



Club Rules

Revision V4.0

Last revised: November 2024

Our Mission

Aims and objectives of the Club are to:

To encourage participation and help members, coaches and leaders develop across all sections.

To aid Manvers Lake and Dearne Valley Trust Ltd (the Charity) in any way possible to support their objectives of providing sustainable facilities for the promotion of amateur sport.

We will achieve our mission by:

- Promoting the Club.
- Providing clear, accurate information about the Club and our programmes.
- Being a friendly, inclusive, supportive Club, supporting people of all abilities (including additional support for committee members, coaches, volunteers and high performance athletes, younger members and families).
- Providing clean, well-maintained facilities and a supply of loan equipment along with fair, shared facilities and access to the lake across all sections.
- Providing safe, exciting, accessible programmes and activities.

Duties

Honorary President

The Honorary President will be the formal ambassador of the Club. The president will represent the Club at formal occasions such as official functions, presentations, domestic events - both competitions and awards. They will also speak at events and assist with communication with the wider political and sporting community. The president will be elected every two years, they may be a company director, attend committee meetings and have voting rights at meetings.

Chair/Vice Chair

The Chairperson will preside at all meetings of the Committee. They shall be responsible for guiding the activities of the Club in accordance with its rules and general policy as expressed by the majority of the members. The Chairperson shall represent or arrange for the representation of the Club at other organisations as the general committee considers appropriate. The Vice Chair will deputise in the Chair's absence.

Secretary

The Secretary will be responsible to their respective committees for the organisation of their meetings and the recording of minutes relating to such meetings and all correspondence relating to the general business of their committees. The Secretary will be additionally responsible for the minutes of the General meetings and correspondence relating to the Club.

Welfare Officer

The Welfare Officer will be the responsible person on the General Committee who shall ensure that policies, records, and DBS checks are kept up to date and implemented. Also, the welfare officer will take the lead on issues regarding Child Protection and Vulnerable adults.

Section Co-ordinators

These will be responsible for co-ordinating activities of their section and this will include volunteer/coach/leaders/helpers meetings, development plan and reporting activities to the main committee each month.

General Committee

Will be elected for other duties.

Coaches will be responsible for safely organising and deliver activities for a range of ages and abilities, across a range of environments. Demonstrate generic and specific coaching skills, good practice in coaching. Ensuring members/athletes safety and welfare are maintained, also ensuring sessions are equitable and inclusive through good coaching practice and working with others. Coaches should record attendance at sessions.

Club Structure and Standing Orders

Club Structure

The Club company consists of members, committee members and directors. Not all committee members have to be directors of the company. Committee members can be elected at the Annual Consultative Meeting (ACM) to represent the interest of the members at meetings of the directors. Directors are appointed as per 8.2 of the companies' articles and are responsible for taking decisions to manage the company.

ACM (Members) - Members, Committee and Directors.

ACM (Formal) - Directors.

Standing Orders

Membership

- a) Membership of the Club and the use of the facilities is open to all.
- b) Membership fees are set at a level that does not pose a significant obstacle to membership or use of the Club's facilities.

Classes of membership

- Full members - aged 18 years and over.
- Family members - Up to 2 full members and up to 3 juniors.
- Junior members - under the age of 18.
- Honorary members - as full members without payment of a subscription.
- Other - as defined by the committee.

Membership Fees (Subscription)

The rate of membership fees shall be determined by the Directors at the Annual Consultative Meeting and shall be due on joining and thereafter on or before the anniversary of the member's application. The subscription rate for each class of member shall be published by the Club.

Associate organisation rates shall be determined by the committee dependent upon the size of that organisation and their proposed usage of the lake and boat house facilities.

Any applicant who would be in financial hardship as the result of the payment of any fees to the Club may make a request the Secretary or Section Co-ordinator for a waiver of all or part of any fees. The decision will be recorded. The privacy of the application, whether successful or otherwise, shall be preserved.

Any fees are to be paid, prior to using the facilities.

Annual Consultative Meeting (Members)

An Annual Consultative Meeting (ACM) shall be held by the end of February of each year. There shall be laid before the meeting a statement of accounts.

Not less than 30 days clear notice* shall be given specifying to all members of the Club the date and time of the ACM.

Motions for discussion at the ACM which do not originate from within the Committee, shall be lodged with the Secretary at least 21 days preceding the date of an ACM, and be signed by 10 members of the Club.

