

# WEST OF ENGLAND AMATEUR ROWING ASSOCIATION

ESTABLISHED 1896

## ARTICLES OF ASSOCIATION

FEBRUARY 2020

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### 1. THE ASSOCIATION

1.1 The Association of the Amateur Rowing Clubs in the South West of England shall be called the WEST OF ENGLAND AMATEUR ROWING ASSOCIATION and its objective shall be to promote and regulate the sport of rowing for its member clubs and be responsible for organising and administering Regattas, Processional and Simulated Rowing events.

### 2. DEFINITIONS

2.1 In these Articles and Rules the words set out below shall have the meaning ascribed to them respectively: -

<b>WORDS</b>	<b>MEANINGS</b>
The Association	The West of England Amateur Rowing Association.
The Region	The South West of England.
Articles	The Articles of the Association.
Rules	The Rules of the Association.
Amateur	(i) A person other than one who derives or who had derived profit or material gain as a direct result of competing in the sport of rowing but (subject to the rules governing expenses) an amateur shall not forfeit amateur status by receiving the following payment of costs if they are specifically incurred in respect of training or competition in any organised rowing event: (a) Legitimate out of pocket expenses. (b) Loss of profits or salary. (ii) A teacher shall not lose amateur status by giving instruction on rowing in addition to academic subjects to students within the establishment by which he is employed.
British Rowing	British Rowing Limited.
Regatta Season	The Calendar Year.
Member Club	A Club whose application for membership of the Association has been accepted and whose subscription of the Association has been fully paid for the Regatta Season.
Competitor	Either male or female rower.
Club Championship	In the relevant rowing status, the highest aggregate points awarded to a Member Club throughout the Regatta Season from all crews representing that Club at the same status.

Crew Championship	In the relevant rowing status, the crew of a Member Club who gain the highest total number of points throughout the Regatta Season at the same status AND for the purpose of this definition 'crew' shall mean a squad in which no more than six competitors shall compete in a season.
Crew of Elevated Status	A crew or competitor that is not eligible to row at the status originally entered at a regatta due to qualifying wins or forced substitution that occurred between the draw and the regatta.
Composite Crew	A crew that shall comprise of rowers from any number of clubs.
Combined Crew	A crew made up of any combination of male and female competitors that must include at least one male competitor, qualifying for any junior (J18 & under) fours and quadruple sculls event.
Mixed Crew	An equal number of male and female rowers.
Coxswain	The minimum age for a coxswain to participate in any event shall be 12 years on the day of the event.
Regatta	An organised group of events in which the result of each race is determined by the order in which the boats are placed at the finish.
Regatta Committee	A Committee formed by a Member Club or a district for the organisation of a Regatta or other race meeting to which the rules apply.
Executive Committee	The Committee of management of the Association formed pursuant to Article 10.1.
Umpire	One who is qualified by examination as approved by British Rowing, Scottish Rowing, Welsh Rowing or FISA and is licensed to umpire at Regattas.
Trainee Umpire	A person adopted by the Regional Umpires Commission undergoing training as an Umpire under the direct supervision of a qualified Umpire holding one of the aforementioned licenses.

2.2 And words importing the singular number only shall include the plural and vice versa and words importing the masculine gender shall be construed as importing the female gender except where the contrary appears.

### 3. **MEMBERSHIP**

- 3.1 Any Rowing Club whose members conform to the Amateur definition shall be eligible for membership of the Association on payment of a Subscription Fee, the amount of which shall be decided by the Association at a General or Special Meeting.
- 3.2 Application for the membership which shall be accompanied by one year's subscription (returnable if the application is refused) shall be submitted to the Secretary of the association at least 14 days before any General Meeting of the Association.
- 3.3 Any Member Club whose subscription is not paid by the FIRST DAY OF APRIL in any year shall forfeit any rights it may have to vote at subsequent meetings of the Association until payment of all outstanding subscriptions have been received by the Treasurer of the Association. Until all outstanding subscriptions have been so received no member of such a Club shall be allowed to compete in any Regatta, Championship race or other event rowed under the rules either under the name of that Club or as an individual.

