

St Edmund Hall Boat Club

Constitution



Effective July 2023



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1 Name and Objectives

- 1.1 The Club is called St Edmund Hall Boat Club, herein referred to as “SEHBC” or “the Club”. The Club’s objects are to train and develop members of St Edmund Hall in the sport of rowing; and the income and property of the Club shall be applied solely to those objects.
- 1.2 This Constitution shall have effect from July 2023. The running of SEHBC shall be according to this Constitution. All former Constitutions are hereby relinquished.



2 *Constitutional Matters*

- 2.1 Amendments to this constitution shall be made at a General Meeting to which all Boat Club Members are invited. Changes must be put forward to the Committee at least one week in advance and must be carried by a two thirds majority of voting Members in attendance of the General Meeting (proxy votes are not permitted).
- 2.2 In the week following Constitutional change proposals, any objections, concerns, or suggestions for alternate wording should be communicated to the President, who will communicate these to all Members before any changes are voted upon.
- 2.3 The final interpretation of the Constitution will be that of the President. This may be challenged and overturned by a two-thirds majority at a General Meeting, in which event the Vice President will interpret the Constitution.
- 2.4 The Committee shall have power to make regulations and by-laws in order to implement the paragraphs of this Constitution, and to settle any disputed points not otherwise provided for in this Constitution.



3 Membership

- 3.1 Members of SEHBC shall consist of full and associate members, who fulfil the OURCs criteria of a full or associate member respectively and have paid a subscription fee to the club for the current or preceding academic term. Both full and associate members have voting rights.
- 3.2 In addition to the above, the following shall also be deemed members of SEHBC:
- (i) Life members, being former Presidents, Vice Presidents or Captains of the Club and people otherwise appointed by the Committee.
 - (ii) Honorary members appointed at the discretion of the Committee and whose membership shall normally last for one year from the date of appointment.
- 3.3 The Committee may remove a person from membership for good cause, such as, but not limited to, persistent neglect of the Safety Plan or the Code of Conduct. Any terminations to membership will be communicated to the member in question by the President, and shall include the reasoning behind membership being terminated, immediately following a Committee decision to remove them.
- 3.4 Members may appeal a termination of membership using the following procedure
- (i) The person may appeal against dismissal in writing to the President;
 - (ii) If that appeal is not upheld, the member may appeal in person (with a supporter) to a meeting of the Committee specially convened for that purpose;
 - (iii) If that appeal is not successful, the member may appeal to one of the Senior Members whose decision will be final and binding
- 3.5 There shall be General Meetings of SEHBC, convened by the Secretary on not less than seven days' notice, which all members of the Club may attend. These shall be held as follows:
- (i) An Annual General Meeting shall be held on a date determined by the President, and not less than once every year.
 - (ii) When called by the Committee.
 - (iii) At the request of 30% of current members of the Club sent in writing to the President, stating the proposed business of the meeting. In such an instance the meeting shall be held at a time and place of the President's discretion but not less than fourteen days subsequent to receiving the request.
- 3.6 Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.
- 3.7 The quorum for a General Meeting shall be ten members present in person, of whom four must be members of the Committee. Should the quorum be absent, the meeting shall be postponed to a later date. When any financial business is to be transacted there must be present the Treasurer, or a member of the Committee deputed by the Treasurer to represent their views to the Meeting (provided that where it is a case of a deputy, the only financial business transacted shall be that which was set out in the agenda accompanying the notice of the meeting).



4 Senior Member

- 4.1 There shall be one or two Senior Members of the Club (if two, one male and one female), at least one of whom shall be a member of the Governing Body of the Hall, whose duties will be as follows:
- (i) To be representatives of the Club and at occasions where the Club has an interest.
 - (ii) To support the SEHBC Committee and to give assistance to its members where they deem it necessary.
 - (iii) To act as Senior Member(s) of the Club as required in the OURCs regulations.
- 4.2 Nomination of Senior Member(s): A candidate, or candidates, for Senior Member shall be put forward by the existing/retiring Senior Member(s) to a Nominating Committee consisting of the current President, Vice President, Men's Captains and Women's Captains and the Senior Treasurer of SEHBC. The final decision shall be made by a Nominating Committee. The candidate(s) so nominated shall be acceptable to all parties and the Nominating Committee shall reach its decision by consensus.
- 4.3 There will be a Senior Treasurer of SEHBC, who be a member of the Governing Body of College and will normally be the Treasurer to the Amalgamated Clubs. The Senior Treasurer will be ultimately responsible for the payment of larger items of expense including the Boatman's salary, insurance and purchase of equipment.



5 *Committee*

- 5.1 The affairs of SEHBC shall be administered by a Committee consisting of not more than fifteen persons, which shall determine the subscriptions payable by the members of the Club, and have ultimate responsibility for the activities of the Club. The Committee shall have control of the funds and property of the Club, and of its administration.
- 5.2 The SEHBC Committee comprise the following members, who are appointed (or the case of the President and Vice President, elected) for a one-year term. All committee members are eligible for re- appointment. A President cannot run for a consecutive year due to their returning officer duties and must be a full member of SEHBC, as defined by the criteria set by OURCs.

