



# **AFFILIATED CLUBS**

## **Club-Level Matters Log**

**TEAMWORK | OPEN TO ALL | COMMITMENT**

## Club-Level Matters Log

This log should be used by Affiliated Clubs to maintain a central record of all Club-Level Matters handled under the Club Dispute and Regional Dispute Resolution Procedure. The log is intended to support appropriate governance oversight, consistency of decision-making, identification of recurring issues and compliance with British Rowing affiliation requirements. Clubs should complete a new entry for each Club-Level Matter handled.

This log should only be used for matters suitable for club-level resolution. Safeguarding concerns, serious misconduct, discrimination, harassment, criminal matters or matters outside club-level jurisdiction must be referred through the British Rowing central reporting system.

Ref No.	Date Raised	Nature of Matter	Individuals Involved	Referred to BR?	Action Taken by Club	Outcome	Date Closed	Ongoing Monitoring Required?
01				Yes / No				Yes / No
02				Yes / No				Yes / No
03				Yes / No				Yes / No
04				Yes / No				Yes / No
05				Yes / No				Yes / No

06				Yes / No				Yes / No
07				Yes / No				Yes / No
08				Yes / No				Yes / No
09				Yes / No				Yes / No
10				Yes / No				Yes / No
11				Yes / No				Yes / No
12				Yes / No				Yes / No
13				Yes / No				Yes / No

14				Yes / No				Yes / No
15				Yes / No				Yes / No
16				Yes / No				Yes / No
17				Yes / No				Yes / No
18				Yes / No				Yes / No
19				Yes / No				Yes / No
20				Yes / No				Yes / No

### Suggested Categories for “Nature of Matter”

Clubs may wish to categorise matters using the following headings:

- Selection
- Membership
- Behaviour/Conduct
- Committee Governance
- Training Arrangements
- Equipment/Facilities
- Communication Dispute
- Minor Welfare Concern
- Club Rules Breach
- Administrative Complaint
- Other

### **Additional Escalation Record (Where Applicable)**

<b>Ref No.</b>	<b>Escalated to RRC?</b>	<b>Escalated to BR?</b>	<b>Date Escalated</b>	<b>Outcome of Escalation</b>
	Yes / No	Yes / No		
	Yes / No	Yes / No		
	Yes / No	Yes / No		
	Yes / No	Yes / No		

### **Record Keeping and Data Protection**

Clubs should ensure:

- records are factual, proportionate and accurate;
- records are stored securely;
- access is restricted appropriately;
- safeguarding concerns (relating to Children and Adults at Risk) are reported to British Rowing within **48 hours** and not handled internally;
- records are retained in accordance with applicable data protection requirements and club retention policies.

British Rowing may request anonymised or specific records as part of affiliation, governance, safeguarding or disciplinary oversight processes.

Affiliated Clubs will be required to upload their completed Club-Level Matter Log as part of the annual affiliation renewal process and should ensure the log is maintained accurately and kept up to date throughout the affiliation year.