#### **4. FINANCE**

- 4.1 The Association shall be financed , in addition to the Annual Subscription, by means that shall be decided upon at the Annual General Meeting and may include a levy on each entry at every rowing event held under the Rules , the amount of which together with the entry fee for events to be held under the Rules for the forthcoming Regatta Season shall be determined at the Annual General Meeting on a notice of motion proposed by the Finance Sub-Committee or if none by the Executive Committee and any such levy or other payment shall be paid to the Treasurer of the Association no later than 28 days after the date of the invoice. The Finance Committee shall have the power to apply, at its discretion, a late payment surcharge of 10% of the value of the invoice on any sums not paid by due date.
- 4.2 The Accounting Year of the Association shall be from the 1st January to the 31st December or such period as the Association may from time to time decide at a General Meeting and a copy of the Income and Expenditure Account and the Balance Sheet for the previous Accounting Year shall be sent to every Member Club within 28 days of the Annual General meeting.

#### **5. MEETINGS**

- 5.1 The Annual General Meeting of the Association shall be held in February of each year for the purpose of electing the Officers of the Association, the adoption of the Accounts of the Association and for such other business as may be appointed in accordance with the Articles and Rules.
- 5.2 At least two other General Meetings shall be held in every Calendar Year of which one shall be at the start of the Regatta Season and another at the end of the regatta Season.
- 5.3 Special Meetings may be convened by Officers of the Association or by two or more Member Clubs on giving notice in writing to the Secretary of the Association. The only business to be discussed at such a Meeting shall be the business set out in the notice convening the Meeting.
- 5.4 Notice convening any General Meeting or Special Meeting of the Association shall be given in writing by the Secretary of the Association to the Member Clubs not less than 14 clear days nor more than 28 clear days before the date of such Meeting except for disciplinary matters to be considered under Article 12 in which case a Special Meeting of the Association shall be convened within 14 days of receipt of the first notification of any such allegation.
- 5.5 The persons entitled to attend all General and Special Meetings of the Association are the Officers of the Association, the Club Delegates, the British Rowing Regional Chairman and any observer.
- 5.6 Delegates from a majority of the Member clubs entitled to attend and vote shall form a quorum at any General or Special Meeting.

## **6. CLUB DELEGATES**

- 6.1 Member Clubs shall be the only Clubs entitled to vote at any Meeting of the Association Clubs who hold Membership by virtue of associate Membership of a Member Club shall not be entitled to send Delegates or to vote.
- 6.2 Voting on all resolutions of the Association shall be on a show of hands and each Member Club entitled to vote may have one vote. Only a Member Club having a right to vote who is represented at the Meeting at which the vote is to be taken may use its vote, but if such a Club is unable to be represented at the Meeting at which it wishes to exercise its right to vote it may appoint the Secretary of the Association, or the Delegate of another Club to cast its vote, provided that such authority and direction is given in writing to the Association Secretary or other Club as the case may be. Such direction may be general or specific. The absent Club shall not be counted in the numbers to form a quorum for that meeting.

## **7. VOTING**

- 7.1 Each Member Club may appoint two delegates who shall represent the Club at all Meetings of the Association, other than meetings of the Executive Committee, for the ensuing year from the Annual General Meeting, such appointment to be notified to the Secretary of the Association on or before the Annual General Meeting.
- 7.2 Each Member Club may cancel the appointment of any delegate and appoint another in his or her place, at any time during the year of appointment on giving notice in writing to the Secretary of the Association. If a Club Delegate is unable to attend a Meeting of the Association, the Member Club may appoint a substitute in his place, such substitutes having the same rights as the Delegate he replaces.

## **8. REGATTA DELEGATES**

- 8.1 Where no Rowing Club exists in a location in which a Regatta Committee wishes to run a Regatta under the Rules, the Regatta Committee may appoint a Delegate to the Association, who may take part in the discussion appertaining to the Regatta, but may not vote.

## **9. BRITISH ROWING**

- 9.1 The British Rowing West Regional Chairman shall be entitled to attend all Meetings of the Association and may take part in any discussion but shall have no voting rights unless authorised by his club to cast the clubs vote as a Substitute Club Delegate.
- 9.2 British Rowing National or Delegated officers may attend all Meetings of the Association by invitation and may take part in any discussion but have no voting rights.