President	Captain of Coxes
Vice President	Treasurer
Men's Captain	Secretary
Women's Captain	Water Safety Advisor
Men's Vice-Captain(s)	Communications/IT Officer
Women's Vice-Captain(s)	Social secretaries

- 5.3 Financial or legal liability incurred in the rightful exercise of their office shall not be the personal liability of the Committee but shall be the responsibility of SEHBC as a whole.
- 5.4 Decisions taken by the Committee shall be by a straight vote of the SEHBC Committee members. In the event of this being inconclusive, the President shall have the deciding vote. Where the Vice President is chair, they shall have the additional vote.
- 5.5 In the event of a Committee vote regarding a member on the Committee, the member in question must not be present for that agenda item. Should that member wish to appeal the outcome of a vote regarding themselves, they may appeal to the Senior Member(s) whose decision will be final and binding.
- 5.6 Each Committee Member must, on relinquishing their appointment, promptly hand to their successor all official documents and records belonging to the Club, together with (on request from the Committee) any other property of the Club which may be in their possession; and must complete any requirements to transfer authority relating to control of the Club's bank accounts, building society accounts, or other financial affairs.
- 5.7 Without derogating from its primary responsibility, the Committee may delegate its functions to finance and general purposes and other subcommittees which are made up exclusively of members of the Committee.
- 5.8 In the event of the resignation of any member of the Committee, the Committee shall appoint a successor by a majority vote.



- 5.9 If a Committee Member is deemed to be unable to fulfil their duties, for whatever reason, he or she may be removed from that office either by a majority vote at a Committee Meeting, or by a two thirds majority vote in a motion of No Confidence brought before a General Meeting. The President (or Vice President) will then immediately ask the Committee Member to step down. Once removed, the reason for removal will be explicitly stated at the next General Meeting. Another member of SEHBC shall then be nominated for that position by the Committee by a majority vote and ratified at this General Meeting.
- 5.10 The SEHBC Committee is mandated to meet no less than twice a term to discuss matters of concern and interest to the Club. Calling and chairing the meeting is responsibility of the President.
- 5.11 The quorum for a Committee meeting shall be four members present in person. When any financial business is to be transacted, there must be present either the Treasurer or a member of the Committee deputed by the Treasurer to represent their views to the meeting.
- 5.12 Any payment by SEHBC (including reimbursements) will be made against an invoice (usually for commercial transactions) or require a valid receipt or other proof of expense approved by the President, Vice President, or Treasurer in advance (usually for personal transactions). In the case of a receipt being lost a folio will be signed by the President (or Vice President) and Treasurer and the Committee alerted to this effect.



6 The Duties of the Committee

6.1 President

- 6.1.1 The Outgoing President collects the names of candidates who put themselves forward for president. The position shall be hustled for and elected at an AGM held in Trinity Term. This hust shall occur before the hust for Vice President such that unsuccessful candidates may hust for Vice President if they so choose.
- 6.1.2 If during the period between the annual elections there is a Presidential vacancy, the Committee shall have the power of filling the vacancy up to the next General Meeting by co-option.
- 6.1.3 A Senior Member may overturn a nomination (at any time in the year, before or after acceptance) in a General Meeting, and the Committee must recommend another candidate. A Senior Member then ratifies the new President.
- 6.1.4 Candidates for President must fulfil the following criteria:
- (i) They must have been a member of SEHBC for at least one year.
 - (ii) They must have previously been a member of the SEHBC committee or an equivalent 'Blues' rowing committee
- 6.1.5 The President's duties be as follows:
- (i) To assist and advise the Captains in their duties where required.
 - (ii) To represent the Club in addition to (or on behalf of) the Captains, in College and OURCs, including meetings of the Amalgamated Sports Clubs, and other relevant bodies.
 - (iii) To facilitate good communication and mutual planning between both the Men's and Women's of the Club.
 - (iv) To oversee the overall running of Torpids and Eights and any other regattas, as appropriate
 - (v) To appoint up to two honorary advisors to the Committee after consultation with the Committee
 - (vi) To coordinate boat club merchandise ("stash") orders
 - (vii) To chair Committee Meetings and General Meetings
 - (viii) To carry out Returning Officer duties for the successor Presidential elections
 - (ix) To collect a list of personal email addresses of club members that consent to this information being given. This information shall be passed onto the Friends of SEHBC to aid alumni retention efforts.
- 6.1.6 The President shall be a signatory on bank mandates.

6.2 Vice President

The Vice President shall be hustled for and elected at an AGM, those running for president may also run for Vice President if they are unsuccessful in their application to President. The outgoing Vice-President shall advertise the position to all members of SEHBC prior to the committee selecting at most 3 candidates to hust for the position.

- 6.2.1 The Vice President's duties will be as follows:

- (i) to assist the President with the running of SEHBC.
- (ii) to chair General Meetings and Committee Meetings the President wishes to speak on a motion



or the President is unable to attend.

- (iii) To be proactive in providing welfare support to and maintaining the well-being of members of the Boat Club, via regular consultations (with external advisors) and welfare events, and signposting to further support if applicable
- (iv) to be proactive in promoting and seeking continual improvement equality and diversity across SEHBC e.g. through forums
- (v) to advertise FoSEHBC's hardship fund to all members of the boat club, confidentially manage and forward appropriate applications onto FoSEHBC at least monthly
- (vi) to oversee the organisation of at least one charity fundraising event run by the committee per academic year (traditional examples have been an annual BBQ on Saturday of Summer VIII's)
- (vii) To maintain the British Rowing incident log.
- (viii) To appoint an individual to act as Senior Sculler (if they are not fit to assume this role themselves), who is able to decide if an individual is safe to scull unsupervised (with reference to Appendix 5)

6.2.2 The Vice President shall be a signatory on bank mandates.

6.3 Captains

6.3.1 The outgoing men's and women's captains will present a list of candidates for men's and women's captain to the outgoing committee, and will demonstrate to the committee that they have fairly assessed each candidate. The committee will then ratify the outgoing men's and women's captains choices for captain. In the event of a disagreement between the outgoing captains and the committee through ratification, the committee will vote for the men's and women's captains candidates.

