



11. The Executive Officers may invite members of employed staff to attend meetings as appropriate.

#### **Executive Committee**

See Articles 12 and 13 of the Articles of Association

1. The Committee shall have the same power to conduct business as the Council, with the following exceptions -
  - (a) Fixing the scale, rate and amounts of subscriptions payable annually for membership of the Association;
  - (b) Appointing, removing or suspending members of Council or Committees;
  - (c) Suspending, disqualifying or reinstating members of the Association;
  - (d) Appointing Executive Officers;
  - (e) Altering the constitution.
2. The Committee shall receive reports of all other committees, and review all agenda to be submitted to meetings of the Council, and may make recommendations thereon. It shall ensure that proper action is taken on all decisions of the Council. All transactions of the Committee shall be subject to confirmation by the Council.
3. At its first meeting after appointment, the Committee shall appoint a Finance Sub Committee from amongst its members, the four Executive Officers to be members of the Finance Sub Committee.
4. The Finance Sub Committee shall prepare an annual budget, scrutinise all income and expenditure during each financial year, and shall make recommendations to the Executive Committee on all matters of financial policy.
5. In exceptional circumstances, and with the agreement of the Honorary Treasurer, the Finance Sub Committee may authorise expenditure for which provision has not been made in any budget approval by the Council, provided that all members of the Executive Committee are informed.

#### **National Development Committee**

1. The Committee is responsible for encouraging participation in the sport of rowing both in the field of serious competition and training and preparation therefore; and also in all other fields, including family and leisure rowing, veteran rowing, touring rowing and rowing for the disabled.
2. The Committee shall from time to time as required prepare an annual policy for Council approval.
3. The Committee will set priorities, and state the projects and programmes which it proposes implementing to achieve its aims. It will co-ordinate effort and assess progress on projects approved by the Council to ensure that oarsmen and women throughout England are able to benefit from the work of the Committee through the Commissions.
4. The Committee shall be responsible for implementing policy for domestic rowing covering Men and Women.
5. The Committee will ensure that there is a clear link between national and regional policies, aims and objectives.

6. The Committee will be responsible for preparing policy for approval by Council related to the development and support of existing and new clubs, access to and development of water facilities, safety, the establishment of centres of excellence, multi-sports centres, the development of special programmes for target groups, and the development of membership recruitment initiatives.
7. The Chairman of the Committee will be elected by the Council (Article 13 (a), Articles of Association. Members of the Committee will be as follows -
 

The Chairmen of the Regional Rowing Councils (or their deputies appointed by the Regional Rowing Councils)

The Deputy of the region currently holding the Chairmanship who shall act during the office of the Chairman as that region's representative in all respects.

The Chairman of the National Competition Committee (or their appointed deputies)

The Chairman of the National Coaching Committee (or their appointed deputies)

The Chairman – Recreational Rowing (or their appointed deputies)

The Volunteer Support Manager

A representative of University rowing as agreed between the ARA and BUCS

A representative of Adaptive rowing

The Chairman of the Committee may invite those with special interest or knowledge in a particular aspect of development, to attend meetings as observers or to provide advice.
8. The Committee will appoint a Secretary and a Deputy Chairman.
9. The Committee shall meet at least twice in each year.

### **National Coaching Committee**

1. **Purpose**  
To act as the primary interface between the Technical Panel, the National Coaching and Development Team, the National Associations, the Regions and Clubs, in order to co-ordinate the development of all aspects of coaching at local, regional and national level for all types of rowing.
 

**Principal Responsibilities of the National Coaching Committee**

  - To ensure that the views of the National Associations, the Regions and Clubs, and of coaches as a group on coaching and coach education matters are represented, communicated and discussed at all levels, and to ensure effective communication of policies, programmes and their purpose to volunteers and coaches working in clubs and regions.
  - To identify and work with staff to shape and implement strategies to develop national, regional and club coaching workforces to meet the needs of the regions and their clubs.
  - To identify, support and mentor, coaches, regional coaching commissioners and coach educators in regions and the clubs.
  - To work with staff to agree an appropriate programme of coach and technical education to meet the needs of clubs and coaches.
  - To support the implementation of the appropriate areas of the current ARA Whole Sport Plan.
  - To contribute to the formulation of the ARA's long term plan for the development of coaching.
2. The Chairman of the Committee will be elected by the Council (Article 13 (a) Articles of Association. Members of the Committee will be as follows -
 

The Regional Coaching Commissioners (or their deputies appointed by the Regional Rowing Councils)

- \*The Chairman of the National Development Committee
- \*The Chairman of the National Competition Committee
- \*The Chairman of the Junior Rowing Commission

3. The Chairman may invite those with special knowledge or interest in a particular subject either volunteers or staff to attend meetings as observers or to provide advice.
4. The Committee will appoint a Secretary and a Deputy Chairman.
5. The Committee shall meet at least twice in each year.

