

# DEVORAN PILOT GIG CLUB

## Constitution – Updated October 2022



### TITLE

1. The Club shall be called Devoran Pilot Gig Club.

### OBJECTIVES

2. The objectives of the Club are to promote the amateur sport of Cornish pilot gig rowing in Devoran, the civil parish of Feock and the surrounding area and community participation of the same.
3. Unless otherwise stated in this constitution the rules and regulations of the CPGA shall apply. The Club shall follow the CPGA guidelines in respect of water safety, child protection and equal opportunities.

### MEMBERSHIP AND SUBSCRIPTIONS

4. Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
5. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
6. There shall be the following categories of members of the Club:-
  - Ordinary (racing) members
  - Junior members (under 16 who shall not have full voting rights))
  - Student members (16 and over and still in full time education)
  - Life members
  - Social rowing members
  - Social non-rowing members
7. A candidate for admission shall apply to the Club on the appropriate form and tender the annual subscription. On receipt of the form and subscription by the Club Secretary and with the approval of the Committee the candidate shall become a member of the Club, be entitled to the benefits and privileges of membership, and be bound by these rules.
- 8a. The Club Committee may refuse membership but the Club will not discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.  
If membership is refused the procedure to be adopted is as follows:-
  - The unsuccessful applicant needs to be informed in writing within 14 days.

- The applicant is given a period of 14 days to lodge an appeal.
  - The appeal should be heard in within 21 days of receipt.
  - The Appeals Panel shall comprise the Chair and 2 members of the Club
  - The Appeals Panel shall contain members who were not present at the original meeting and shall be nominated by the Club Chair.
  - The decision of the Appeals Panel shall be final.
  - The result of the Appeals Panel will be sent in writing to the applicant within 14 days.
- 8b. The Club Committee may remove a person’s membership only for good cause such as conduct or character likely to bring the Club or sport into disrepute, and the procedure for expulsion will be similar to that outlined in 8a above.
- Following expulsion, the person concerned shall have the same right of appeal as outlined in 8a above.
9. All annual subscriptions (except the first subscription of a new member) shall be payable on the 1st November of each year.
10. If any member fails to pay their annual subscription on or before the 1st December in each year, notice shall be sent to them calling their attention thereto, and if they do not pay the amount in fourteen days of posting of such a notice will be forthwith deemed no longer to be a member. If at any time thereafter they pass to the Committee a satisfactory explanation they may, at the discretion of the Committee, and upon payment of arrears, be readmitted to membership. A member shall not be entitled to take part in any of the Club’s activities during such time as the annual subscription remains unpaid.
11. Any member may resign their membership by giving notice in writing to the secretary.
12. Any person shall, upon ceasing to be a member of the Club, forfeit all right to and claim upon the Club and its property and funds, except for any pre-existing claim.
13. All surplus income or profits are re-invested in the Club. No surpluses or assets will be distributed to members or third parties.

## **COMMITTEE**

14. The management of the Club (except as otherwise provided by these rules) shall be deputed to a Committee of not less than 11 members who shall be elected at the Annual General Meeting (AGM). Notice of nomination shall be given with notice of the AGM. They shall retire annually and be eligible for re-election. In the event of there being more nominations than vacancies, elections will be by secret ballot.
15. The Committee shall be the sole authority for the interpretation of the rules and regulations made from time to time by the Club. The decision of the Committee upon any question of interpretation or upon any matter affecting the Club and not provided for by these rules or regulations shall be final and binding on the members.
16. The duties and responsibilities of Committee members shall include but not be limited to those detailed at the annex.

17. All Committee members will be entitled to 1 vote at any Committee meeting apart from the Chair who will have a casting vote only.
18. The Committee shall have the power to appoint a member to fill any casual vacancy on the Committee until the next general meeting. Any member so appointed will retire at the meeting but shall be eligible for election as a member of the Committee.
19. The Committee shall meet monthly to examine the accounts and arrange the affairs of the Club. Five of the elected members of the Committee shall form a quorum. Minutes of the meetings shall be taken of all the proceedings of the Committee and shall be open to visual inspection of any member of the Club.
20. It shall be the duty of the Committee if at any time they shall be of the opinion that the interests of the Club so require, by letter to invite any member to withdraw from the Club within a time specified in such letter, and in default of such withdrawal, to submit the question of their expulsion to a Special General Meeting (SGM) to be held not less than 21 days after the date of such letter. Not less than 14 days' notice of the meeting shall be given to the members. It shall be the duty of the secretary to inform the member in question of the time and place of the meeting and of the nature of the complaints against them in sufficient time to afford a proper opportunity of offering an explanation. At such meeting the member shall be allowed to offer an explanation of their conduct orally or in writing, and if two-thirds of the members present shall vote for expulsion they shall thereupon cease to be a member of the Club, provided that the voting at any such SGM shall be by secret ballot however, there will be a right of appeal as detailed in clause 8a.

## **TRUSTEES**

21. The trustees must be elected by the Committee.
22. An entry in the minute book recording the election of the trustees shall be conclusive evidence of the fact so stated.
23. The trustees shall hold office until death or resignation or until removed from office by a resolution of the Committee, which may for any reason which may seem sufficient to a majority of the members of the Committee present and voting at any meeting.
24. The number of trustees must be not more than 4 or less than 2.
25. The freehold and leasehold property of the Club must be vested in the trustees.
26. The trustees must deal with the property of the Club as directed by resolution of the Committee and an entry in the minute book is conclusive evidence of a resolution.
27. The trustees shall be indemnified against risk and expense out of the Club property.
28. Where by reason of the death, resignation or removal of a trustee a new trustee needs to be appointed, or if the Committee deems it expedient to appoint an additional trustee or additional trustees, the Committee may by resolution nominate the person or persons to be appointed as the new trustee or trustees.

29. To give effect to a nomination:
- 29.1 The Chair is nominated as the person to appoint new trustees of the Club within the meaning of the Trustee Act 1925 Section 36, and
  - 29.2 The Chair must by deed appoint the person or persons nominated by the Committee as the new trustee or trustees of the Club, and
  - 29.3 The provisions of the Trustee Act 1925 apply to any appointment.
30. Any statement of fact in a deed of appointment of new trustees, in favour of a person dealing bona fide and for value with the Club or the Committee, is conclusive evidence of the fact so stated.