Not less than 14 days clear notice* shall be given about the business of the ACM, including all the details of motions to be put to the vote at the ACM. Votes accepted shall include a postal, proxy or email votes form for each motion.

There shall be no casting vote. Any vote not carried out by a simple majority shall be deemed to be lost.

Only persons who are fully "paid up" members at the end of the Club's financial year will be eligible to vote.

At all ACMs the Chairperson will preside, or, in their absence Vice Chairperson or a Chairperson for the meeting will be elected by the voting members present.

At all ACMs not less than 30 full members of the Club shall constitute a quorum (this can include proxy and postal votes).

Accidental Omission: Accidental omission to give notice of a meeting to, or the non-receipt of notice of, a meeting or of any postal or email vote form by any member shall not invalidate the proceedings of a meeting.

*A notice will be displayed at the boathouse, posted on the Club's website and emailed to members.

Sections

All Sections will be bound by the Club's rules.

The Committee has the power to review and approve the formation and continuation of each Club section.

All sections projected spending will be approved and authorised by the Club committee and directors prior to any spending commitments being made, any petty cash or accounts will be managed within the accounts of the boat Club.

Any grant aid applications must be approved by the Club committee prior to being submitted.

Training

Club members may apply to the committee for assistance with training costs. Usually, 50% of these training costs. If the Club committee feel that there is a requirement for the Club to have someone trained, they may refund up to 100% of the cost. Members, coaches must complete a training application form before payment or/and training commences, if they wish to use this assistance. Using the information provided the committee may award all or part of these training costs, there is no right of appeal against this decision. The committee will take all factors into consideration when making an award, however priority will be given to

essential training. If the Club subsidises training, then the member will be expected to reasonably volunteer at the Club.

Committee

Committee members are expected to carry out their appropriate duties. Sanctions can be taken against any committee member who fail to do so.

Rules of Membership

- All members must book their attendance onto the event via the Club booking portal.
- All cars must be parked in the car park and must display a pay and display parking ticket. Or have your registration details in your membership on the membership portal. Vehicles are left at their owner's risk and Manvers Waterfront Boat Club will accept no responsibility for the safety of the vehicles or any valuables which may be lost, damaged or stolen.
- Throwing stones or gravel into the water or on the car park is forbidden.
- All property is left at their owners risk and Manvers Waterfront Boat Club will accept no responsibility for the safety of any item or any valuables which may be lost, damaged or stolen.
- All members will be expected to behave in an orderly manner and follow any reasonable instruction given a by a coach/Instructor or committee member.
- Members are personally liable for any damage caused to Club's property through failure to adhere to the rules. Legal action may be taken if necessary.
- All keys to Club property are the property of the Club.
- Members may be asked to sign for any documents where the Committee deems it necessary.
- Children under the age of 16 years must be accompanied by their parent or guardian.
- Children between 16 and 18 years of age must have the consent of their parent or guardian to attend meetings or events unaccompanied. The committee may request that consent be given in writing.
- On reaching the age of 18 a Junior member is required to pay the appropriate member subscription from the next renewal date when subscriptions fall due.
- Members must update their details on the membership portal as soon as possible of any changes i.e. health or address.
- Members must act in accordance with the Health and Safety Policy and obey any rules or follow any guidance published by the Committee relating to Health & Safety.
- All donations of items to the Club must be approved by the committee before the item is brought to the Club.
- No member may use the name of the Club or give the impression that any event or activity is sponsored, supported or arranged by the Club without the written permission of the Committee.
- No member will use Club 'media' to advertise other Clubs, groups and businesses without the written permission of the Committee. Members are reminded that only events on the Club calendar are official Club events.
- No fundraising may be undertaken on behalf of the Club without the written permission of the Committee being obtained prior to the activity taking place and any sponsorship or donations solicited.
- Manvers Waterfront Boat Club accepts no responsibility for accidents caused as a result of disregarding any rules or instructions.
- In addition to these rules members are bound by the Articles and the other rules of the Club. These rules have been approved and adopted by the Committee in accordance with the Articles and supersede all previous rules of membership.