#### **National Competition Committee**

1. The Committee is responsible for -
  - (a) The proper application and interpretation of the Rules of Racing, and for submission to the Council of any amendments thereto that may seem desirable;
  - (b) Advising and assisting regatta committees generally with a view to offering the best possible racing conditions;
  - (c) Operating the umpire licensing regulations through the National Umpires' Commission;
  - (d) Preparing and co-ordinating the annual regatta calendar for publication in the Rowing Almanack;
  - (e) Investigating reported infringements of the Rules of Racing and recommending to the Council any action to be taken;
  - (f) Liaison with, and support of, the National Championships Committee;
  - (g) Co-ordination with the National Development Committee to ensure that forms of competition are available as may be required to encourage participation; and to propose new forms of competition to Council and to develop the same where these are approved.
2. In respect of paragraph 1(e) above the Committee shall have the power to apply immediately that part of Articles 2 and 17(a) of the Articles of Association relating to boat racing (suspension, disqualification and reinstatement of individuals and decisions on disputes) subject only to appeal to the Council.
3. The Chairman of the Committee will be elected by the Council (Article 13 (a), Articles of Association). Members of the Committee will be as follows -
  - \*The Chairman of the National Development Committee
  - \*The Chairman of the National Coaching Committee
  - \*The Chairman of the Veteran Commission
  - \*The Chairman of the National Umpires Commission
  - \*The Chairman of the National Championships Committee
  - Not less than four other members
  - \*or their appointed deputies
4. The Committee will appoint a Secretary and a Deputy Chairman.

#### **National Championships Committee**

1. The Committee shall be responsible for organising and running the National

Rowing Championships of Great Britain annually, incorporating such events as the Council may determine.

2. At least one representative of the Scottish Amateur Rowing Association and of the Welsh Amateur Rowing Association shall be members of the Committee.
3. The Committee shall have the power to co-opt members.
4. The Committee shall liaise with the National Competition Committee.
5. The Committee will appoint a Secretary and a Deputy Chairman.

### **International Rowing**

1. The International Manager will prepare annually and present to Council for approval a general policy and a budget for International Rowing.
2. The International Manager shall be responsible for the implementation of the adopted policy.

### **Selection Appeals Procedure**

(as approved by Council on 23<sup>rd</sup> February 2002 and updated on 7<sup>th</sup> February 2009)

#### **Athletes Right of Appeal**

- 1.1 Any athlete registered in the International Rowing Programme is entitled to appeal against a decision of a Chief Coach in respect of the implementation of the International Rowing Policy insofar as it relates to that athlete. In such circumstances, the athlete shall appeal to the Executive Committee of the Amateur Rowing Association in accordance with paragraph 3 for determination in accordance with this Appeals Procedure.
- 1.2 The appeals process can only be used to determine:
  - 1.2.1 Whether the correct procedures have been followed in the implementation of the International Rowing Policy.
  - 1.2.2 Whether the Chief Coach has acted reasonably, fairly and without bias in making a decision.
  - 1.2.3 Whether the athlete has been treated fairly in the context of paragraphs 1.2.1 and 1.2.2.

### **THE APPEALS PROCEDURE OF ITSELF HAS NO POWER OF SELECTION**

#### **Prior Consultation**

- 2.1 Athletes wishing to appeal should, prior to commencing an appeal:
  - 2.1.1 Consult with the Chief Coach, the Athlete Representatives Liaison, the International Manager and the Chairman of the Executive Committee ("the Chairman"), either separately, collectively or both to establish the reasons for the decision and the scope for review of the decision. (The Athlete Representatives Liaison will be nominated by the ARA Executive and approved by the Athlete Representatives).
  - 2.1.2 Such consultations are not obligatory but may help to resolve the situation, clarify any misunderstandings or help identify the issues in dispute before an appeal is formally notified.
- 2.2 The consultations referred to at 2.1 are not binding but they may be referred to in any appeal, as may any failure or refusal to participate in such consultations.