### **ANNUAL GENERAL MEETING (AGM)**

31. The AGM of the Club shall be held in the month of October in each year upon a date and time to be fixed by the Committee, giving 28 days' notice and notified to the members for the following purposes:
- a. To receive from the Committee a report, balance sheet and statement of accounts for the preceding financial year, and an estimate of receipts and expenditure for the current financial year.
  - b. To fix membership fees for the coming year.
  - c. To elect a Committee for the ensuing year.
  - d. To decide on any resolution which may be duly submitted to the meeting as hereinafter provided.
32. Any member desirous of moving any resolution at an AGM shall give notice thereof in writing to the secretary no less than 21 days prior to the date of such meeting.
33. Fourteen days at least before the AGM, notice of the business to be transacted shall be given to the members.
34. No amendment (other than a motion for adjournment) shall be moved to any resolution proposed at the AGM unless written notice thereof shall have been sent to the secretary not less than 7 days prior to the meeting.
35. At every annual general meeting an auditor shall be elected for the ensuing year. The auditor shall audit the accounts of the Club before the annual general meeting. A vacancy arising in the office of auditor during the year shall be filled by the Committee.
36. The quorum at the AGM shall be not less than twenty voting members.

**SPECIAL GENERAL MEETING (SGM)**

37. An SGM (other than the one under the provisions of clause 20) may be called at any time, with 28 days' notice, by either the Committee or upon receiving a written request from not less than 15 members stating the purpose for which the meeting is required.
38. Fourteen days at least before the SGM, notice of the business to be transacted shall be given to the members. No other business shall be brought forward at such meeting.
39. No amendment (other than a motion for adjournment) shall be moved to any resolution proposed at any SGM unless written notice thereof shall have been sent to the secretary not less than 7 days prior to the meeting
40. At all SGMs of the Club the Chair and in their absence a member selected by the Committee shall take the chair. Every voting member present shall be entitled to one vote by secret ballot upon every motion, and in case of an equality of votes the Chair shall have a casting vote. The Committee shall be empowered, to make regulations to enable members unable to be present to vote by proxy or in writing.
41. The quorum at SGMs shall be not less than twenty voting members.

**FINANCIAL YEAR**

42. The financial year of the Club shall end on the 30 September in each year, to which day the accounts of the Club shall be balanced.

**ALTERATION OF CONSTITUTION**

43. These rules may be added to, repealed or amended by resolution at any AGM or SGM if it is carried by a simple majority of the members voting thereon.

**CLUB DISSOLUTION**

44. Upon dissolution of the Club any remaining Club assets shall be transferred to another registered CASC, a registered charity or the sport's governing body.

**USE OF CLUB BOATS**

45. Use of the club's boats must be in compliance with requirements contained within the attached Appendices and the latest revision of the club Rowing Procedure which is updated from time to time to account for changes in government and CPGA guidance. The Rowing Procedure is posted on the club website. In case of conflict between Appendices and the Rowing Procedure the latter shall take precedence.

**LIST OF APPENDICES**

Appendix A	Committee Members and Club Representatives
Appendix B	Code of Conduct
Appendix C	Equality Statement
Appendix D	Health and Safety Guidelines: Use of Gigs, Giglet and Skiff, Gig Shed
Appendix E	Water Safety Guidelines
Appendix F	Boat and Equipment Care Rules
Appendix G	Crew Training and Novice Rowing
Appendix H	Crew Selection
Appendix I	Coxswains and Coxswain Training, Coxswain Training Form
Appendix J	Racing Rules
Appendix K	Sailing of Gigs
Appendix L	Safeguarding and Protecting Children Policy

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**COMMITTEE MEMBERS AND CLUB REPRESENTATIVES**

**Elected Committee Officers**

**Chair**

- Responsible for maintaining the Clubs purpose and direction within the constitution; chair of all Club meetings having a casting vote only.
- To ensure the Club has regular meetings and is promoted and run to its best possible potential for the future. The Chair shall hold office for a maximum of 4 years consecutively.

**Vice Chair**

- To support the Chair in their duties, and cover any periods of absence by the Chair by conducting meetings in a regular and orderly fashion.
- To oversee the work of the following representatives: Juniors, Sponsorship, Club Recorder, and Recruiting.
- In conjunction with respective Captains and Coxswains to be part of the selection sub-Committee for the Club, and to chair the selection meeting.

**Hon Secretary**

- Responsible for keeping accurate meeting minutes, ensuring the general communications and business of the Club are executed, maintained and communicated in timely good order.
- Ensuring that minute books are available for visual inspection by any Club member.

**Hon Treasurer**

- Responsible for all matters concerning the Clubs finances, to ensure the production of audited accounts for the Annual General Meeting and to keep the Committee regularly updated on its financial situation.

**Rowing Secretary**

- Responsible for all operational matters concerning the boats and rowing; coordinating rowing/training sessions by ensuring that sufficient Coxswains and crew members are available for those sessions to take place;
- In conjunction with respective Captains and Coxswains to be part of the selection sub-Committee for the Club.

**Safety Officer**

- Responsible to the Club on all matters pertaining to the health and safety of its members; upkeep and maintenance of the Clubs safety equipment,
- To keep the Committee updated on any new matters involving safety and generally see the Club maintains a safe working practice.

**Welfare Officer**

- Responsible for ensuring compliance to the CPGA policies and procedures for child protection and should be the person that any concerns are reported to.

### **Bosun**

- Responsible for ensuring the correct and timely maintenance of all Club equipment takes place;
- To organise the gig shed and maintain a record of materials in the gig shed for boat maintenance;
- To organise Club members to assist with the maintenance and upkeep of the Club equipment.

