



St Andrew Boat Club

Members Handbook

**Rowing
for
All**



Contents

- 1 Welcome to SABC**
- 2 Communication**
 - 2.1 Key Contacts
 - 2.2 How we communicate
 - 2.3 What you need to do next
 - 2.4 Social media guidelines
- 3 Membership**
 - 3.1 Membership categories
 - 3.2 Membership payments
 - 3.3 Cessation of membership
- 4 Code of Conduct**
 - 4.1 Club coaches, officials and volunteers
 - 4.2 Full Members
 - 4.3 Junior Members
 - 4.4 Parents/carers
- 5 Squad Organisation**
 - 5.1 Seniors
 - 5.2 Juniors
 - 5.3 Coxes
- 6 Operational Information**
 - 6.1 Facilities
 - 6.2 Fleet
 - 6.3 Learn to Row
 - 6.4 Training
 - 6.5 On / Off the water checklists
 - 6.6 Canal circulation pattern
 - 6.7 Boat maintenance
 - 6.8 Racing
- 7 Health and Safety**
 - 7.1 Club safety and documents
 - 7.2 Emergency contacts
 - 7.3 Child Protection
 - 7.4 Member welfare
- 8 Helping the Club Prosper**
 - 8.1 Volunteers
 - 8.2 Sponsorship
- 9 Kit and Merchandise**
- 10 Notable Dates**
- 11 Constitution and Management**
 - 11.1 Club Organisation
 - 11.2 The Committee and AGM
 - 11.3 Data Protection
- Appendix**
 - A Location map
 - B Outing checklists
 - C Canal circulation pattern

1 Welcome to SABC

Congratulations on becoming a member of the oldest and only open amateur rowing club in Edinburgh.

We want you to have a great experience as valued member of our club, while at the same time fulfilling your potential.

Established in 1846, we are proud to continue this tradition of rowing on the Union Canal from our Meggetland boathouse in Edinburgh. Notable former members include world class athletes Katherine Granger and Sinéad Lynch (née Jennings).

As an open rowing club, our motto 'Rowing for All' drives everything we do, and rowers of all aspirations are welcomed. We have a vibrant community of rowing enthusiasts young and old.

The club is run entirely by volunteers, who give up an enormous amount of their time to enable its members to enjoy the sport. If you are willing and able to help in any way (no matter how small, there are always jobs to do!) it would be greatly appreciated.

Please read this handbook carefully. In it you will find everything you need to know to help you get the most from your membership. If there's anything you need to know, help is at hand, from your coach, via the website, or from the key contact list in Section 2.1 of this handbook.

And so, a warm welcome now to the Club, I hope that you will soon feel at home, and wish you plenty of happy rowing!

Lindsay

Lindsay Flockhart
Captain, St Andrew Boat Club

2 Communication

2.1 Key Contacts

Position	Name	Email
President	Sarah Whitley	sabcpresident1@gmail.com
Captain	Lindsay Flockhart	sabccaptain@gmail.com
Vice Captain (Men)	Mark Baguley	sabc.mensvc@gmail.com
Vice Captain (Women)	Catriona Duke	sabc.womensvc@gmail.com
Secretary	Iain Wilson	sabcsecretary1@gmail.com
Junior Coordinator	Tom Duke	sabc.junior.rowing@gmail.com
Learn To Row Coordinator	Simon Lloyd	sabclearntorow@gmail.com
Child Protection Officer	Elizabeth Thompson	sabc.cpo@gmail.com
Treasurer	Martha Walsh	standrewbc.treasurer@gmail.com
Membership secretary	Susan Branigan	sabcmemsec@gmail.com
Kit Secretary	<i>*Vacant</i>	sabcclubkit@gmail.com

Other related pages:

Scottish Rowing www.scottish-rowing.org.uk
Strathclyde Park www.northlanarkshire.gov.uk
Weather www.bbc.co.uk/weather
British Rowing www.britishrowing.org

2.2 How we communicate

We have a number of platforms through which we communicate, formally and informally, internally as well as externally on publicly accessible platforms. We require members to join certain groups/platforms, and on cessation of membership, contact details will be removed either by the club or the individuals themselves depending on the application. The platforms SABC uses externally and internally are outlined in the tables below.

In addition, a Communications Sub-Committee was introduced in early 2018 to support the strategic direction of the Club. The Committee's objectives are to develop external communications with the aim of raising the profile of the club and recruiting new members, and maintaining internal information repositories to benefit the experience of existing members.

2.3 What you need to do next

Sign up for relevant apps and communication groups, and start to get phone numbers from team-mates.

External communication platforms (public)		
Source	Description	Managed By:
Website	The website is open to all, and contains much of the operational information we need to communicate, as well as partner links (such as Scottish Rowing, British Rowing, Energy Gym, other clubs using the canal etc)	The website is managed by a committee member and occasional updates will be posted on our News page link – such as Learn to Row course dates and registration, fees and subs, success stories on and off the water, good to know stuff in general.
Facebook	'St Andrew Boat Club' open page	These pages are maintained by a Communications Committee member and updated regularly with news and results
Twitter	@StAndrewBC handle	
Instagram	@standrewbc1846	

Internal communication platforms (club members only)			
Source	Description	Managed By:	Member participation:
Fitclub.me (Seniors only)	This is a sports management app that provides a platform for noting attendance, providing events diary, team communication and member details. This is linked to your email address, so all messages will come to registrants inbox as well.	It's overseen by a nominated committee member, and squad leaders will base squad selection for outings, training and racing on data held within.	All senior members must sign up for this app and maintain their attendance as well as check for updates through this platform. Ensure to accept fitclub.me as an email contact to prevent emails going to spam.
Facebook	'SABC Members' closed group	Overseen by identified owner, and populated by all members in group discussion.	Members who are active on social media are invited to join this group, as the bulk of everyday comms will go through this site.