- 2.2.1 Athletes who wish to lodge an appeal should do so as soon as practicably possible and in any case within 14 days of the decision against which they are appealing.

**ANY ATHLETE CONTEMPLATING AN APPEAL NEEDS TO ACT ON A TIMELY BASIS OR RISK THAT ANY PANEL DECISION IN THEIR FAVOUR MAY BE MADE TOO LATE TO BE IMPLEMENTED.**

**Starting the Appeal**

- 3.1 Athletes should commence the appeals procedure by notifying the Chairman in writing setting out full details of the basis upon which the athlete wishes to appeal against the decision of a Chief Coach (Notice of Appeal). The Notice of Appeal should be accompanied by any relevant documentation, including medical information that the athlete wishes to rely on.
- 3.2 The Chairman shall supply copies of the Notice of Appeal to the Chief Coach and International Manager who shall be entitled to respond in writing within 5 days, or such other time as may be specified by the Chairman, to the Chairman (“the Response”).
- 3.3 The Chairman shall without delay supply copies of the Response to the athlete who may make further written representations in reply to the Response and/or request the Chairman in writing to proceed with the Appeal (“the Request”).

**It is vital for athletes requesting an appeal and the Chief Coach in responding to the Notice of Appeal, to appreciate that the outcome of the Appeal may have consequences affecting other athletes and the subsequent selection process. Any delay therefore in commencing and processing the Appeal may ultimately prejudice the outcome of the Appeal.**

**Appointing the Appeal Panel**

- 4.1 The Chairman shall, following receipt of the Request constitute as expeditiously as possible a panel to hear the appeal (“the Panel”). The Panel will comprise three members, namely:
  - 4.1.1 a member of the Executive Committee nominated by the Chairman
  - 4.1.2 an ex-International rower
  - 4.1.3 an informed independent person who could be a member of another National Governing Body or the Sports Dispute Resolution Panel.
- 4.2 The Panel shall appoint one of its members to chair the appeal (“the Panel Chairman”).
- 4.3 When constituting the Panel, the Chairman shall have regard to the principle that the Panel should be and be seen to be impartial and open-minded.
- 4.4 Where the athlete has nominated a member club of SARA or WARA on the scheme registration form, those Associations may be invited to nominate one of the members of the Appeals Panel if appropriate in the circumstances of the particular Appeal.
- 4.5.1 The Panel will have been selected from a list of not less than nine people, who have been agreed with the Athletes Representatives and approved by the Executive Committee, in March of each year. If necessary, an informed independent person (as defined in clause 4.1.3) not on the approved list can be appointed to the Panel if accepted by the Chairman as having sufficient knowledge of the sport of rowing and by the Athletes’ Representatives as being independent.

- 4.6 The Panel will report its findings in writing first to the athlete, the Chief Coach and the International Manager and as soon as practicable thereafter to the Executive Committee, Council and where applicable the SARA and WARA.

### **Time and Place of Appeal**

5. The Chairman shall notify all the parties concerned as soon as possible of the place and time of the appeal together with the names of the members of the Panel.
- 6.1 The Chairman will as early as possible prior to the date of the appeal circulate to the individual members of the Panel, the athlete, Chief Coach and International Manager copies of :-
- 6.1.1 Notice of Appeal and other relevant documentation on which the athlete wishes to rely
  - 6.1.2 The Response
  - 6.1.3 The Request
  - 6.1.4 Any further written representations
- 6.2 The Panel is empowered to call witnesses, to seek expert advice as necessary and to hear evidence from persons nominated by the parties concerned, where requested. Strict rules of evidence do not apply but all involved should be aware the "hearsay" evidence is unlikely to carry as much weight as evidence within the direct knowledge of the parties and any witnesses.
- 6.3 The athlete may be accompanied or represented at the hearing by a maximum of 2 people. In the case of an athlete who is a minor at the date of the appeal hearing one of the representatives should be a parent or guardian.
- 6.4 The Panel will hear the evidence of both parties in private unless the parties agree otherwise.
- 6.5 If at any time during the hearing there is any unreasonable behaviour the Panel Chairman may bring the proceedings to a close and the Panel will determine the appeal on the basis of the written and verbal submissions received at that time.