### **Men's, Women's and Vet's Captains**

- To promote the sport of gig rowing within the Club by assessing, motivating and organising members in accordance with their individual goals and abilities.
- To encourage a competitive spirit, whilst maintaining a social aspect for all to enjoy.
- To organise Coxswains for relevant crews, be part of the (crew) selection sub-Committee together with the Rowing Secretary and Coxswains.
- To arrange and co-ordinate training schedules as appropriate either on or off the water.

### **Juniors Captain**

- To promote the sport of gig rowing within the Club by assessing, motivating and organising junior Club members in accordance with their individual goals and abilities.
- To encourage a competitive spirit, whilst maintaining a social aspect for all to enjoy.
- To organise Coxswains and select rowers for junior crews along with the Rowing Secretary.
- To arrange and co-ordinate training schedules as appropriate either on or off the water for junior Club members.
- To liaising with parents of junior Club members.

### **Fundraising Officer**

- To promote the Clubs fund raising activities;
- To complete and submit relevant grant or external funding applications;
- To maintain and increase the Clubs sponsor base to generate income for the Club;
- To attend monthly committee meetings to report status of fundraising programmes, grant applications etc.

### **Membership Secretary**

- To inform all Club members and potential new members of membership fees and required correspondence;
- To collect membership subs from all Club members at the appropriate time of year;
- To collect and maintain records from novice rowing sessions; and
- To maintain and update the membership database and maintain good communication with the Hon Secretary.

### **Deputies**

In order to spread the workload, to increase the knowledge within the Club membership of how the Club works and to stand in for the post holder in their absence, all Committee Members are asked to appoint a deputy. Deputies will only attend Committee meetings when the post holder is absent, and if in attendance will present the post holders views but will not have a vote.



## **Representatives**

The following representatives will report to the Vice Chair and relevant committee members. These representatives will not carry a seat on the Committee:

### **Social Secretary**

- To initiate and coordinate all social events pertaining to the Club; to maintain the highest possible level of morale within the Club;
- To liaise with external contacts in organising social events and maintain good communication with the Hon Secretary so that the elected Committee are informed of events/arrangements.

### **Press Officer**

- To act in all matters involving public relations to promote the Club or its activities,
- To promote the image and visibility of the Club and to keep on file all material involving the Club for future use.

### **Recruiting Rep**

- Promotion of the Club to increase membership.
- Responsible for the recruitment of novice rowers, to introduce them to the Club and the art of Pilot gig rowing to increase the Clubs future strength.

### **Webmaster**

- To maintain and update the Club website.
- To maintain good communication with the Hon Secretary with regards to website administration.

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**CLUB CODE OF CONDUCT**

1. The safety and well-being of all members will be paramount at all times.
2. All members will accept responsibility for their own actions and safety at all times.
3. All members will act in a manner befitting to the Clubs high standards.
4. The Club will, at all times, promote the sport for members of all abilities and experience.
5. The Club will encourage the value of participation and not just of results.
6. The Club will adhere to the guidelines and rules set by the CPGA.
7. The Club will promote the positive aspects and benefits of the sport socially as well as competitively.
8. All members will be required to take part in boat and equipment care/maintenance
9. At all times, the same courtesy that you would expect to be shown will be extended to others on the water.

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**EQUALITY STATEMENT**

1. Devoran Pilot Gig Club aims to ensure that irrespective of age, gender, ability, race, religion, sexual orientation, creed, colour, ethnic origin or social status
2. All people will have a genuine opportunity to participate in the sport, whether it is as rower, Coxswain, official or spectator.
3. Devoran Pilot Gig Club aims to treat all members, present and potential, in a fair manner.
4. Devoran Pilot Gig Club, when dealing with its members, will aim not to disadvantage any persons by imposing conditions or sanctions.
5. A copy of this policy will be available to all members from the Club Secretary if requested.
6. This policy will be monitored and evaluated on an ongoing basis and members will be informed of any amendments.
7. Devoran Pilot Gig Club reserves the right to discipline any members or officers of the Club who are thought to be discriminatory.

**HEALTH AND SAFETY GUIDELINES**

**Use of Gigs, Giglet and Skiff**

**See also the latest revision of Rowing Procedure on the DPGC website**

1. A list of telephone numbers for the Committee and the emergency services will be kept in the safety box in the gigs at all times
2. A first aid box, life jackets, exposure blankets enough in quantity for the crew and Cox of a gig, and a life buoy will be readily available on the slip with the boat equipment (covers, French men, cover supports etc.) in the life jacket box, which should be securely closed.
3. Devoran Pilot Gig Club will purchase adequate insurance to cover personal injury to members on or off the water and damage to third parties.
4. An accident log should be maintained and be available for viewing at any time. This will be held by the secretary and any incidents will be reported to them within 24 hours.
5. For the safety of all members rowing equipment should be maintained to an acceptable and safe level.
6. All rowers must declare any major health problems to a member of the Committee before commencing rowing with the Club.
7. Any damage to equipment should be reported to the Bosun or a responsible official immediately to ensure its safety and repair.
8. All members will ensure that beginners are adequately and safely supervised in the use of equipment.
9. The gig will never be lifted on to the trailer by less than 7 people and one of these people will take charge of the lift.
10. Manual handling guidelines as provided on the Club website and displayed in the gig shed should be followed at all times.
11. If adverse weather conditions prevail, or are forecast, or the sea state at the launch site is poor, the Rowing Secretary will decide if it safe to launch the gig(s). If the Rowing Secretary has not made a decision, or is not present, the Coxswain or an experienced Club member will decide if it safe to launch. Every Cox must be certain that conditions are safe for the crew they are taking out. If conditions are deemed unsafe the Rowing Secretary must be informed.
12. No novice crew is to go out in adverse weather conditions.
13. All members are to read the Club policies, rules and codes of conduct. These documents should be supported by all members reading the latest CPGA Health and Safety, and Water Guidelines and British Rowing 'Rowsafe' guidelines, available on the Club, CPGA and British Rowing websites.