- While the Club provides basic insurance cover, members are advised to join their sports NGB to ensure that all personal risks and liabilities are fully covered under NGB member's insurance.
- Details of any found lost property will be kept by the Club. Unclaimed general items will be disposed after one month, any valuable items (keys, jewellery will be retained for one month). The Club reserves the right to dispose of these items as the committee see fit.
- Club/Trust premises including vehicles being used on Club business shall be considered smoke free places, and no smoking is allowed. This includes the use of electronic cigarettes or e cigs.
- All members must comply with all supplementary operating procedures that the Club publishes.
- Club members must follow the Lake Usage Policy issued by the Trust in relation to the closure of the lake due to a number of circumstances.

Code of Conduct

All those involved with the Club in any capacity have a responsibility, above and beyond compliance with the law, to act according to the highest standards of integrity and to ensure that the reputation of the Club is and remains high. Members are expected to act in the best interests of the Club and help the Club to grow and prosper. This code applies to all those involved in Club.

- The Club, at all levels, is a vital part of a community feeling when making decisions.
- The Club is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.
- The Club acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the Club and will not tolerate corruption in improper practices.
- The Club will uphold a relationship of trust and respect between all involved in the Club, whether they are individuals, Clubs or other organisations.
- The Club rejects the use of violence of any nature by anyone involved in the Club.
- The Club is committed to fairness in its dealings with all involved in the Club.
- The Club will take action against any member(s) that is found to be harassing, bullying, using verbal abuse, online or otherwise with any situation or within reasonable Club bounds.

Code of Conduct for Coaches

Coaches are key to the establishment of ethics in the Club. Their concept of ethics and their attitude directly affects the behaviour of members under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct.

Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement of the reputation of the Club, school, coach or parent.

Generally, coaches should ensure sessions are safe, fun and at the right level for the participants. Specifically, coaches must:

- hold an enhanced DBS certificate.
- record coaching qualification and NGB membership details on the Club portal/membership system.
- ensure they are current members of their NGB.

- only coach within their NGB remit (including limitations placed on the coaching of individuals rather than groups).
- not coach non-members within the Club setting/sessions.
- ensure any commercial (paid) coaching is agreed with a director(s)/committee before take place.

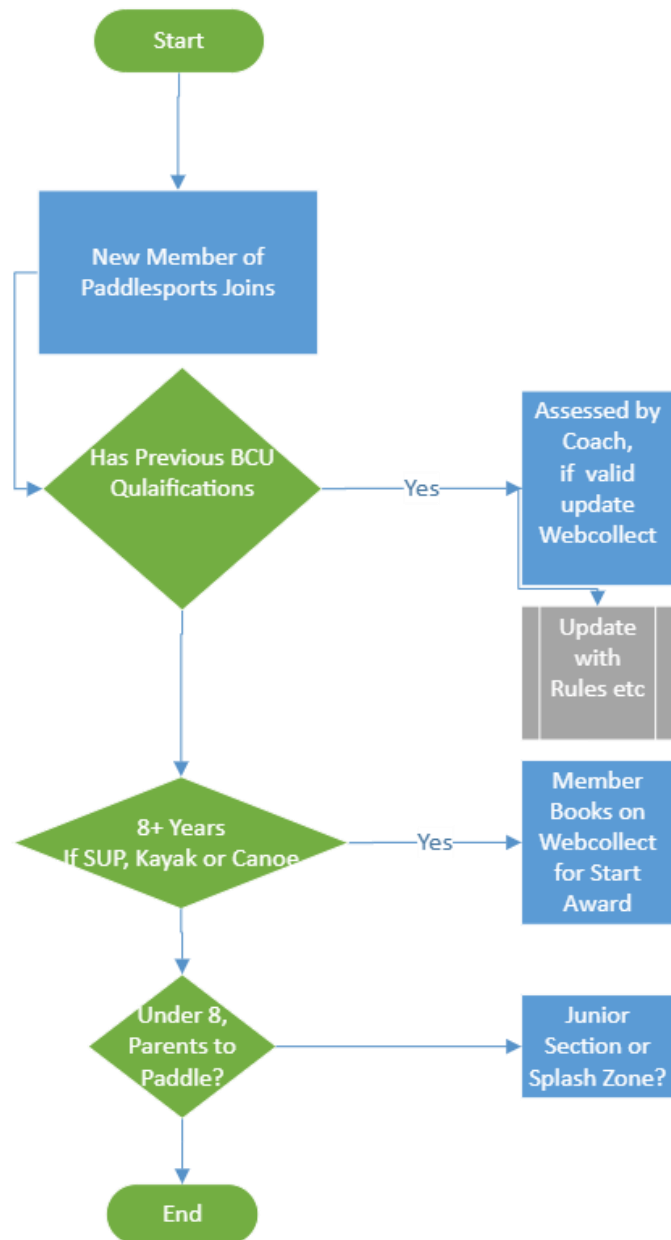
Rules for Paddle Sports Members (Canoe/Kayak/SUP) (Sailing/Windsurfing)

All paddle sport users will comply with the Normal Operating Procedure (NOP) for usage of the lake.