### **Appeal Hearing Procedure and Decision**

- 7.1 The Panel shall hear the appeal in the following order:
- 7.1.1 The athlete will present his/her case without interruption, except for the purpose of clarification, from the Panel.
  - 7.1.2 The Panel will ask questions.
  - 7.1.3 The Chief Coach will present his/her case without interruption, except for the purpose of clarification, from the Panel.
  - 7.1.4 The Panel will ask questions.
  - 7.1.5 Having heard each other's case either party may raise questions through the Panel Chairman.
  - 7.1.6 Each party shall make final submissions to the Panel with the athlete having the right to be heard last following which the appeal shall be terminated.
  - 7.1.7 The Panel will consider the evidence and notify the parties in writing of its decision as soon as possible and preferably within 24 hours of the appeal.

### **Panel's Recommendations**

- 8.1 In the event of an appeal being upheld the Panel shall be entitled to make recommendations to the Chief Coach and International Manager having regard to :-
- 8.1.1 the timing of the selection cycle
  - 8.1.2 the proximity of any Championships

- 8.2 The International Manager will make every effort to have the Panel's recommendations implemented.
- 8.3 The International Manager will provide a written report of any action taken or not taken to the Executive Committee. If the Panel's recommendations are not implemented, the International Manager shall state his reasons in his report. A copy of this report will be sent to the relevant parties.

### **Statement of Anti-doping Policy** STATEMENT

The Amateur Rowing Association (ARA) condemns the use of doping in sport. It recognises the right of all Rowers to participate in a sport that is free from the misuse of drugs. The ARA is committed to educate, inform and test, as appropriate, participants competing in rowing in England, and representing Great Britain and England, so that it remains a drug-free sport. It is a requirement of participation in the sport that all Rowers, Rower support personnel and other persons under the jurisdiction of the ARA comply with the ARA Anti-doping Rule set out and published by the ARA and revised from time to time. The full UK Anti-doping Rules are available on the ARA website ([www.ara-rowing.org](http://www.ara-rowing.org)) or on request from the ARA headquarters.

In testing its Rowers the ARA is committed to handling the management of results in a confidential and accountable manner and to carry out disciplinary procedures where appropriate by the fair and independent process it has agreed with its members and with UK Sport, its appointed National Anti-doping agency for the collection of samples. The disciplinary procedure for a contravention of these rules is published in full in the UK Anti-Doping Rules.

The ARA's Anti-Doping Advisory Group is responsible to the Executive Committee for the management of this policy and for reviewing and recommending any revisions to it. It is also responsible for related education programmes and agreement of a Doping Control Programme with UK Sport. The Advisory Group is also responsible for notifying UK Sport of any known infringements of the ARA's rules by Rowers or support personnel who may be tested outside the UK.

The Anti-Doping Advisory Group is composed of the following:

- ARA Chairman
- ARA Deputy Chairman
- ARA Medical Officer
- ARA Legal Adviser
- ARA Competitions Co-ordinator (or other independent person)
- ARA International Manager
- ARA Team Doctor
- ARA National Manager
- Two Athletes' Representatives

### ANTI-DOPING RULE

The Anti-Doping Rules of the ARA as set out in the 2008 Almanack and elsewhere, as and from the 1<sup>st</sup> January 2009 are repealed and are replaced by the following rule:

The Anti-Doping Rules of the Amateur Rowing Association are the UK Anti-Doping Rules published by the Drug-Free Sport Directorate of UK Sport (or its successor), as amended from time to time. Such rules shall take effect and be construed as rules of the Amateur Rowing Association.

## COMMISSIONS OF THE ASSOCIATION

### **Junior Rowing Commission**

1. The Commission shall be responsible for -
  - (a) developing and promoting junior rowing in clubs and schools;
  - (b) co-ordinating the work carried out in the Regional Councils in respect of junior rowing;
  - (c) advising the National Coaching and National Competition Committees and Chief Coach (Juniors) on all aspects of junior rowing;
  - (d) carrying out the general policy guidelines set out by the National Coaching Committee.
2. The Commission shall include a Chairman who will be a member of the National Coaching Committee and a maximum of six other ordinary members appointed by Council, who shall include the National Coach responsible for junior rowing development. In addition Regional Councils shall each have the right to nominate a member of the Commission.
3. The Commission shall appoint one of its members to be Honorary Secretary.
4. The Commission shall be Trustees of the trophies of all the regattas and events organised by the Junior Rowing Commission.