14. Great care must be taken when entering and leaving the boat whilst carrying your oar to ensure that no harm comes to any other rower as a result of your oar being swung round. Remember your oar has two ends.
15. Apart from the usual scheduled events no gig or DPGC craft may be used unless the Rowing Secretary has been informed.
16. A maximum of three individuals will use the skiff at any one time. A maximum of 5 individuals (including the cox) may use the giglet. All individuals must be wearing a life jacket at all times and know how to activate it.
17. The skiff and giglet do not contain a safety box and should therefore only be used in Devoran creek.
18. The gigs must be stored on their respective trailers in their designated locations on Admiralty Quay at Mylor or at Devoran Quay with the drain plugs removed, covers tightly secured in place and the trailer wheels chocked and the trailer brake off.
19. The skiff and giglet must be stored on their respective trailers on Devoran Quay, and should be drained of water, equipment securely stored inside and the cover securely replaced after each use.
20. The skiff and giglet are accessible to all Club members. If Club members wish to utilise the skiff or giglet they should note the tide times and heights for launching and returning to Devoran Quay (see below), and inform the Rowing Secretary (if unavailable the Chair or Vice Chair) that they intend to use the skiff or giglet and the time they expect to return. If the Rowing Secretary (Chair or Vice Chair) deems it is unsafe to launch the skiff or giglet due to any reason then the skiff should not be used.
21. The skiff and giglet should only be launched on a high tide prediction (Falmouth) of 4.8m or above and can be rowed for approximately two hours either side of high tide. The skiff and giglet should not be launched later than half an hour after high tide from Devoran Quay and if out rowing you should return no later than an hour and a half after high tide.
22. If the skiff, giglet or any equipment is damaged it should be reported immediately to the Bosun(s). If the damage renders the skiff or giglet unsafe to use, the Bosun(s) should inform the Rowing Secretary and Club Secretary who can inform Club members.

**HEALTH AND SAFETY GUIDELINES**

**Gig Shed**

1. Gig shed keys will be held by:
  - a. Trustees of the Gig Shed
  - b. Club Bosuns,
  - c. Rowing Secretary.
2. Access to the Gig Shed is via Devoran Metals Yard and the main gate must be closed (not locked in case of emergency) when the gig shed is in use outside of the yards normal operating hours.
3. The double front doors and the side door of the shed are the designated emergency exits and must be kept clear at all times.
4. If the double doors of the shed are opened they must at all times be secured by the hooks, to prevent them swinging or in windy conditions being blown shut.
5. Members should take extra care when both opening and closing the double front doors due to the location of the push bar, and mindful that they don't trap their hands. All members should utilise the wooden bar installed to assist in the opening and closing of the doors without injury.
6. All security lights should be left switched on, the associated switches in the shed will be labelled "Do not switch off".
7. When members attend the shed they should park in areas away from the yard operations if attending during the yard opening hours and not in front of the sheds doors. If members are visiting the shed outside of the yards operating hours cars should be parked sensibly away from the double front doors of the shed as these are an emergency exit point and should not be blocked at any time.
8. A list of telephone numbers of the Committee and the Emergency Services will be displayed in the shed.
9. A First Aid box and clean water will be kept in the shed. The contents of the First Aid box should be checked periodically by the Health and Safety Officer to ensure all items are present and have not passed their expiry date.
10. An Accident Book will be kept in the shed and incidents must be brought to the attention of the safety officer and written up.
11. Members and visitors entering the shed must take responsibility for their own safety and the safety of others.
12. Members must not touch electric switches or equipment with wet hands.
13. Members must look out for supports, material, tools etc. on the floor and projecting shelves and equipment.
14. Members must not leave equipment, material, tools etc. on the floor unnecessarily and must, when possible, tidy them away when they are no longer in use.
15. Members must not place or leave an appliance, equipment or material in an unsafe position, or where it might fall.

16. Any oars are to be stored on the wall racks installed for this purpose.
17. When using paint, varnish or brush cleaner, a door must be open to provide ventilation and members should place any open container away from themselves to minimise inhaling fumes. Any spillage must be cleaned up immediately.
18. All solvents and paints will be stored within a secure metal cabinet to avoid spillage and as they are a potential fire hazard.
19. When using powered equipment or machinery, or scraping off paint, members must wear eye protection.
20. Members must not use the lathe, or other powered machinery, before they have received instruction from an experienced operator.
21. Any damage to the shed, equipment, tools, appliances or boats in the shed must be reported to the Bosun or a Committee member immediately. Any damaged electrical items must be switched off, disconnected and removed so they cannot be used.
22. When a trailer is required to be left at the side of the gig shed, it should be parked adjacent to the gig shed wall in order to allow access down the right hand side of the shed by the yard owners.
23. When moving around the outside of the gig shed members need to be vigilant of moving vehicles and obstacles especially during the hours of darkness.
24. When using the water supply, care should be taken around the supply area due to the rough ground. The water supply should be checked to ensure it is correctly turned off after use.
25. When leaving the shed please check all inside lights are turned off and all the doors are securely shut and locked.

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**WATER SAFETY GUIDELINES**

1. All Coxswains will be made aware of any local hazards or rules to be followed.
2. All crews must carry VHF radios at any time the boats are afloat.
3. All Coxes must know how to use the VHF radio before going to sea.
4. These items of safety equipment must be present in the boat:
  - a. An adequate supply of replacement pins.
  - b. A bow and stern line.
  - c. A bailer secured to the gig by a lanyard.
  - d. A sound device to signal warning or attract attention.
  - e. A sharp knife in a carrier sheath
  - f. The safety box containing some of the above items must be kept beside the Cox in the stern of the boat.
5. The contents of the safety boxes must be checked every two months by the health and safety officer to ensure the contents are maintained, and a report of the contents related to the Committee at the next monthly meeting.
6. Rowing will not take place after sunset unless in exceptional circumstances and all the appropriate procedures are adhered to and appropriate equipment available, e.g. lights, radio, fog horn etc.
7. Physically challenged participants must be provided with the appropriate safety equipment.
8. Coxswains responsibilities are for the safety of their crew and the equipment at all times as well as coaching and tuition.
9. Coxswains shall make sure that all members of the crew under their charge are aware of the safety procedures and are dressed appropriately for the activities ahead.
10. The Club will have an advisor present at every launching of the boat to suspend rowing should they decide the conditions are not suitable for the crew intending to row.
11. Non swimmers will ensure that they inform their Cox and also that they have a floatation device in the boat with them at all times. The Cox must also wear a lifejacket at all times.
12. All rowers will have access to life jackets.
13. Any junior rower (under the age of 16) will wear a life jacket while in the boat and must be shown how to activate it.
14. When moving around the boat while at sea great care must be taken. Only one person to move at a time.
15. No more than 6 rowers, 1 Coxswain and 2 passengers are allowed in a gig at any one time. If any juniors are in the boat either as a rower or passenger the junior and Coxswain must wear a life jacket.



