the Trustees after the AGM.

The Trustees are responsible for ensuring that the club meets its obligations under Charity Law and should not be seen as a Committee who are responsible for running the club. Instead, they are a board whose role is to ensure that the club complies with relevant legislation while setting out the strategic direction for the club.

While the Trustees are ultimately accountable for the club's activities, it is the responsibility of all club members to volunteer to help with the day to day running of the club. Such activity may be led by a Trustee or another named individual (e.g. the Club Captain or Safety Officer) in accordance with the club's development plan.

Minutes of the AGM and all board meetings are available, on request, from the Secretary.

## 11.3 Data Protection

The Club takes its data protection responsibilities seriously and has taken appropriate steps to ensure compliance with GDPR. Our privacy policy and "Article 30" record are published on our website.

# Appendix

## Outing checklists

Important:

- Do not attempt the following steps alone, if you need help just ask someone
- If you are in a coxed boat, the cox should call and help with the following steps
- Once boated, remember the canal circulation pattern and right of ways

### Boating Checklist – Remember Boat Lights in Winter

	<b>Instruction</b>	<b>Tick</b>
1	Arrive ~15 min before 'hands-on' time	
2	Ensure your crew are all there, decide on seat order and discuss outing plan	
3	Find correct oars and take up to bank	
4	Put out trestles	
5	Hands-on, carry boat out of boathouse and place on trestles	
6	Check steering, heel restraints, rigger-nuts and hull damage	
7	Find your seat and alter shoes/slides	
8	Hands-on, carry boat up to canal, check tow-path for pedestrians/cyclists	
9	Carry boat down tow-path 'out of town' and spin on spot	
10	Carry boat 'into town' along to concrete steps	
11	Step down towards water	
12	Roll boat down to waists, push right out towards the water and gently place	
13	Find oars and place in gates	
14	Get in boat and secure oars in gates and feet in shoes	
15	When the whole crew is ready, lean towards canal and push off bank	

### End of outing Checklist

	<b>Instruction</b>	<b>Tick</b>
1	Quickly get out of boat and remove oars from gate	
2	Remove oars from gate and place next to hedge with any other loose items	
3	Hands on, lift boat out of water and carry boat up steps at waists	
4	Check towpath for pedestrians and cyclists	
5	Roll boat up to heads (rock for 1,2,3 and push with arms up to heads)	
6	Carry boat out of town, past the boathouse footpath and spin on spot	
7	Carry boat down towards boathouse at heads	
8	Position boat bowball pointing into boathouse (spin if necessary)	
9	Place boat on trestles	

10	Sponge and rinse with hose, inside and outside of boat	
11	Check for damage and report repairs if applicable	
12	Check route to boathouse rack is clear	
13	Carry boat bowball first into boathouse and place on named rack	
14	Collect oars and place inside boathouse with trestles	
15	If you are last one out of boathouse: turn off lights and ensure doors are shut. The side door needs to be closed carefully and checked, as the lock doesn't always catch.	