## 10. EXECUTIVE COMMITTEE

10.1 The Management of the Association shall be carried out by an Executive Committee which shall consist of the following Officers: -

- (a) President
- (b) Chairman
- (c) Vice-Chairman
- (d) Secretary
- (e) Treasurer
- (f) Registration Secretary
- (g) Coaching Representative
- (h) Compliance Officer
- (i) Regatta Secretary Chairman
- (j) Umpires Panel Chairman
- (k) Rowing Safety Advisor
- (l) Chairman of Sub-Committees

10.2 The quorum for all Meetings of the Executive Committee shall be four.

10.3 The appointment of the Officers and their respective duties shall be as follows:

- (a) **PRESIDENT** Appointment shall be at the Annual General Meeting for one year by the nomination of the Member Clubs in turn, the order of which shall be determined from time to time by the Association. The President will chair the Annual General Meeting.
- (b) **CHAIRMAN** Nominations in writing for the office of the Chairman for the ensuing year following the Annual General Meeting duly proposed and seconded by two Member Clubs and signed by the person so nominated to indicate his or her acceptance shall be submitted to the Secretary by the first day of January before the Annual General Meeting , the appointment shall commence at the Annual General Meeting, for one year by a simple majority vote and the holder of the office shall be eligible for re-election annually at the Annual General Meeting for a period of not more than five consecutive years unless at the end of such period or at the end of each successive year thereafter no other nominations shall have been received by the Secretary. The Chairman shall take the chair at all Meetings of the Executive Committee and the Association other than the Annual General meeting (except in the absence of the President).
- (c) **VICE-CHAIRMAN** Appointment shall be at the Annual General Meeting for one year. The Vice-Chairman shall take the chair at all Meetings of the Executive Committee and the Association (other than the Annual General Meeting) in the absence of the Chairman and shall take the chair at the Annual General Meeting in the absence of the Chairman and the President.

- (d) **SECRETARY** Appointment shall be at the Annual General Meeting for one year by a simple majority vote and shall be eligible for re-election at each Annual General Meeting. The Secretary's duties include issuing of all notices of Meetings, recording of the Minutes of all Meetings of the Association and the Executive Committee, dealing with the correspondence of the Association and recording the results of all rowing events held under the Rules and compiling Association Championship results.
- (e) **TREASURER** Appointment shall be at the Annual General Meeting for one year by a simple majority vote and shall be eligible for re-election at each Annual General Meeting. The Treasurer's duties shall include the maintenance of proper books of accounts and record of all financial matters of the Association and the preparation of an Annual Statement of the Income and Expenditure and Balance Sheet.
- (f) **REGISTRATION SECRETARY** Appointment shall be at the Annual General Meeting for one year by a simple majority vote and shall be eligible for re-election at each Annual General Meeting. The Registration Secretary's duties shall include maintaining a record of the status of all rowers and the ages of coxswains who are members of Member Clubs.
- (g) **COACHING REPRESENTATIVE** Appointment shall be made at the Annual General Meeting for one year by a simple majority vote and shall be eligible for re-election at each Annual General Meeting. The Coaching Representatives duties shall include: the development of a coaching education programme and network, working with the British Rowing Education and Training Manager. Also, to identify suitable venues for workshops and promote subsequent events in the region. The appointed Representative shall also assume a similar role within the West Regional Rowing Council and represent the region on the BR National Coaching Committee.
- (h) **COMPLIANCE OFFICER** Appointment shall be made at the Annual General Meeting for one year by a simple majority vote and shall be eligible for re-election at each Annual General Meeting. The Compliance Officers duties include: ensuring that all fairness and equality rules are applied at all opportunities for example, but not limited to, when applying or amending rules, when hosting meetings and other events. The Compliance Officer can also act as a sign poster for enquiries and may act as mediator for unresolved disputes if requested.
- (i) **REGATTA SECRETARY CHAIRMAN** Appointment shall be made at the Annual General Meeting for one year by a simple majority vote and shall be eligible for re-election at each Annual General Meeting. The Regatta Secretaries duties include: collating regatta dates, reporting to and from Regatta Secretaries of any anomalies resulting from events and to advise the association's delegates. Ensure compliance of the association's rules as applied to regattas and other events. Produce and update the WEARA regatta entry form.