### **Veteran Rowing Commission**

1. The Commission shall be responsible for -
  - a) Pursuing all aspects of the sport of interests and concern to Veteran Rowing.
  - b) Increasing participation in Veteran rowing, both men and women, in all age categories.
  - c) Recommending changes to the Rules of the ARA as they relate to Veteran rowing as and when appropriate.
  - d) Seeking means of increasing opportunities for Veteran competition in Open Regattas and encouraging the development of new Veteran Regattas wherever possible.
  - e) Recommending changes through the National Competition Committee to FISA Rules and Practices where change is considered advantageous to the development of Veteran/Masters Rowing.
2. The Commission shall be comprised of the Veteran Commissioners (or their deputies) appointed by the Regional Rowing Councils.

The Commission may co-opt up to 5 additional members, to be determined by the Commission.

3. The Commission shall elect one of its members as Chairman, to be approved by Council. It shall also elect one of its members as Chairman of the Open Veteran Championships.
4. That the Chairman of the Commission is elected each year and may serve for a period of four years with a possible extension for a further four years (maximum eight years) as long as they remain a representative for their region.
5. That whilst a region holds the Chairmanship of the Commission that region may appoint another representative to represent the region who shall act in all matters as the representative of the region to allow the Chairman to remain impartial throughout their term.
6. That subject to the approval of the National Development Committee that the Chairman of the National Veterans' Commission should be allowed to serve as a full member of the NDC by right.
7. The Commission may invite members of other ARA Commissions and Committees to participate in its activities. Representatives of other rowing Associations and of the FISA Masters Commission may also be invited as appropriate.

#### **National Umpires Commission**

1. The National Umpires Commission shall be responsible to the National Competition Committee for the administration, training and examination of umpires.
2. The Commission shall include a Chairman who will be elected annually by the Commission, the Chairman and Secretary of the National Competition Committee, and the Chairmen of the Regional Umpires Commissions. The National Competition Committee may appoint additional members to the National Umpires Commission.
3. The Chairmen of the Regional Umpires Commissions shall be appointed by the National Competition Committee on the recommendation of the National Umpires Commission with the approval of the Regional Rowing Councils. The members of the Regional Umpires Commissions will be appointed by the National Umpires Commission with the approval of the Regional Rowing Councils.
4. The Commission shall appoint an Honorary Secretary who will not be a member of the Commission unless otherwise qualified.

#### **Multi-Lane Umpires' Commission**

##### **1. Purpose**

The Multi-Lane Umpires' Commission shall

- (i) Provide advice and guidance aimed at maintaining the consistency and standard of Multi-Lane umpiring in England and Wales.
- (ii) Assist in the preparation and training of British umpires for FISA umpire license examination.

N.B. (Regional Umpire Commissions are responsible for preparing and training umpires relating to the Multi-Lane Endorsement of ARA Licenses).

##### **2. Responsible for**

The Multi-Lane Umpires' Commission is responsible for matters relating to: -

- (i) The Multi-Lane Endorsement of ARA Licenses.
- (ii) FISA Licenses.

- (iii) Recommendations to the ARA Executive Committee for the nomination of British FISA umpires to Olympic Games, World Championships and other International Regattas

### **3. Responsible to**

The Multi-Lane Umpires' Commission is responsible to the ARA Executive Committee and the National Competition Committee and will provide written reports of their activities to the ARA Executive Committee for approval or comment.

### **4. Committee structure and terms of office**

The Multi-Lane Umpires' Commission shall comprise a Chairman, a Secretary, The Chairman of the National Umpires' Commission and as many members as are agreed by the ARA Executive Committee to fulfil the Purpose. The membership of the Multi-Lane Umpires' Commission shall not normally be more than eight.

### **5. Membership**

The Chairman and members shall be recommended by the Multi-Lane Umpires' Commission to, and be approved by, the ARA Executive Committee. The Chairman shall appoint a member of the Commission as Secretary in consultation with the other members of the Multi-Lane Umpires' Commission.

The Chairman's term of office shall be up to four years commencing in January of the first year of a new Olympiad. No Chairman may serve more than two consecutive terms. At the end of the Chairman's term of office, a Chairman may continue as a member of the Multi Lane Commission.

In principle members of the Multi-Lane Umpires' Commission are appointed for a term of four years and may serve for up to two consecutive terms. They may, in special circumstances, be eligible for appointment for a further term of up to four years, subject to continued possession of a FISA licence.