16. The Coxswain must wear a lifejacket at all times when afloat.
17. The Cox is responsible for ensuring there is a working VHF radio in the boat and that it is handed on the next Cox going out. If the boat is being put away the radio needs to be turned off and placed in the safety box by the Coxswain. If the radio has two bars or less charge the volunteer who charges and maintains the radios needs to be informed immediately by the Coxswain so that the radio can be removed for charging and replaced by a fully charged radio. If the radio is placed within a waterproof radio bag it must be left within this bag at all times during training or racing. The waterproof pouch must not be removed from the boat and if the radio needs swapping the waterproof pouch must be left in the safety box empty.

**BOAT AND EQUIPMENT CARE RULES**

1. When removing the boat from, or placing the boat back onto the trailer great care must be taken. No less than 7 people to be present. The boat to be kept level and moved slowly onto or off the trailer.
2. When packing away the boat following a training session all stabilisation equipment should be applied correctly, (bow rope secured, supports up with boat level on the trailer, legs up for travelling but down when left on quay) oars correctly tied in, bung out, any loose equipment in the boat stored safely and the cover tied on securely. (Remember if the weather is hot to leave the bow end of the cover turned back and under). **All new members and rowers to be shown how to correctly put the boat away.**
3. Rollers or an equivalent will be used if necessary to prevent the keel from dragging and to assist in putting the boat on the trailer.
4. Participants are not to stand on the seats of the gig at any time.
5. The oars must be picked up and placed down and used with care.
6. When removing equipment from the boat it must be placed down with care.
7. The pins must not be wedged into the pin holes.
8. The boat must not be grounded at any time with rowers on board. The Cox will bring the boat to a halt off the beach or slip and the rowers instructed to leave the boat. The boat once empty will be lifted on to the beach or slip.
9. The boat and equipment must not be used unless a responsible Club member or officer is present.
10. The Bosun will ensure the trailers are safe for their purpose.
11. The Bosun will assess any damage to the boat or equipment and arrange for repairs if necessary.
12. All Club members must take equal part in yearly maintenance of the boat and equipment.
13. When racing in a loaned boat all members must treat the loaned boat with respect at all times.
14. Any problems with a boat are to be reported immediately to the bosun.
15. All rowers must stay to put the boat away at the end of a session unless they speak to their Cox and ask permission to leave early.
16. When at race meetings great care must be taken of the boat when she is left for any time on the beach. Frenchmen must be used to stabilise her and it is essential that the whole of the keel is supported.
17. When left moored the boat must have sufficient fenders to prevent any damage occurring.

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**CREW TRAINING AND NOVICE ROWING**

1. The club website has details of the new member options and potential new rowers will be informed of the options available to them based on their level of experience.
2. Inexperienced novices will take part in a course of six “Learn to Row” sessions under the guidance of experienced coxes and rowers. On completion of the course, they will either join a Development Crew to gain more experience and improve their rowing competence or else, if deemed ready, join in with normal crew training sessions.
3. Experienced rowers who wish to join the club will be offered a “taster” by taking part in a normal club session and if deemed sufficiently competent, will then be invited to join the club.
4. New rowers and new members are to be made aware of the contact details of the relevant members of the Committee which are located on the main Club website.
5. New members are to read the Club policies, rules and procedures before commencing rowing for the Club, these are provided for all members, on the members section of the Club website, or available on request from the Hon. Secretary.
6. Members of crews who are not available to train on a given day/evening must inform the applicable Captain in good time (48 hours if possible) and endeavour to find a suitable volunteer to fill in on their behalf.
7. Rowers who are not in set crews (i.e. fill in volunteers) but who row at a set time will also inform the applicable Captain if they are not going to attend a session.
8. All rowers must turn up to training sessions in good time. If your training session is 6.30pm it is no good turning up at 6.30pm and expecting your boat to be ready. If your training session is the first of the day you should be on the beach at least 30 minutes before your rowing time to help get the boat ready.
9. During the racing season all rowers must ensure their availability is filled in in good time to enable training sessions to be planned. The club website has a Rowing Calendar function. Events and sessions are set up by the respective Captains or Rowing Secretary and members should sign up on the appropriate session to indicate their availability or otherwise. When a crew has been selected, an email confirmation will be sent with a link to enable the session to be viewed.
10. It is the responsibility of the rowers to ensure they are dressed for the conditions they are going to row in. If a Coxswain deems a rower does not have suitable attire for the conditions they should inform the rower and refuse to take them out until they get suitable attire.

## **CREW SELECTION**

DPGC rowers should be aware that selecting a competitive crew can result in an equal measure of joy and upset as personal assessment of your own ability may not always match the assessment of the Selection Committee. It is important that Club members do not make assumptions regarding their crew membership before crews are formally announced.

The Selection Committee aims to be as objective as possible and it is important that the selection process is seen to be fair and transparent. To this end, the following policy outlines the selection criteria for DPGC crews for the Isles of Scilly WPGC, the County Championships at Newquay and racing at regattas and Tribute series events throughout the season.

It should be noted that for participation in CPGA registered events including the Isles of Scilly WPGC and Newquay County Championships crew members must have valid personal membership of CPGA.

### **Club Ethos**

At all times, the needs of individual rowers and the Club are to be balanced carefully. Whilst results are good for the reputation of the Club, DPGC has always tried to uphold the principles of enjoyment and friendship above all else. We are an amateur sports/social Club and rowers must appreciate that disappointment is sometimes inevitable but that we aim at all times to make selection fair for all.