6.3.2 The Men's and Women's Captains duties will be as follows:

- (i) To organise the running of the Club on a day to day basis.
- (ii) To be representatives of the Club in its entirety, in College and the OURCs, including meetings of the Amalgamated Sports Clubs, the "Friends of the Boat Club" and other relevant bodies.
- (iii) To be responsible for crew selection in the first instance, which may also include delegation of crew selection responsibilities to a Club coach.
- (iv) To arrange for the transport of boats and for boat racks at other training locations
- (v) To organise the entry of crews for Regattas in Oxford and elsewhere
- (vi) To liaise with the Boatman employed by the Amalgamated Clubs and to ensure the general upkeep and maintenance of boats and other SEHBC equipment.
- (vii) To maintain a comprehensive inventory of SEHBC equipment and to provide a copy of the inventory to the "Friends" when requested.
- (viii) To make recommendations for the purchase of new equipment, after consultation with the Committee, the President(s), the Senior Member(s) and the "Friends of the Boat Club".
- (ix) To represent SEHBC at Captains' meetings and other occasions.
- (x) To organise the writing of the Annual Boat Club reports for the College Magazine.
- (xi) To award college colours at Annual Eights Dinner.

6.3.3 The Men's and Women's Captains shall be entitled to invite other members of the University to be members of the Club at their discretion, subject to OURCs regulations.

6.4 Vice Captains

6.4.1 Men's Vice-Captains and Women's Vice-Captains may be appointed by the incoming Captains, and then ratified by the Committee, to assist in the running of the Club. Captains may appoint up to two Vice-Captains for each side of the Club.



6.5 Treasurer

6.5.1 The outgoing Treasurer shall advertise the position to all members of SEHBC. An incoming Treasurer shall apply to the outgoing Treasurer with a short paragraph including reasons why they are suitable for the role. The role will then be appointed to the applicant with the greatest number of votes (or in the case of an uncontested position the majority vote) of the committee.

6.5.2 The duties of the Treasurer will be as follows:

- (i) To arrange the finances of the Club on a day-to-day basis.
- (ii) To write cheques for SEHBC expenses.
- (iii) To keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices. The Treasurer will present the accounts to the Committee for inspection on an annual basis.
- (iv) To ensure that Club members have settled their accounts by the end of each term, and by the second week of the next term at the latest.
- (v) To ensure that each outgoing treasurer retain access to the club bank account until the new treasurer has confirmed they have access to the account.

6.5.3 The Treasurer shall be a signatory on bank mandates.

6.6 Secretary

6.6.1 The outgoing Secretary shall advertise the position to all members of SEHBC. An incoming Secretary shall apply to the outgoing Secretary with a short paragraph including reasons why they are suitable for the role. The role will then be appointed to the applicant with the greatest number of votes (or in the case of an uncontested position the majority vote) of the committee.

6.6.2 The duties of the Secretary will be as follows:

- (i) To arrange meetings of the Committee and the Club, as directed by either Presidents or Captains, and to keep accurate minutes of Committee meetings, and to email these minutes to all members of SEHBC unless a sensitive or welfare issue has been discussed, when circulation of such minutes shall be at the discretion of the President.
- (ii) To collate agenda items from Committee members, and email or distribute these as appropriate at least twenty-four hours before the meeting.
- (iii) To maintain a record of members, coaches and committee members.
- (iv) To keep a record of those awarded Colours and Blades.
- (v) To deal with other matters as mandated by the Committee.



6.7 Captain of Coxes

- 6.7.1 The outgoing Captain of Coxes shall advertise the position to all members of SEHBC. An incoming Captain of Coxes shall apply to the outgoing Captain of Coxes with a short paragraph including reasons why they are suitable for the role. The role will then be appointed to the applicant with the greatest number of votes (or in the case of an uncontested position the majority vote) of the committee.
- 6.7.2 The duties of the Captain of Coxes will be as follows:
- (i) To recruit and train novice coxes.
 - (ii) To maintain the electronic coxing equipment.
 - (iii) To supervise the coxswains of each SEHBC crew and ensuring that they are fully competent regarding river rules, regulations and general boat safety.
 - (iv) To organise OURCs coxing assessments and submit coxing status upgrade requests to OURCs.

6.8 Water Safety Advisor

- 6.8.1 The outgoing Water Safety Advisor shall advertise the position to all members of SEHBC. An incoming Water Safety Advisor shall apply to the outgoing Water Safety Advisor with a short paragraph including reasons why they are suitable for the role. The role will then be appointed to the applicant with the greatest number of votes (or in the case of an uncontested position the majority vote) of the committee.
- 6.8.2 The Water Safety Advisor shall have the following duties:
- (i) Complete the annual British Rowing Water Safety Audit.
 - (ii) To annually renew Environment Agency Registration of boats and launches.
 - (iii) Organise registration for swim tests and capsized drills in consultation with the Captains.
 - (iv) Attend OURCs meetings related to safety or marshalling.
 - (v) To organise the marshalling and umpiring rota for Torpids and Summer Eights.
 - (vi) Maintain the boat club safety notice board.
 - (vii) To ensure lifejackets are in good working order by coordinating their annual service and maintaining the lifejacket safety log, available to all coxes
 - (viii) Understand the requirements of the British Rowing Code of Practice for Water Safety and advise on their prominent display, their observation and their implementation. He or she shall also personally ensure that all Members have signed the Boat Club Safety Declaration (Appendix 3).