In special circumstances the Multi-Lane Umpires' Commission may propose to the ARA Executive Committee that a Chairman or members serve a further term. This further term must be agreed by the majority of the Multi-Lane Umpires' Commission and be formally approved by the ARA Executive Committee.

At the end of each term of office, the (re-)appointment of the Chairman and/or members shall be confirmed by the ARA Executive Committee. Alternative nominations for membership of the Commission may be made by the ARA Executive Committee to fulfil the Purpose.

The Multi-Lane Umpires' Commission may invite temporary advisers in an ad-hoc capacity to assist with specific tasks for which the duration is, in principle, no more than two years. They shall not be members of the Multi-Lane Umpires' Commission.

### **6. Number of meetings**

The Multi-Lane Umpires' Commission shall normally meet twice a year. The Multi-Lane Umpires' Commission shall also organise training seminars to fulfil the Purpose.

## **SECTION B**

### **CONTROL OF EXPENDITURE**

1. No expenditure may be incurred unless it is covered by the budget which has been formally approved by the Council. If supplementary cover is required, the matter must be

referred to the Honorary Treasurer, who may obtain the sanction of the Finance Sub-Committee or authorised Officers or the Executive Committee if he considers the application justifiable.

2. Orders for goods in the name of the Association may be initiated only on an official order form, signed by the manager responsible for the budget head relevant to the proposed expenditure. The managers authorised to sign orders are the Honorary Treasurer, the Chairman of the Executive Committee, the International Manager and the National Manager. Chairmen of other Commissions and Committees of the Association may also be authorised from time to time by the Executive Committee to sign orders in the name of the Association.

3. All purchases and expenses must be authorised for payment by a signatory as in 2 above.

4. The Finance Sub-Committee may delegate to any two Officers of the Association (of whom the Honorary Treasurer must be one) the power to approve expenditure outside the approved budgets up to £5000 for any specific item. Such expenditure is subject to ratification in each case at the following meeting of the Finance Sub-Committee.

5. All offers of sponsorship, underwriting or guarantee must be recorded in writing, and a copy of the document must be lodged with the Company Secretary of the Association. No commitment of expenditure in respect of such an offer shall be entered into before this has been done.

6. The Finance Sub-Committee may delegate responsibility for budgeted expenditure to an appointee, who must render a full account thereof within a specified time to the Finance Sub-Committee.

7. When considering budgets for presentation to the Council of the Association the Finance Sub Committee will require evidence of comparative quotations or tenders having been obtained where possible for items of occasional expenditure exceeding £5000, and for items of regular expenditure exceeding the same amount it will expect comparative quotations or tenders to have been obtained where possible at intervals of not more than four years, with the object of obtaining the best value for money in all cases.

## SECTION C

### SUBSCRIPTIONS

1. In accordance with Article 7 of the Articles of Association governing subscription, the Council approved the rates and scales for year commencing April 1st 2009 subscriptions as follows -

(a) Every club being an affiliated member will pay a subscription based on membership except for clubs which have ceased all rowing activities, to which (e) below will apply.

(b) Payment is to include every person holding a membership of the club or school boat club in any category (including temporary membership) for any period during 2008.

(c) The subscription for the 2010 calendar year, payable by 1st January 2010 will be -

- (i) Minimum payment £72 for up to 10 members, £5.20 for each additional member
- (ii) minimum fee payable £72.00
- (iii) Dormant Club £25.00\*(e)

(d) The subscription for a newly affiliated club wishing to race in the 2009 calendar year will be -

- (i) Minimum payment £72 for up to 10 members, £5.20 for each additional member
- (ii) minimum fee payable £72.00

\*(e) Clubs which have ceased all rowing activities (both competitive and uncompetitive) but wish to remain affiliated to the Association may apply to the Executive Committee to qualify for a reduced subscription of £25. Such clubs will have no voting rights within the Association. They may not resume any rowing activities without applying to the Executive Committee to have their previous status reinstated, in the same manner in which a new club applies for affiliation.

(f) Each registered member shall pay a registration fee as follows -

*(from 1 April 2009)*

(i)	Life Member	£880.00
(ii)	Senior registered competition member	£44.00
(iii)	Junior registered competition member	£20.00
(iv)	J13 and under registered competition member	Free for first year - £12.00 thereafter
(v)	Non-racing member	£22.00
(vi)	Student competition member	£27.00
(vii)	RowHow subscription	£10.00

Payments of the above can be made either by cheque, direct debit, credit card, debit card or cash.