### **Selection Criteria**

To be eligible for selection throughout the year, Club members must:

- be a fully paid up ordinary (racing) member of the Club,
- participate in boat maintenance sessions and Club/novice sessions,
- treat fellow rowers and Coxes with the utmost respect,
- train consistently on and off water,
- be available to train,
- demonstrate commitment to crew members and the Club, and
- demonstrate technical rowing ability sufficient for the crew they are rowing with.

### **World Pilot Gig Championships (Scillies) and Country Championship (Newquay) Selection**

1. The selection Sub Committee for the selection of crews for Championship races (Scillies and Newquay) will be composed of the following individuals:
  - a. Vice Chair, who will chair the selection meetings,
  - b. Rowing Secretary,
  - c. Women's, Men' and Veterans Captains, and
  - d. Selected Coxswains (see item 4).
2. All selection meetings will be chaired by the Vice Chair and minutes taken by an individual selected by the Committee.
3. The minutes of the meetings will be to be forwarded to the members of the selection Sub Committee and the Hon. Secretary for approval at the next full Committee meeting and filing within the Club records.
4. Race Coxswains, will be selected by the Rowing Secretary, and Captains over seen by the Vice Chair to Cox at Championship races with regards to the Coxswain rules and Policies as outlined within the appendices of the Club Constitution.

Coxswain selection meetings will be held at the following times:

- a. at the end of October to select Coxswains for the Scillies Crews, and
- b. at the end of June to select Coxswains for the Newquay Crews.

The selection will be made with reference to the DPGC Coxswain Policy and in consultation between the Captains and the Rowing Secretary. In the event of the Captains and Rowing Secretary being unable to agree, the Vice Chair of the Club will have the deciding vote following due consideration to the Coxswains experience and qualifications.

5. Once Coxswain selection has taken place the Captains with input from the Rowing Secretary on a weekly basis will circulate the selected Coxswains (or non-selected Coxswains if required due to availability) and rowers wishing to compete at Championship races during training sessions in order to ascertain the rower's ability and fitness. Feedback from these training sessions will be provided by the Coxswains, via email to the respective Captains, Rowing Secretary and Vice Chair for reference at later selection meetings.
6. Crew selection meetings will be held at the following times:
  - a. end of December, for the selection of Scillies Crews, and
  - b. end of July, for the selection of Newquay Crews.

The Selection Committee will endeavour to have provisional Scillies crews selected before the Christmas break, although this may not always be possible due to the weather. Rowers should be aware that crews will be provisional in the first instance to allow the Captains the flexibility of moving rowers between crews. This should also provide motivation to rowers as movement can be up or down depending on performance and commitment. All crews will be finalised at the end of February.

7. At selection meetings, the Captains will present crews based on their own observations and continued feedback from the Coxswains. Each seat in each crew will be discussed by all members of the selection Sub Committee, and agreement reached between all parties on each seat.

Decisions must be unbiased and based on evidence of members rowing abilities, fitness and commitment to training. If an agreement cannot be reached the Vice Chair as the meetings chair will make the final decision based on the information presented and in light of the Clubs constitution.

#### **Selection for Tribute and Non-Championship Regattas**

1. The Club Captains will select crews for the non-championship regattas in May, June & July based on availability. Priority for the August regattas will be given to the selected Newquay crews.
2. The principle will apply that if a Club member is not available to train during the week, they should not expect to automatically be in a crew at the weekend.
3. In order to provide new rowers with more experience and develop their technique etc, Captains will endeavour to mix-up the crews at non-Championships events. Club members should remember that they are a Devoran rower first and foremost and should not regard themselves as an A, B or C crew rower specifically. We all need support and encouragement when we start rowing.
4. The Captains will ensure that all those capable of rowing in a particular Regatta, have at least one row before others are given a second row. However, this may not necessarily be in the Club members first choice crew. Experienced rowers in the veterans' category may be asked to row in the veterans' class only to allow younger rowers the opportunity to row in the A, B or C races.

**Appeals Process**

1. It is hoped that a clear selection process as stated in this policy will prevent rowers from being dissatisfied with crew selection. Rowers should remember that disappointment and dissatisfaction are not the same thing.
2. Any query or comments regarding your selection should be made in person to the Captains in the first instance. Emails are discouraged as the tone can often be misinterpreted.
3. Rowers who feel they have not been assessed correctly should discuss with the Captains the reasons why they feel they have been under- assessed and explain which crew they feel they should be in. Captains should be able to adequately justify their selection based on the Committee discussions.

## COXSWAINS

1. No one will Cox a gig if they are under the age of 18.
2. *All persons steering a boat are responsible for the crew in their charge, only people who have had suitable and sufficient training and who have been approved by the Club's Committee are to act as Coxswains. Coxswains should comply with the following:*
  - a. *Every Coxswain shall be able to swim and to demonstrate that ability when called upon by the Safety Officer; alternatively, they are to wear lifejackets when afloat.*
  - b. *All Coxswains must wear a life jacket (conforming to BS3595 standard) or buoyancy aid of approved design at all times when on the water whilst wearing bulky clothing irrespective of their ability to swim.*
  - c. *All Coxswains shall be in good health with adequate vision and sound hearing. No-one who is subject to epileptic fits or blackouts shall steer a boat. In cases of doubt, medical advice should be obtained.*
  - d. *Dress suitable for the prevailing conditions must be worn. Particular care should be taken to ensure warmth around the head, neck and lower back, wrists and ankles and the clothing should be water and windproof. Water resistant outer gloves are recommended but bulky and heavy clothing and "Wellington" type boots should be avoided.*
  - e. *Be aware of the dangers and symptoms of Hypothermia.*
  - f. *The VHF radio must be secured ready for immediate use to the Coxswain's person.*