6.9 Communications/IT Officer

- 6.9.1 The outgoing Communications/IT Officer shall advertise the position to all members of SEHBC. An incoming Communications/IT Officer shall apply to the outgoing Communications/IT Officer with a short paragraph including reasons why they are suitable for the role. The role will then be appointed to the applicant with the greatest number of votes (or in the case of an uncontested position the majority vote) of the committee.
- 6.9.2 The Communications/IT Officer shall have the following duties:
- (i) To be responsible for maintaining and updating the SEHBC website.
 - (ii) To be ultimately responsible for the SEHBC Facebook page, Twitter and Instagram feeds. He or she shall grant access to persons who wish to publicise boat club activities.
 - (iii) To maintain boat club e-mail lists and manage @sehbc.org email accounts.
 - (iv) To advise the Committee on all IT matters relating to SEHBC.
 - (v) To be responsible for posting crew announcements under instruction of the captains.

6.10 Social Secretaries

- 6.10.1 The outgoing Social Secretaries shall advertise the position to all members of SEHBC. Two Social Secretaries (one representing each side of the club) shall be recommended by each of the outgoing Social Secretaries, and then appointed by the Committee by a majority vote. The outgoing Social Secretaries shall advertise the position to all members of SEHBC prior to giving a recommendation to the Committee.
- 6.10.2 The Social Secretaries shall have the following duties:
- (i) To liaise with captains on termly social events which fit appropriately with training schedules
 - (ii) To ensure a wide range of inclusive social events are available throughout the year e.g. not all events should be centred around drinking
 - (iii) To ensure both sides have equal amounts of social events to attend and there is an appropriate number of mixed events each term
 - (iv) To be responsible for paying the deposit and collecting money from individuals for social events such as crewdates
 - (v) To liaise with the treasurer on payment of deposits for social events which should be paid from boat club funds and not from the social secretaries personal accounts
- 6.10.3 Unlike other committee positions, Social Secretaries will be appointed at the end of Michaelmas Term to start their position in Hilary. Due to this overlap, it is therefore permitted for a committee member to hold another position as well as Social Secretary for Michaelmas Term only. However, an individual member may only cast one vote at committee meetings regardless of the number of positions they hold.



7 Non-Committee Roles

7.1 Senior Sculler

- 7.1.1 The outgoing senior sculler shall advertise the position to all members of SEHBC. An incoming Senior Sculler shall apply to the outgoing Senior Sculler with a short paragraph including reasons why they are suitable for the role. The role will then be appointed to the applicant with the greatest number of votes (or in the case of an uncontested position the majority vote) of the committee.
- 7.1.2 The Senior Sculler shall have the following duties:
- (i) To assess whether a Member is deemed competent enough to scull/row unsupervised in the Club's small boats using the criteria in Appendix 5.
 - (ii) To advise the committee on all matters relating to small boats.
- 7.1.3 Assessments for unsupervised status (as laid out in Appendix 5) may be carried out by the Senior Sculler, Captains or Coaches.
- 7.1.4 In all cases, Captains have final say over whether a member may use the Club's small boats.

7.2 External Regattas Secretary

- 7.2.1 External Regattas Secretary is appointed by the committee.
- 7.2.2 External Regattas Secretary is to liaise with the captains for all of their duties.
- 7.2.3 External Regattas Secretary shall have the following duties:
- (i) Entering crews into external regattas using the British Rowing entries system and via liaison with the university's BUCS entries secretary.
 - (ii) Organising loading and trailering of boats to external regattas.
 - (iii) Organising transport and, where relevant, accommodation for external regattas.
- 7.2.4 A member of the committee may also be appointed into this role.



8 Compliance and Safety

- 8.1 The activities of the Club will at all times be conducted in accordance with the codes and rules dictated by British Rowing, OURCs, the Proctors, or the local rowing club if rowing outside Oxford.
- 8.2 The activities of the Club will follow an appropriate procedure for risk assessment.
- 8.3 In adverse weather conditions, no crews shall boat if any of the following shall apply:
- (i) OURCs have declared red flag conditions (applies to the Isis or Godstow reaches only)
 - (ii) OURCs has declared that reach closed.
 - (iii) The EA has declared that reach closed.
 - (iv) The club has received such a directive from an individual or body appointed by the University or by the Proctors.
 - (v) The local OURCs rules, or the rules of the river and safety rules used by the local club (when rowing outside OURC jurisdiction) ban or advise against rowing.
 - (vi) The College, the Coaches, the President, the Captains or any member of the crew decide not to boat.
- 8.4 SEHBC will ensure that the talents and resources of all Members are utilised to the full and that no Member receives less favourable treatment on the grounds of gender, disability, marital status, creed, social class, ethnicity, age or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance (see Appendix 1). SEHBC will comply with the College policies relating to harassment, equality and freedom of speech, as detailed at <https://www.seh.ox.ac.uk/about-college/policies-accounts-and-legal-documents>.
- 8.5 SEHBC accepts the policy and procedures relating to Child Protection, as set out by British Rowing and will ensure coaches complete a DBS check where applicable.
- 8.6 Boats must gain permission from the Boat Club Captains or Vice President or President to compete prior to participating in any regatta utilising the SEHBC name and/or equipment.
- 8.7 Social crews (such as Beer Boats and Schools Boats) wishing to take part in Torpids and/or Summer Eights Regattas must agree to abide by rules and regulations set out above, and any additional conditions set out by the Committee. Social crew entry is at the discretion of the Boat Club Captains.