- All Paddle sport members using the lake must wear a buoyancy aid or floatation device.
- Members shall be adequately dressed for the weather conditions.
- Lone paddling on the lake is permitted, and approval may be given after qualification and/or experience gained. This is to be approved by a qualified coach and the members record will be updated to reflect this.
- No equipment may be removed from the boat house unless issued by an authorised person.
- All equipment must be checked and returned to the boat store after use.
- Junior members must not use the lake without a competent adult present on the lake/ by the lake and under close supervision.
- All junior members shall wear a helmet on rivers trips.
- All junior members must be supervised at all times by a parent /guardian or unless supervised by an instructor or coach.
- All members must use the membership portal (Webcollect) to book onto a Paddle Sport session.
- Other lake users must be considered when operating.

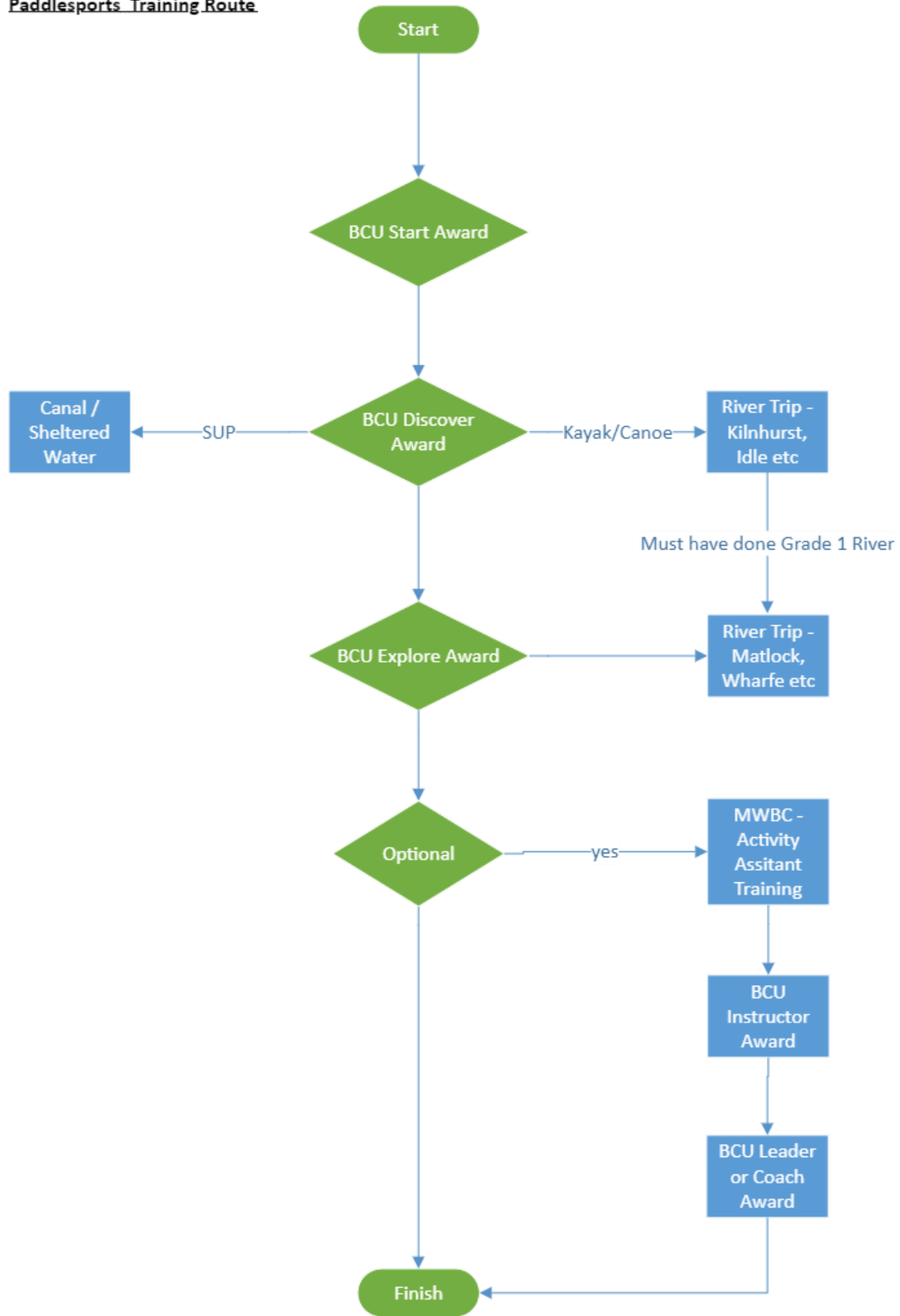
Paddle Sport New Members Joining Route

Draft New Paddlesport Members



Paddle Sport New Members Training Route

MWBC - New Members Paddlesports Training Route



Off Site use of Manvers Waterfront Boat Club Paddle Sport Equipment.

All members are allowed to borrow kit owned by the Club. This should be booked through Webcollect. The Webcollect booking should be agreed with the Club Support Officer or Section Co-ordinator.

As kit is expensive (and not indestructible!) the following conditions for use of the Club kit must be adhered to:

- All equipment is hired as seen and must be checked before use.
- There is a cost for the hire of equipment unless you are competing on behalf of Manvers and approved by the Offsite Co-ordinator.
- All equipment must be returned same day or Sunday latest. Other arrangements may be made with the office.
- Extra payment may be charged for late returns.
- It is the Coaches/ Instructors / Trip Leaders responsibility to ensure all equipment is fit for purpose.
- It is the Coaches/ Instructors / Trip Leaders responsibility to ensure all equipment is returned to the boathouse in a fit for purpose condition.
- There shall be no long term loaning of kit.
- Members using Club kit must always ensure that they look after it as if it were their own, avoiding unnecessary damage and should not leave items unsupervised in places where they may be damaged/stolen.