NOTE: Members aged 75 years and over will be able to claim a reduction of £3.00 from their registration fee as they are not eligible for personal accident cover. All members receive third party cover.

VAT is not chargeable on registration fees.

(g) Every Regatta and Head Race, being an affiliated member, shall pay a subscription amounting to £40.00 per day, plus civil liability insurance premium.

2. Clubs may apply in writing through their Council representative to the Executive Committee for special consideration of certain types of membership, but unless specifically exempted by the Council all members of affiliated clubs without exception are to be included for assessment on the approved scale.

### 3. Rules of Registration Scheme

#### 1. Membership Registration Classes

Life Member	Available to anyone over 18. Receive all current benefits of membership and also those specified for Life Members, for life.
Senior	Available to anyone over 18. Receive all current benefits of membership for 1 year.
Junior	Available to anyone under the age of 18 on the 1st January of the year of application. Receive all current benefits of membership for 1 year.
Junior 13 and under	Available to juniors who are 13 and under on the 1st

January of the year of application. Receive all current benefits of membership for 1 year.

Student

Available to any student in full-time education (not available to part-time or day-release students). The maximum number of years for student membership is five. Receive all current benefits of membership for 1 year.

Non-racing

Available to anyone over the age of 18. Receive all current benefits of members except the right to compete in competitions where registration is required.

2. Registrations are valid from the date on which they are entered on the ARA's membership database until the last day of the same month in the following year.

3. It is essential that the Racing Licence with photograph affixed is taken to all ARA Regattas and other ARA events as proof of eligibility to race.

4. The ARA issues renewal notices for all expiring memberships approximately one month before expiry. All members are issued with a card showing their expiry date. Each member is responsible for ensuring that the appropriate fee is received by the ARA in good time for the renewal to be processed. Non-receipt of a renewal notice is not acceptable as a reason for not having a valid registration number.

5. All applications for new and renewing registrations must be submitted online, by fax or by post. Telephone or e-mail applications are not accepted. Applications will be processed in order of date received.

6. The ARA normally is able to process applications within seven days of receipt. However since it is impossible to predict demand, all applicants are advised to allow a minimum of fourteen days, and twenty-eight days during December-February for their applications to be processed.

## **SECTION D**

### **WATER SAFETY**

All affiliated and individually registered members of the Association are required to adopt the minimum standards advised in 'Row Safe: A Guide to Good Practice in Rowing'.

## **SECTION E**

### **CHILD PROTECTION**

All affiliated member clubs must accept the Safeguarding & Protecting Children Policy and Procedures and apply the supplementary guidance set out by the ARA, as a condition of their affiliation and require all their members to accept them as a condition of membership.

## **SECTION F**

### **PENALTIES**

In furtherance of the objects of the Association set out in paragraph 3(i) of the Memorandum of Association and under the powers of Council set out in Article 17(a) of the Articles of Association, the Council may appoint a Hearings Panel to -

1. reprimand, suspend from competition, suspend or disaffiliate from membership of the Association, fine or otherwise penalise clubs which are Members of the Association;
2. reprimand, suspend or disaffiliate from membership of the Association, fine or otherwise penalise regattas which are Members of the Association.
3. reprimand, suspend from competition, fine or otherwise penalise any member of a club which is a member of the Association.

Any member of the Association or any club member penalised is entitled to appeal to the Executive Committee and from the decision of the Executive Committee to the Council. Any penalty other than a reprimand must be notified as soon as practicable to an Executive Officer, and must be reported to the next meeting of the Council.

## **SECTION G**

### **Water Safety Disciplinary Procedures**

Procedures for responding to failure to observe the minimum standards advised in 'Row Safe: A Guide to Good Practice in Rowing.'