9 *The Friends of SEHBC*

- 9.1 The Friends of St Edmund Hall Boat Club is a Registered Charity (No. 1151482). It was set up in 1992 by former members of the Club, together with the then President and Captains, with the following objects:
- (i) to advance the physical education for the benefit of the public of students of all abilities at St Edmund Hall, Oxford (the “College”) by participation in the sport of rowing through the provision of facilities, equipment and financial support
 - (ii) to apply the funds and other property of the charity (including those held by a company established and wholly owned by the charity) in pursuance of the above object.
- 9.2 All members of the Club are invited to become Student Members of the Friends



10 Colours Committees

- 10.1 The Colours Committee shall comprise current full members of SEHBC who have previously been awarded First Eight Colours. The Committee will meet during Eights Week. The outcome of their deliberations will be announced at the Summer Eights Dinner and will be recorded for future reference by the Secretary.
- 10.2 Receiving Boat Club Colours entitles the holder to purchase and wear the SEHBC Blazer. Receiving First Eight Colours entitles the holder to purchase and wear the SEHBC Blazer with First Eight Trim.
- 10.3 The Colours Committee shall be chaired by the President or Vice President (irrespective of whether they have a First Eight Colour); however, the Chair of the Colours Committee shall have no vote unless a vote of the committee is inconclusive (see 10.9). Captains of the respective side of the Boat Club will present their nominees for First Eight Colours, Boat Club Colours and Discretionary First Eights Colours for the committee to vote on, but have no vote unless a vote of the committee is inconclusive (see 10.9) and 10.3 applies.
- 10.4 If the President or Vice President either deems themselves, or are deemed by the Boat Club Committee, to be biased or unsuitable to be Chair of their Colour Committee, the Chair of the Colour Committee shall be replaced by the Captain of that side of the Boat Club.
- 10.5 The quorum for the Colours Committee is 8 members in person, comprising 4 each of holders of Women's and Men's First Eight Colours. If there are not sufficient members with Colours, then as many as there are shall constitute quorum.
- 10.6 The role of the Colours Committees is to award First Eight Colours, Discretionary First Eight Colours and Boat Club Colours to members who meet the required criteria.
- 10.7 First Eight Colours may only be awarded if the following criteria are met:
- (i) Trained as either part of SEHBC and/or a University Squad for at least two full terms, with regular attendance to training as supported by Captain and Coach.
 - (ii) Upheld the SEHBC code of conduct and promoted an atmosphere of team spirit and camaraderie
 - (iii) The member in question was part of a First Eight crew that at least stayed level in Summer Eights and rowed at least 3 days of the event. Exceptions shall only be made when (a) the crew started and finished the week in Division One, (b) extenuating circumstances beyond the individual's and/or crew's control, (c) The member in question was part of a Torpids first boat finishing in Division 1 and at least stayed level, and rowed in at least 3 out of 4 days of the event. Every decision is at the discretion of the Colours Committee.
- 10.8 Discretionary First Eight Colours may only be awarded if the following criteria are met:
- (i) Trained as either part of SEHBC and/or a University Squad for at least two full terms, with regular attendance to training as supported by Captain and Coach.
 - (ii) Upheld the SEHBC code of conduct and promoted an atmosphere of team spirit and camaraderie
 - (iii) The member in question is deemed to display outstanding attributes. The member must demonstrate exceptional effort, determination and/or impact. Due to the nature of this award, only one Discretionary First Eight Colour may be awarded per side of the Club per year.
- 10.9 Boat Club Colours may only be awarded if the following criteria are met:
- (i) Trained as either part of SEHBC and/or a University Squad for at least two full terms, with



regular attendance to training as supported by Captain and Coach.

- (ii) Competed in at least one bumps regatta representing SEHBC, unless prevented from doing so by extraordinary circumstances
- (iii) Upheld the SEHBC code of conduct and promoted an atmosphere of team spirit and camaraderie

10.10 A decision shall be reached regarding conferment of these awards by a majority of votes of those members present. In the event of this being inconclusive, the Chair shall have a deciding vote

10.11 A crew member that meets the above criteria must await confirmation of their eligibility from their Captain before ordering Colours for themselves.

10.12 Appeals regarding a Colours Committee decision may be brought to a Club Committee meeting, highlighting the criteria that has not been adhered to. If the decision made by the Club Committee meeting is still deemed unfair, appeals may be directed to the Senior Member who has final say.



11 Blades

- 11.1 The following criteria must be met in order for a rower or coxswain to be awarded the honour of blades at SEHBC:
- (i) A crew must bump a minimum of once daily for the duration of the 4 day long Torpid/ Summer Eights event. Any bumps recognised by OURCs including penalty bumps and technical bumps will count towards blades.
 - (ii) The crew members listed as part of the main crew must maximise the total number of days raced in the blades winning crew. Crew members must have a reason for non-participation on any days they are absent, as deemed sufficient by the Committee. Should there be an equal number of days between two rowers (i.e. racing two days each), the Saturday crew will take priority. Any additional substitute rowers can be named on the blade under 'Substitutes'.
 - (iii) Anyone named on the blade is eligible to purchase one.
- 11.2 A crew member that meets the above criteria must await confirmation of their eligibility for a blade from the Club Committee before ordering one for themselves.
- 11.3 At all times it is at the Committee's discretion as to whether a crew member should receive a blade or not. If the Committee cannot agree on a decision, then the final call will rest with the Captains of the Boat Club.