- Where damage or loss to Club kit occurs, then this must be reported to the committee.
- Current charges are as follows and paid/booked through Webcollect:-
 - Paddle / PFD / Helmet /Kayak or SUP or Canoe - £12.
 - Kayak or SUP or Canoe - £10 each.
 - Paddle / PFD / Helmet - £2 each.

Safety Boat Operational Rules

- Only approved safety related craft is to be used on the Lake.
- Only approved drivers and hold a minimum of:
 - RYA Powerboat level 2 certificate or
 - Be under the supervision of an adult holder of a Powerboat Level 2 certificate.
 - Manvers Site Specific Training Award.
- The boat and equipment must be checked before launched.
- Always wear a kill cord.
- Always switch your engine off when dealing with a person in the water.
- Wherever possible keep your boat speed to a minimum so that you do not create unnecessary wake and make it easier for people to anticipate the safety boat intentions.
- Safety crew should have the physical capability to undertake a rescue and should be dressed appropriately.
- Safety crew should have some knowledge of the activity they are providing safety cover for and how to ensure a safe rescue of the craft used. Some activities may have specialist rescue techniques which the crew should be familiar with.
- Each Safety Boat should carry:
 - First Aid Box including foil blanket
 - A radio
 - Safety Knife

- Kill Cord
- Spare Paddle
- Throw line
- Anchor
- Bailer

Rules for Dragon Boating

All Dragon Boating users will comply with the Normal Operating Procedure (NOP) for usage of the lake.

- All members using the lake must wear a buoyancy aid or floatation device except when competing in a racing event.
- Members shall be adequately dressed for the weather conditions.
- Only a qualified coach or helm can launch a dragonboat.
- All British Dragon Association (BDA) rules and procedures must be followed at all sessions.
- All coaches and helms must adhere to Club rules and policies.
- All coaches will carry a throwline at training sessions.
- All equipment must be checked and stored correctly.
- Weather conditions and crew safety must be considered at training sessions.
- Other lake users must be considered when operating.

Rules for Open Water Swimming

All open water swimmers will comply with the Normal Operating Procedures (NOP) for usage of the lake.