1. Where it is established that according to Row Safe there has been a contravention of the minimum standards and the club or event concerned has not made a satisfactory attempt to put it right following a request from the Regional Water Safety Adviser (RWSA), the RWSA, after consultation with the Divisional Representative, or another regional officer, may issue a written notice to that club or event giving them a period of at least seven days to rectify the matter, and setting out the sanctions that will be imposed should the matter not be dealt with by the given date. Where appropriate a penalty fine of up to £500 for an offence by a club or event or up to £50 for an offence by an individual through their named club may be imposed, or such penalty as is appropriate to the offence.
2. If necessary the RWSA may temporarily suspend the club or event's water activity where there is a serious safety issue, until the matter is resolved.
3. Should the club, event, or individual through their club, wish to appeal against the sanctions they may do so to an independent Regional Hearings Panel (RHP), by notifying the Regional Chairman within seven days of receipt of the notice. The Chairman of the RHP must notify both parties of its composition and of the date on which it is to convene, inviting both parties to submit a written testimony or to represent themselves in person at the hearing.
4. If the club or event still refuses to comply with Row Safe minimum standards, and/or pay the fine, the Regional Chairman may request a Special Hearings Panel (SHP). The SHP may reject the appeal, uphold the current fine, suspend from competition, from a scheme of relevant funding, make another recommendation or impose a total ban on a club or regatta.
5. The outcome of an appeal to a SHP is final and there is no further appeal.
6. The RHPs and SHPs will –  
Receive and hear evidence  
Reach a conclusion  
Impose penalties if appropriate  
Prepare a report for the National Water Safety Committee who will advise Council accordingly.

7. Any hearings panel must give a fair and independent hearing to both sides of the dispute within an appropriate timescale. Any hearings must not contravene the Human Rights Act or any other policies of the Association.

### **Guidelines for composition of Hearings Panels**

The Chairman of the Region or Council should be responsible for forming the panel, following the guidelines below:

A Regional Hearings Panel (RHP) will consist of three members of the region (or where conflicts of interest arise, from a neighbouring region)

1. Chairman of the panel - A Regional Officer
2. A member of the Regional Rowing Council, possibly with 'expert' knowledge
3. Informed independent: a divisional representative (possibly from another region)

A Special Hearings Panel (SHP), will consist of three members:

1. Chairman of the Panel – An Executive Officer
2. Member of Council possibly with 'expert' knowledge of the subject,
3. An informed independent, from within the sport, another NGB or from an external resolution panel.

In the event that any of the above nominees approved by the Regional or National Council are not available to fulfil the required timescale the Regional Chairman/Chairman of Council will invite an equally qualified person in order to conclude the matter in an expedient manner.

Independence of panel members at RHP and SHPs is crucial at all hearings and any conflicts of interest must be declared. Either party may object to a member of the panel on legitimate conflicts of interest grounds.

No person who has been involved in the current appeal at any stage may be a member of the panel, nor any member of staff of the Association.

Any general dispute not accommodated should follow the guidelines detailed for water safety imposing penalties as appropriate.

## **SECTION H**

### **REPRESENTATIVES REQUIRED BY FISA**

1. As soon as possible after receiving notice of the numbers required, the Council shall appoint delegates, who must be members of the Council, to each Congress of FISA.
2. The delegates shall subsequently report to the Council on the business transacted.

## **SECTION J**

### **PAYMENTS – ATHLETES AND CLUBS**

All payments for competitive rowing and associated activities shall be made to or as arranged with the appropriate affiliated club. Every athlete involved in competitive rowing or associated activities shall be registered as a competing member of one or more affiliated clubs. Each affiliated club will enter into a contract or agreement with its registered competition members that will cover all questions on the distribution of cash received by the club through competition, sponsorship or other income linked with rowing or associated activities. Such contracts or agreements must acknowledge that if an athlete registers for participation in any of the National Squad activities then the resulting contract or agreement with the Amateur Rowing Association will supersede that which previously applied.

## **SECTION K**

### **EQUITY**

The ARA aims to ensure that all people irrespective of their age, gender, disability, race, ethnic origin, creed, colour, social status or sexual orientation, have an equal opportunity to participate in the sport of rowing at all levels and in all roles, whether as beginner, participant, performer, or as a coach, manager, employee, administrator or official.

## **SECTION L**

### **BOAT IDENTIFICATION**

All boats being used from clubs for racing, training, and recreation, including private craft, safety and coaching launches shall be identifiable by the three letter code, as issued by the ARA, together with a three digit fleet number (including zeros) as determined by the club. The lettering shall be in capitals, in a regular sans serif (Arial "style") font, with a minimum height of 6cm and clearly readable (in a contrasting colour) on both port and starboard bow saxboards, or vertical surface.

Clubs must keep, readily available, an up-to-date list of their fleet number/boat reference, including that issued to any member with a privately owned boat. Club members with private craft who move clubs must change the identification code to that issued by their new club before taking to the water.