12 Indemnity

- 12.1 So far as may be permitted by law, every member of the Committee shall be entitled to be indemnified by the Club against all costs, charges, losses, expenses and liabilities incurred by them in the execution or discharge of their duties or the exercise of their powers, or otherwise properly in relation to or in connection with their duties. This indemnity extends to any liability incurred by them in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by them as a member of the Committee and in which judgement is given in their favour (or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on their part), or in which they are acquitted, or in connection with any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to them or her by the Court.
- 12.2 So far as may be permitted by law, the Club may purchase and maintain for any member of the Committee insurance cover against any liability which by virtue of any rule of law may attach to them in respect of any negligence, default, breach of duty or breach of trust of which they may be guilty in relation to the Club and against all costs, charges, losses and expenses and liabilities incurred by them and for which they are entitled to be indemnified by the Club by virtue of paragraph 12.1.



Appendices

Appendix 1 – Code of Conduct



Code of Conduct

All members of St. Edmund Hall Boat Club, herein, “SEHBC”, must abide by the following Code of Conduct.

All members are expected to:

- abide by Club safety regulations as detailed in our Safety Plan and Risk Assessments
- undertake a swim test (and capsize drill if using small boats)
- bring to the attention of the Committee any known medical condition or previous injuries that may affect their or other Club member’s safe participation within the sport
- act in a sportsmanlike way during training and competition
- follow British Rowing anti-doping regulations (who enforce UKAD/WADA code)
- treat other competitors, coaches, other water users and officials of clubs and events with respect, respect the rights, dignity and worth of other members, and not discriminate on the grounds of gender, race, colour, disability, sexuality, age, marital status, occupation or political opinion, abide by College policies relating to harassment, equality and freedom of speech, as detailed at <https://www.seh.ox.ac.uk/about-college/policies-accounts-and-legal-documents>.
- avoid inappropriate relationships with their coach
- gain permission from their Club Captain or President to compete prior to participating in any regatta utilising the SEHBC name and/or equipment.
- await permission from their Club Captain to purchase SEHBC Colours and/or Blades
- make any payments requested by the treasurer (including but not limited to: subscriptions costs ('subs'), 'stash' payments, payments for regatta dinners, and passing on of any fines) in full and on time
- respect the choices of Captains (or Coaches if applicable) on the selection of boats
- not interfere with the crew selection process on either side of the Club
- follow the Club complaints procedure (Appendix 4) for raising complaints concerning Club decisions
- row for the highest ranked boat you have been selected for e.g. M2 not MBeer



All members have the right

- to enjoy the safe participation in rowing
- to be listened to
- to seek and receive support to help them develop
- to balance rowing and other aspects of their life to sustain enjoyable participation in the sport to be treated with respect
- to enjoy an environment free of discrimination on the grounds of gender, race, colour, disability, sexuality, age, marital status, occupation or political opinion
- not to have to endure abuse of any kind, including verbal and online abuse, bullying, neglect or physical abuse
- to adequate rest and recovery
- not to train or compete when ill or injured

Violation of this Code of Conduct may result in sanctions imposed by the Club Committee, such as termination of membership in the most severe cases, and/or intervention of the College authorities. Minor violations may result in a temporary ban from Club activities.



Appendix 2 – Front Quad Chalking Policy

There shall only be **three** chalked SEHBC insignias, representing the achievement of ‘blades’, in the Front Quad at any one time. The following criteria should be followed to identify which set of ‘blades’ should be removed in favour of a new one. This Appendix applies to both sides of the Club.

N.B. ‘Blades’ are awarded by the Club to crews who bump a minimum of once daily for the duration of the 4 day long Torpids/Summer Eights event. All bumps must be recognised as valid by OURCs.

1. General Criteria – in order of importance from highest to lowest

- (i) M1 and W1 blades have priority over lower boat blades, in place for 6 years from the time of awarding of blades. After 6 years, lower boat blades may replace M1 and W1 blades. This criterion stops old first boats preventing appropriate appreciation of more recent successes. Lower boat blades have no time window for which they must be in place.
- (ii) Summer Vllls blades always have priority over Torpids blades, being replaced by Torpids blades after 6 years. This criterion stems from Summer Vllls being recognised as the most competitive intercollegiate rowing event, and hence blades is a bigger achievement in Summer Vllls.
- (iii) A boat achieving blades and higher up in the finish order has priority over a boat achieving blades and lower down in the finish order (i.e. if M1, W1, M2, W2 achieve blades, the second Vlll finishing higher up in the finish order will have priority). Boats higher up in the divisions may be replaced by boats lower down after 6 years.
- (iv) Boats replacing chalked blades after 6 years can be blades achieved previously that have not been chalked in the past 3 years, that have the highest priority according to (i-iii).

2. Additional Criteria for Rowing On Divisions

- (i) For crews receiving blades in Rowing On divisions, it is up to the discretion of the Club Committee to award the privilege of chalking up, in line with the General Criteria, and only if the performance is deemed an extraordinary feat. Once a crew is promoted to a Fixed Division, this criterion does not apply.

3. Headship Criteria

- (i) Should either the M1 or W1 win headship in either Torpids or Summer Vllls then it shall be given a spot in the Front Quad for ten years. After ten years, headship insignia may be replaced, in line with the General Criteria.
- (ii) Should a crew maintain a streak of headships over a consecutive number of years, or headship in both Torpids and Summer Vllls that year, an amendment should be made to the existing chalk which celebrates this achievement, rather than occupying a new spot on the wall. For each amendment made, the ten-year window outlined above is reset.
- (iii) Each side of the Club may occupy only one space on the wall for headships.



Appendix 3 – Safety Declaration



Safety Declaration

Completed in confidence and shared only between the Club Committee and Coaches. The information on this form will not be disclosed to third parties unless required in consultation with the college authorities.