*\*All information in italics is taken from the CPGA Water Safety Guidelines*

3. *Steering a boat in training or in a race is a highly responsible role. The Coxswain is responsible for the actions of the boat being steered. Commands have to be given and discipline exerted. The following represents the knowledge that the Coxswain must develop:*
  - a. *Learn and use simple commands for boat control both on and off the water. Use them correctly, clearly and instinctively. Understand the basic commands and signals of other water users.*
  - b. *Understand and carry out all safety procedures and regulations applicable to the water they use, especially those relating to right of way, power boats, sailing craft etc.*
  - c. *Understand and observe local navigation rules of the water.*
  - d. *On unfamiliar water, become acquainted with local regulations and practices and of the existence, nature and location of particular hazards before going afloat.*
  - e. *Be conversant with safety and rescue procedures in the case of an accident.*
  - f. *Recognise and respect the rights and needs of other water users.*
  - g. *Watch out for swimmers at all times.*
  - h. *Watch out for the unexpected floating objects.*
  - i. *Ensure that crews are using safe rowing equipment.*
  - j. *Be aware of weather and water conditions and arrange the outing to avoid any danger.*
  - k. *Coxswains of young children shall ensure that the whole crew is dressed suitably. Youngsters are unlikely to be able to generate a high level of body warmth during their first outings and need more protection.*

- l. When crews are rowing away from home water, the Coxswain shall ascertain the local code of practice and, at regattas, any special traffic rules to be observed, and ensure crews fully understand them.*
- m. Every Coxswain shall be encouraged to learn life-saving and resuscitation procedures.*
- n. Coxswains or coaches of beginners and especially of crews of young children have an extra responsibility. Those who are new to the sport are likely to concentrate on their own rowing to the exclusion of all else, and are thus likely not to be aware of approaching danger. Beginners must never be allowed on the water unsupervised.*
- o. Novice Coxswains shall be trained at sea only by senior Coxswains and with regards to weather conditions.*

*\*All information in italics is taken from the CPGA Water Safety Guidelines*

4. The following definitions outline the recognised levels of Coxswains within Devoran Pilot Gig Club.
  - **Senior Coxswain**  
An individual who has been Coxing on a regular basis both in training and race environments including championship races (Scillies World Championships and Newquay County Championships) for a period of 5 years or more.
  - **Experienced Coxswain**  
An individual who has been Coxing on a regular basis both in training and race environments including championship races (Scillies World Championships and Newquay County Championships) for a period of 2 years or more.
  - **Novice Coxswain**  
An individual who has completed the Devoran Pilot Gig Club Coxswain training course, and continues developing their Coxswain skills in both training and race environments.
5. New members of the Club who have previous Coxswain experience will be assessed by a selection of individuals nominated by the Committee for a minimum of 3 training sessions and observed in a race environment though a summer's racing season, before a statement of their Coxing ability is provided by the individual to the Club Committee for approval. Once approval has been given the signed statement will be counter signed by the Chair and/or Vice Chair, Rowing Secretary and Committee nominated individual.
6. No novice Coxswain will be allowed to Cox at a championship race event until they have completed a minimum of 12 months Coxing in both training and racing environments. The novice Coxswain will be monitored during the 12 month period by experienced and senior Coxswains and the Rowing Secretary and feedback provided to the Committee in writing of the novice Coxswains competences. If the novice Cox expresses a wish to Cox at championship events, is deemed competent from the feedback and after a minimum of 12 months of regular Coxing within training and racing environments, the novice Coxswain can be considered as a Cox for the veterans race only. At the discretion of the Club Chair, Vice Chair, Rowing Secretary and senior Coxswains, based on observations and feedback, a novice Cox may be given permission to Cox at the championships if deemed competent.



7. Once a novice Cox has Coxed a veteran crew at a Scillies Championship then the following year the novice Cox can be considered as a Coxswain for a men's or women's crew.
8. Only senior or experienced Coxswains will be allowed to Cox either a men's or women's A crew at a championship race event, unless a cox is deemed acceptable by the Committee after a period of monitoring; a minimum of 3 sit in sessions with individuals nominated by the Committee. If an exception is passed by the Committee, the competencies of the Coxswain are to be stated in writing to the Committee and sign by the Chair, Vice Chair, Rowing Secretary and nominated individuals, before being passed to the Hon. Secretary for addition to the Club records.
9. No Coxswain from another Club will Cox a Devoran boat for a training session or race. Exceptions to this can be made by the Committee if the individual has been known to the Club for an extended period of time and their Coxswain capabilities can be established from reliable sources.
10. These rules and policies will be implemented by the Club as of the 1<sup>st</sup> March 2014, in order to comply with the CPGA water safety guidelines and so that in the case of an incident the Club records contain all the relevant information required for the completion of an incident report which has to be filed with the CPGA.
11. Any Coxswain who undertook training prior to the 1<sup>st</sup> March 2014 must submit in writing to the Chair, Vice Chair and Rowing Secretary a signed declaration of their Coxing experience, stating their understanding of the risks and responsibilities of Coxing.
12. All Coxswains must activity continually develop their skills and knowledge though attendance at any Club run talks/presentations or any courses offered by the Committee if available to participate. A signed declaration of attendance must be passed to the Hon. Sectary for inclusion within the Club records.
13. Over a period of 12 months (October – September) it is the responsibility of the Rowing Secretary, Health and Safety Officer and Hon. Secretary to organise at least one water safety/seamanship talk and one VHF instruction course/talk, given by an external body deemed appropriate by the Committee, or a Club member the Committee deems experienced.
14. The Club will endeavour at all times to have a minimum of two Coxswains whom have completed a level 2 open water Coxswain course approved by British Rowing.
15. The list of Club approved Coxswains must be maintained and updated by the Hon. Secretary with input from the Committee; this list shall be reported each year at the Club AGM before being updated on the Club website.