- (j) **UMPIRES PANEL CHAIRMAN** Appointment shall be made at the Annual General Meeting for one year, the appointment being offered in rotation to the longest serving member of that Sub-Committee. The Umpires Panel Chairman is responsible for planning, organising and administering training and licencing of umpires as well as maintaining and developing a high standard of umpiring practice. The Umpires Panel Chairman will arrange a Spring seminar prior to the first regatta for all WEARA umpires and produce an Umpire allocation list for the forthcoming regattas. The Umpires Panel Chairman will arrange an end of season meeting with Panel members to discuss any issues that may have arisen during the season and produce a report for the autumn delegate's meeting. The appointed Chairman shall also assume a similar role within the West Regional Rowing Council and represent the region on the BR National Umpires Committee.
- (k) **ROWING SAFETY ADVISOR** Appointment shall be made at the Annual General Meeting for one year by a simple majority vote and shall be eligible for re-election at each Annual General Meeting. The Rowing Safety Advisors (RSA) duties, an advisory role, include liaising with the RSA's of clubs offering advice regarding safety messages from British Rowing and also to note local safety issues. To review and comment on incident forms submitted, safety plans for events and to annually review the mandatory British Rowing annual safety audits submitted by clubs. The appointed RSA shall also assume a similar role within the West Regional Rowing Council and represent the region on the BR National Safety Committee.
- (l) **CHAIRMAN OF SUB-COMMITTEES** With the exception of the Chairman of the Finance Sub-Committee and the Umpires Sub-Committee, appointment shall be by the Sub-Committee formed by the Association and shall remain in office for the duration of that Sub-Committee unless terminated by earlier retirement or cessation of membership of a Member Club. The Chairman of the Finance Sub-Committee shall be the Treasurer for the time being of the Association.

## 11. **SUB-COMMITTEES**

- 11.1 The Association may, at its discretion, form Sub-Committees to consider and report on specific matters which from time to time may be required by the Association and for the purpose of such report set out terms of reference of each Sub-Committee. Sub-Committees are accountable only to the Association.
- 11.2 The reports, comments, proposed amendments and recommendations of Sub-Committees shall be sent to all Member Clubs in sufficient time to enable them to consider and instruct their Delegates accordingly.

## **12. DISCIPLINE**

12.1 Member Clubs, of whom any member or members bring the sport into disrepute, shall take such action as may be directed by the Association. If the Association shall at any Special or General Meeting consider any such allegation against any person or persons, he or they shall be entitled to be present and address the Meeting. If the Association decides the sport has been brought into disrepute it may take such disciplinary steps as it thinks fit, including the refusal of such person or persons to enter events held under the Rules and the suspension of the Club of which such persons are members from Membership of the Association. All resolutions passed under this Article shall require a two-thirds majority vote taken in accordance with the voting procedures set out in these Articles.

12.2 Should the action of an Official Umpire at a regatta be considered to be inappropriate or likely to bring the sport into disrepute the evidence of such an incident shall be presented in writing to the Chair of the Umpires Panel by a Member Club within 7 days of the regatta. The Chair will meet with at least two other members of the Panel of Umpires within 14 days of receipt of the evidence to consider the case. The Chair of the Umpires Panel will invite the Umpire in question to a review meeting with at least two Panel members. The action taken following the review meeting will be either:

- a) Do Nothing - Insufficient evidence presented to take further action.
- b) Advise the Umpire in question, in writing, that the actions reported are not acceptable and a Conduct Warning is issued.
- c) Two Conduct warnings within a three-year period will result in the Umpire's license being revoked.
- d) The Member club which lodges the complaint will be advised of the outcome of the review within 7 days of the panel decision.
- e) In the event the complaint is against the Chairman of the Panel of Umpires the Panel Member with longest membership of the Panel will lead the proceedings.

If the member club is not satisfied with the outcome, they may appeal to the WEARA Executive to review.

## **13. LIFE MEMBERS**

13.1 Life Members may be appointed at any Meeting of the Association. They shall be entitled to attend all Meetings of the Association and may take part in any discussions, but shall have no voting power unless authorised by their Club to cast the Club vote as a Substitute Delegate.

## **14. AMENDMENT OR ADDITION OF ARTICLES AND THE MAKING OF RULES**

14.1 The Association shall have the power to make such Rules as it thinks desirable for the regulation and management of Regattas within the Region.

- 14.2 Any amendment or deletion of or addition to the articles and Rules shall only be made after a Notice of Motion in writing is given at the General Meeting of the Association held at the end of a Regatta Season and such notices are accepted by a simple majority voting at the Annual General Meeting. Any alteration to a Notice of Motion may be considered and approved by a simple majority voting at the Annual General Meeting. Any amendments to the Articles and Rules shall remain unaltered for at least three years thereafter unless a further Notice of Motion deleting or amending such new or amended Article or Rule is passed by not less than two thirds of the Member Clubs present and eligible to vote at such General Meeting.
- 14.3 If a Notice of Motion is not accepted at a General Meeting of the Association the same Notice or (in the opinion of the Executive Committee) a similar Notice having the same effect shall not be submitted for approval for two years from the date of the General Meeting at which the original Notice of Motion was rejected.
- 14.4 Article 14.2 and 14.3 shall not apply to Notices of Motion proposed under Article 4.1.