First Name	
Last Name	
OSS ID	
Medical Conditions	

I understand that rowing and coxing are undertaken at my own risk.

I have declared all disabilities and/or medical conditions which may affect my ability to participate in Club activities. I agree to bring medication (where required) to all Club sessions. I will inform my Club Captain if my circumstances change in the course of my membership.

I confirm that I am confident in and under the water and able to do the following

- swim at least 50 metres in light clothing
- tread water for at least two minutes
- swim under water for at least 5 metres remaining fully submerged

I have read and understood the Safety Plan and Code of Conduct as displayed on the club webpage and I agree to abide by these at all times. I understand that the club committee may impose sanctions if I am deemed to be deliberately not following the Safety Plan or Code of Conduct.

Signature	
Date	



Appendix 4 – Raising a Complaint

Club members may raise complaints for issues such as, but not limited to,

- The safety of Club activities;
- Poor standards of instruction or leadership;
- The standard of equipment used for Club activities;
- Poor Club administration;
- Unfair crew selection;
- The lack of suitable activities for their level of participation.

Members should follow the recommended guidelines for raising and escalating complaints outlined below. These are guidelines, and members may choose to raise their complaint with any relevant Club officer. Should there be a reason that your issue cannot be resolved at that level, or you require further clarification of the decision at that level, you may escalate your complaint to an appropriate subsequent level.

For most complaints, at each level of escalation, we will aim to respond within 10 days of an issue being raised. Please note in certain circumstances, further investigation time is needed – Club officials will make you aware if they expect a delay in sending a response.

Members must be aware that no Club official can promise confidentiality, and that certain complaints may have to be disclosed to others. Club officials will make you aware of any actions they will take at the time of raising an issue, including who they will disclose the issue with. The Vice President is also the Club Welfare Officer (CWO). Any issues concerning the welfare of any member of the Club will be disclosed with the CWO. If you have any concerns about this, please inform the Club officer with whom you are raising the issue.

In no circumstances is it appropriate for Club complaints to be raised with the Friends of the Boat Club.

Guidelines for raising complaints:

- (1) Captain – your Captain will be the most suitable first port of call for many possible complaints, including, but not limited to, those related to coaching, crew selection, welfare, and safety.
- (2) Water safety advisor – concerns or complaints regarding the safety of club activities may be raised with the WSA
- (3) Treasurer – complaints regarding payments may be raised with the Treasurer
- (4) Vice-President (VP) – as the CWO, the VP is well placed to manage complaints relating to welfare issues or concerns. They are also able to manage other complaints, including those which are being escalated having previously been raised with another Club officer
- (5) President – the President can manage any concerns or complaints you may have, including those which are being escalated having previously been raised with other Club officers
- (6) Senior Member(s) – only serious issues should be raised with the Senior Member, this may include – not receiving a response from the committee or President within a satisfactory time frame, you believe you have been treated unfairly by the committee or you believe there is no one on the committee with which it would be appropriate to raise the complaint



Appendix 5 – Assessment for Unsupervised Use of Small Boats

To scull or sweep unsupervised in small boats using Club equipment, a member must pass an assessment by the Senior Sculler, Captain or Club Coach. Assessments may be retaken once sufficient experience has been developed. The Captain must give approval before any member uses the Club's small boats.

Assessment Criteria:

- (i) Attend a Club safety briefing for small boats
- (ii) Read and understand the RA6 risk assessment
- (iii) Undertake an OURCs Capsize Test
- (iv) Understand the importance of a sufficient warm up and warm down to prevent injury
- (v) Demonstrate an understanding of the safety features of the boat, including buoyancy compartments (and importance of keeping closed with an intact seal), heel restraints and bow-ball.
- (vi) Demonstrate a working knowledge of the principal parts of the boat and sculls; e.g. riggers, gates, stretchers, shoes, front stops, back stops, slides, runners, seats, wheels, button, sleeve.

Additionally, for sculling unsupervised in a single:

- (i) With the aid of an assistant if necessary, be able to take the single from the boat rack in the correct manner and place safely in the water. At the end of the session, clean the boat and return it safely to the rack.
- (ii) With the aid of an assistant if necessary, be able to embark and disembark competently and safely.
- (iii) Explain in detail the safety procedures to avoid capsizing, and what to do in the event of a capsized.
- (iv) Be able to scull a total distance of roughly 3600m observing the correct circulation pattern.
- (v) Turn the sculling boat 180° in its own length.
- (vi) Reverse paddle for 10 strokes (backing down).
- (vii) Execute an emergency stop on a shout from the assessor (whilst paddling light).
- (viii) Demonstrate the "safe position".

Additionally, for sculling/rowing unsupervised in a double/pair:

- (i) The steersperson of the boat must have completed 5 outings steering any small boat.

Members that scull and sweep in small boats unsupervised must always abide by the Club Safety Plan.



Appendix 6 – SEHBC Anti-harassment Policy

This harassment policy is specific to the St Edmund Hall Boat Club (SEHBC) and its Members but please note the Club will also uphold the harassment policy of St Edmund Hall and the University of Oxford. See here: <https://edu.admin.ox.ac.uk/harassmentpolicy#widget-id-1138046>
<https://www.seh.ox.ac.uk/asset/Policy-Procedure-on-Harassment-UPDATEDMarch-2017.pdf>

Section 1: What is harassment?

A person subjects another to harassment where they engage, intentionally or otherwise, in unwanted and unwarranted conduct which has the purpose or effect of:

- I. violating another person's dignity, or
- II. creating an intimidating, hostile, degrading, humiliating or offensive environment for another person.