- Only signed off Club members can attend Closed Sessions.
- Guest swimmers can attend Open Sessions but must book using Webcollect.
- Brightly coloured swim caps/hats must be used.
- All winter sessions will start at the published times. Entry to the water during summer and winter differs due to the day light times.
- On arrival at the boathouse, swimmers must sign the register that will be with the Session Leader.
- A mandatory safety briefing will be held at the boathouse before each session starts. Non-attendance at the safety briefing may mean that you are unable to swim.
- The Swim Leader will then brief the group on session plans and safety rules and swim routes. At this briefing swimmers must make the Swim Leader aware of any illness or injury, update Webcollect as appropriate for any health issue.
- Grazes and wounds must be covered to reduce the possibility of Weils disease or infections.
- When safety cover is in place the Swim Leader will then allow the session into the water.
- During the winter it is accepted that there is no safety cover for swimming and done at the swimmers own risk.
- Members must only swim the route the Swim Leaders have agreed.
- No solo swimming is allowed. Swimmers should be buddied as a minimum.
- If a swimmer gets into difficulties, they should turn onto their back and raise their arm to summon help.

Rules for Angling

All Angling will comply with the Normal Operating Procedure (NOP) for usage of the lake.

- Under no circumstances should any wildlife or bankside vegetation be interfered with.
- Angling from the slipway area (from the line of rocks to the bridge adjacent to the boathouse) is not allowed between dawn and dusk or during any other boathouse activity.
- All fish must be returned to the water, with the exception of fish taken as live or dead baits (for use on Manvers Waterfront Lake only), to do so may give rise to a civil or criminal prosecution under Schedule 1, Section 2 of the Theft Act.
- All fishing must be by rod and line, this maybe back leaded to avoid other lake users being caught in floating line.
- All anglers must be in possession of a current Environment Agency license prior to fishing with up to two rods. A second licence is required to fish with more than two rods up to the limit of four rods.
- All rods in use must be a maximum of 3m apart over the outer two rod butts and a maximum of 100m apart over the outer baits.
- Unattended rods must be removed from the water.
- Any person fishing must remove any litter before commencing to fish and take it from the lakeside to a bin or home upon leaving.
- No angler may carry a knife which may be classed as an offensive weapon.
- Members are allowed to fish overnight.
- Fishing or camping is not allowed on either of the two islands.
- Due to the variance in the bankside conditions all anglers must be in possession of a landing net.
- Any keepnet must be a minimum of 2m long x 1.2m in circumference and be of suitable mesh.
- All hooks must be micro barbed or barbless. Crushed barbs are allowed on trebles.
- Carp and Pike must not be retained in keepnets.
- Carp and Pike anglers must be in possession of suitable and fit for purpose unhooking equipment and un-hooking mat.
- Particle baits are allowed but must be fully prepared prior to use.
- Carp and pike anglers must use a minimum of 15lb breaking strain line.
- Pike anglers must use suitable wire traces for bait and lure fishing.
- Live bait and dead bait fishing is allowed between October 1st and March 31st. All live baits must have been caught on the lake and the maximum size allowed is

150mm, under no circumstances should any carp be used as live or dead baits. Any unused live baits must be returned to the water.

- Lure fishing is allowed at all times.
- Pike anglers bait fishing must have suitable bite indication in the form of either a non-tether ledger rig with electronic bite alarm and drop indicator or clearly visible surface float.

Boat Fishing

- A buoyancy aid must be worn.
- Prior to use the boat owner should produce a marine insurance certificate providing a minimum of £5m third party public liability.
- The safety of all water users is of paramount importance therefore the following must be strictly observed:
 - No boat must cross or hinder swimmers using the lake.
 - Fishing boat users must stay a minimum of 15m away from bank anglers.
 - All boats after launching on the slipway should vacate the vicinity quickly to avoid congestion.
 - After a launch the boat and trailer should be returned to the car park and parked within the members parking.
 - Boats must not be overloaded with anglers.
 - Petrol powered outboard motors are **not** allowed at all on the lake.

These rules have been approved and adopted by the Committee and form part of the Rules of Membership.

All Club Rules should be read in conjunction with the following Policies:

Safeguarding
Anti-Bullying Policy
Anti-Doping Statement
Complaints Policy
Data Protection Policy
Data Retention Policy
DBS Policy
Disciplinary and Grievance Policy
Employee and Key Volunteer Data Protection Policy
Equality and Diversity Policy
Health and Safety Policy
Issue of Keys Policy
IT Acceptable Use Policy
Member Financial Hardship Policy
Online Safety and Social Media Policy
Photographic, Imagery and Filming Policy
Whistleblowing Policy
Privacy Notices