### **COXSWAIN TRAINING**

1. Anyone wishing to learn how to Cox (Coxswain candidate) must 18 years of age or older and inform the Chair, Vice Chair and or Rowing Secretary in writing stating their intention. This request must be forwarded onto the Hon. Secretary.
2. All Coxswains candidates must have rowed regularly for a period of no less than 6 months as a member of Devoran Pilot Gig Club.
3. The following training regime must then be completed, including the accompanying 'Coxswain Training Form' (Appendix C) by the Coxswain candidate and those assisting with the training. An outline of the training requirements is:
  - a. The Coxswain candidate must attend 3 sessions where they observe a training session from the stern of the gig with an experienced or senior Coxswain. At least one session should be in rougher sea conditions (conditions where it is still deemed safe for training to commence, though challenging)
  - b. The Coxswain candidate must then Cox a gig at least three times with an experienced Coxswain observing in the stern. These sessions must be signed off by the experienced Coxswain only if they feel the handling of the boat was in accordance with water safety guidelines, waterway buoyage and collision regulations and has a good training plan for the crew, and monitoring rower's technique. At least one session should be in rougher sea conditions (conditions where it is still deemed safe for training to commence, though challenging)
  - c. Attend a water safety/seaman ship talk given by a senior Coxswain or individual approved by the Committee having an adequate qualification or experience outside of the Club. This experienced must be expressed by the individual in writing to the Hon. Secretary for the Club records.
  - d. Attend a VHF instruction course/talk by an individual nominated by the Committee deemed to have the relevant experience in VHF use. The individuals experience must be expressed by the individual in writing to the Hon. Secretary for the Club records.

All of these items must be signed off before an individual can be deemed a Novice Coxswain and allowed to talk charge of a gig. The 'Coxswain Training Form' must be presented to the Chair, Vice Chair and Rowing Secretary and signed by the Chair or Vice Chair. A copy of the signed form is to be retained by the Hon. Sectary in the Club records.

4. The 12 months following completion of the training regime, random spot checks will be undertaken by experienced or senior Coxswains nominated by the Committee to ensure that the necessary levels of safety are being maintained. The spot checks must be signed off on the 'Coxswain Training Form' by the nominated experienced or senior Cox.
5. Along with the spot checks the novice Cox must over the first racing season spend a minimum of 1 race at 4 different events due to different water conditions and race environments on an umpire boat in order to learn the regulations with regards to the race rules on the water.

*Anyone wishing to commence on the Coxswain training programme must contact the Hon. Secretary for a Coxswain training form, this version is included for reference only.*

**COXSWAIN TRAINING FORM - TEMPLATE**

**Name:**

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**Rowing experience to date:**

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**Observed Training Sessions:**

A minimum of 3 sessions where you observe a training session from the stern of the gig with an experienced or senior Coxswain.

Session	Name of Coxswain	Date	Signature of Coxswain

**Observed Coxing Sessions:**

A minimum of 3 sessions Coxing with an experienced Coxswain observing in the stern. These sessions must be signed off by the experienced Coxswain only if they feel the handling of the boat was in accordance with water safety guidelines, buoyage and collision regulations, and has a good training plan for the crew, and monitoring rowers' technique.

Session	Name of Coxswain	Date	Signature of Coxswain

**Attendance at Seamanship/Water Safety talk:**

Attend or have a water safety/seamanship talk given by a senior Coxswain or individual approved by the Committee having an adequate qualification or experience outside of the Club

Name of Presenter	Date	Signature of Presenter

**Completion of VHF Course/instruction:**

Attend a VHS instruction course given by an individual nominated by the Committee deemed to have the relevant experience a VHF instruction course/talk.

Name of Presenter	Date	Signature of Presenter

**Statement of Completion:**

*I hereby declare that I have completed the required training as deemed necessary by Devoran Pilot Gig Club in order to undertake the role of a novice Coxswain. I understand that as a Coxswain I am responsible for the safety of those in the gig, the rules relating to the use of the gig, both the Club and the CPGA water safety guidelines, and the Clubs health and safety policies. I acknowledge that over the next 12 months I shall continue to be monitored by experienced senior and experienced Club Coxswains and need to maintain the health and safety practices, rules and policies as outlined by the Club.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

For Committee use only:

Signed off by:

Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

Vice Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

Rowing Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

Receipt of completed form: \_\_\_\_\_

12 Month Random Checks:

Session	Name of Coxswain	Date	Signature of Coxswain
1			
2			
3			
4			

4 Umpire boat sessions (secretary must be informed so form can be updated accordingly):

Session	Event	Date
1		
2		
3		
4		

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**RACING RULES**

1. The umpire's decision on the day is final and all members must respect the decision.
2. Any juniors racing must wear lifejackets at all times.
3. The Coxswain of any gig must wear a lifejacket.
4. Any Coxswain nominated for a race will be 18 years or over.
5. Any person racing will be a fully paid up racing member of Devoran Pilot Gig Club.
6. Coxswains will be familiar with CPGA racing rules and will adhere to them.
7. Any race hosted by the Club will have all necessary safety procedures in place.
8. The Club shall appoint a medical officer for all race events to ensure medical support is accessible.
9. Under no circumstance will a novice Cox take a crew out for the first race of the day. An experienced Cox will always go out first and only after he or she has assessed the conditions and deemed them safe will a novice Cox be allowed to take a crew out.
10. A working VHF radio will be carried during every race.

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**SAILING OF GIGS**

1. The Club has two gigs which are rigged for sailing; Fear Not and Frayed Knot.
2. All sailing must be carried out with the agreement of the Rowing Secretary.
3. The Club will maintain a list of experienced sailing crew. A gig must not sail unless the crew has at least two experienced members one of whom is nominated as skipper for the occasion.
4. The skipper will decide on the composition of the crew and whether to sail in the light of the conditions and the ability of the crew.
5. A racing crew will consist of a minimum of five and a maximum of seven people. When not racing, an eighth crew member may be carried at the discretion of the skipper.
6. When under sail, all crew must wear correctly-fitted lifejackets or buoyancy aids and know how to use them.

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**SAFEGUARDING AND PROTECTING CHILDREN POLICY**

Devoran Pilot Gig Club have adopted the whole of the Cornish Pilot Gig Association (CPGA) Safeguarding and Protecting Children Policy Guidelines (SPC Policy) to be the Child Protection Policy for the Club.

These Guidelines outline the procedures to be followed by the Club, including liaison with the CPGA and British Rowing where required, and are available on the CPGA website.