Harassment may involve repeated behaviour, but a one-off incident can also amount to harassment. The recipient does not need to have explicitly stated that the behaviour was unwanted.

Bullying is a form of harassment and may be characterised as offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

Zero Tolerance Policy

St Edmund Hall Boat Club (SEHBC) does not tolerate any form of harassment or victimisation and expects all members of the Club, past and present, and coaches employed by the Club to treat each other with respect, courtesy and consideration. The Club is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the community are respected.

Section 2: What might harassment look like in the context of SEHBC on the water, in the boat house and in day to day personal interactions?

- I. Insulting, abusive, embarrassing or patronising behaviour or comments on the basis of gender, sexual orientation, disability, body image, race, religion, nationality or social class
- II. Offensive or insulting comments based on a person's physical appearance or physique
- III. Humiliating, intimidating, and/or demeaning criticism
- IV. Persistently shouting at, insulting, threatening, disparaging or intimidating an individual
- V. Constantly criticising an individual without providing constructive support to address any performance concerns
- VI. Persistently overloading an individual with training that they cannot reasonably be expected to complete
- VII. Isolation from normal training, conversations, or social events, except where used as a disciplinary measure
- VIII. Sexual touching, grabbing or other forms of inappropriate behaviour
- IX. Mockery or offensive imitation

Section 3: What might harassment look like in the context of SEHBC in any online communication? (Including social media)



- I. Offensive comments of any type (memes, images etc), including insults, jokes or gestures and malicious rumours, open hostility, verbal or physical threats: these include all forms of harassment and abuse on the grounds of gender, sexual orientation, disability, body image, race, religion, nationality or social class
- II. Insulting, abusive, embarrassing or patronising behaviour or comments
- III. Posting humiliating images or using embarrassing/offensive names or pseudonym
- IV. Persistently writing insults, threats, disparagement or intimidating an individual
- V. Posting offensive comments on any form of social media or online communication channel
- VI. Isolation from conversations, or social events
- VII. Publishing, circulating or displaying pornographic, racist, homophobic, or otherwise offensive pictures and other materials.

Section 4 - Our policy on harassment

Sub-section 4.1 - In person, day-to-day and online communications harassment by current Club Members

Current Club Members include all members of St Edmund Hall or other Oxford colleges who partake in training, racing or social events with SEHBC.

Club Members agree to take personal responsibility for their posts, emails, comments and any other form of online communication.

Club Members should bring to the notice of the SEHBC Committee any behaviour that they feel is a personal attack on themselves or another member of the Club, rather than engaging with the alleged transgressor publicly.

When harassment of any type mentioned above is brought to the attention of the committee, a two-step, zero tolerance policy is then set in motion.

Step 1: the individual concerned will be removed from all social and training social media organising frameworks (such as "Group Chats"), and will be prevented from participating in any form of training until they participate in an in-person meeting, with a college representative, subject to availability in time sensitive cases, such as racing the next day and at least three of the following: the President, the Vice-President, the Men's Captain, the Women's Captain to discuss their behaviour. Their behaviour will be reviewed and appropriate disciplinary action will be decided upon. The outcome of which will decide whether the individual will be allowed to resume social and training activities within the Boat Club, along with racing. If the individual is not cooperative they will be permanently removed as a member of SEHBC.

Step 2: if there is a recurrence of any type of harassment, the same as previously or another form of harassment, the individual concerned will be permanently removed from the Club with immediate effect.

Sub section 4.2 - Harassment by an SEHBC alumnus or general Friends member

If a former member of the Club is found to have engaged in harassing behaviour, as described in Section 1, 2 and 3, they will face appropriate action. They will be immediately removed from all social and training social media organising frameworks (such as "Group Chats"), and will be prevented from participating in any future training or social events held by the Club with immediate effect. This includes rowing in any regatta or competition with SEHBC such as Summer Viii's, or attending formal Club dinners.

A discussion of their behaviour will also be initiated with the appropriate college representatives who may bring forth further disciplinary measures, such as preventing attendance at other college events.

Sub section 4.3 - Harassment by a coach employed by SEHBC



If harassment, as described in Section 1, 2 and 3, by a coach employed by SEHBC is brought to the attention of the committee, they will immediately be prevented from running any training sessions both on and off the water until they participate in an inperson meeting with at least three of the following: the President, the Vice President, the Men's Captain, the Women's Captain to discuss their behaviour and future employment.

Sub section 4.4 - Harassment by a member of the Friends management committee, a trustee or alumni organiser

Where harassment, as described above in Sections 1, 2 and 3, by any member of the Friends of the St Edmund Hall Boat Club towards a member of SEHBC takes place, the issue will be brought straight to the appropriate college staff member and dealt with solely by the College.

Specific policies in place for gender pronouns:

Members of the Club are required to use pronouns which an individual has requested. If you are not certain which pronouns to use, it is always appropriate to respectfully ask them how they would like to be referred to. One way to do this is to specify your name, and the pronouns you would like to use. In general, it is considered insensitive to refer to someone by the wrong pronoun once you have established what the individual prefers. Continued and prolonged use of the incorrect name and/or pronouns to refer to a colleague will be considered harassment and will be addressed appropriately. Any member who disregards this will be required to attend a meeting with a college representative and at least three of the following: the President, the Vice-President, the Men's Captain, the Women's Captain to discuss their behaviour. Continued disregard for gender pronouns will result in the individual concerned being removed as a member of SEHBC.

I understand what is expected of me as per the above document and agree to be subject to disciplinary action, as stated above, if I do not uphold the expectations laid out above.

Signed

Date Name.....