Email	Notices and general information will be placed on closed Facebook page for all club members. Critical information will also be sent via email for the benefit of those not signed up to social media. Please note that the onus is on the individual to check their email inbox on a regular basis.	Relevant squad coordinators and Membership Secretary	Check emails daily to ensure important messages are not missed.
Website Members Area	Important documents for Members only (including various Handbooks) are stored in a password-protected Members area of the website.	Communications Sub-Committee members	A new password will be provided every year in September and will be distributed to paid members to access Club documents
Other	Individual squads may also make their own contact groups on FB Messenger, WhatsApp, Snapchat etc.	Relevant squad coordinators	Check daily to ensure important messages are not missed.

2.4 Social media guidelines for members

The Club is active on several social media platforms. We encourage members to join, follow and like our pages to be kept up to date with information.

To send in photos and news to feature on the Club's accounts, please send via email to sabc.comms@gmail.com

Please continue to share your updates on social media by @mentioning the club and or #standrewbc

Members must respect other people's identifiable information when posting on social media. Where members are under the age of 18, parental permission must be granted.

Any member who posts offensive or abusive content will be disciplined inline of review from the committee and trustee members.

3 Membership

3.1 Membership categories

Subscription rates are reviewed annually and are payable 1st September each year, or monthly, to cover membership until 31st August of the following year. 2018/2019 rates are as follows:

Seniors

Membership	Subscription		Other info
	Annual	Monthly	
Senior	£270	£22.50	
Student	£180	£15	Must be in full-time education with no earnings
Racking	£180	£15	Storage only.
Sculling	£270	£22.50	Storage and use of own boat (no use of Club boats)
Alumni	£24	£2	Open to all former junior members up to 10 years of graduation

Juniors (There is a discount of 50% for junior members who have a parent who is a full member)

Membership	Subscription		Other info
	Annual	Monthly	
Junior J16-18	£126	£10.50	INFO ABOUT HOW TO DECIDE WHAT AGE GROUP
Junior J15 and under	£84	£7	

Additionally, juniors are expected to attend indoor training, including erg sessions. These sessions are prepaid monthly whether the junior attends or not. These fees cover the cost of gym and equipment hire. Indoor sessions available for the relevant junior squads are as follows:

- Tuesdays: learner & developers
- Sundays: transition & aspirants
- Fridays: developers, transition & aspirants

One session a week (Tuesday or Sunday) costs £5 per month. Two sessions a week (Tuesday or Sunday, plus Friday) costs £12.50 per month.

3.2 Membership payments

SABC members are responsible for keeping their membership up to date. If membership subscription is owing, the member will not be allowed to race until outstanding amounts are collected.

Payment

This can be made directly to the SABC account (details below). Please your name as a reference (your initial followed by surname) and add the following code depending on payment: 'S' for subs, 'R' for racing and 'SP' for Strathclyde Park payments e.g. 'KGraingerS'.

Royal Bank of Scotland, account: 00264490, sort-code 83-18-28.

All members must also take out Scottish Rowing membership, which covers a racing licence and public liability insurance cover <https://scottishrowing.azolve.com>

3.3 Cessation of Membership

Written notice of leaving the club should be given to relevant captain and direct debit or standing order for membership payment cancelled.



4 Code of Conduct

St Andrew Boat Club is committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and where necessary to share any concerns or complaints that they may have about any aspect of the club through the relevant captain or member of the committee.

4.1 Club coaches, officials and volunteers

Good ethical conduct and practice in relation to children and young people requires that all coaches, officials and volunteers must:

- Consider the well-being and safety of athletes before the development of performance
- Establish supportive, positive environments for the purpose of healthy competition, skill development, fun and achievement
- Develop an appropriate working relationship with athletes, based on mutual trust and respect
- Ensure that all activities are appropriate to the age, ability and experience of the athletes taking part
- Promote the positive aspects of rowing and fair play by showing considerate regard for athletes, personnel, parents, spectators and officials; abiding by the rules of racing; and abiding by officials' decisions
- Display consistently high standards of personal behavior and appearance
- Where appropriate, hold valid leadership or coaching qualifications and insurance cover
- Follow all guidelines laid down by Scottish Rowing
- Ensure all incidents on or off the water are reported and recorded in the appropriate manner

4.2 Full Members

The Club expects that as a Full Member you shall:

- Follow safe practice at all times and adhere to the rules of Scottish Rowing when training on the water
- Show respect for other club members and participants, opponents, parents, spectators and officials and their decisions
- Be on time for training and competitions or inform the coach if going to be late
- Wear suitable kit for training and racing as advised by the coach and always bring a change of clothes
- Pay any charges for training or events promptly
- Help with all club fundraising activities
- Abide by the club rules and the rules of racing
- Report any collisions, damage to equipment etc to the club captain within 24 hours and fill in any incident reports necessary
- Ensure the clubhouse is left in a safe and secure state when leaving the building

- Always clear equipment away when finished with, leaving the boathouse in a clean and safe state
- Help maintain equipment by cleaning boats and oars each time after use and replacing missing/damaged parts where necessary. More serious damage to boats etc should be reported to the Club Captain immediately so that repairs can be carried out as necessary
- Willingly volunteer to help with marshalling and other duties at all club events
- Show loyalty to their club and fellow members
- Attend all relevant meetings which may concern you or your section when called in order that you can be kept up to date with any matters arising

4.3 Junior Members

The Club expects that as a Junior Member you shall:

- Show respect for other club members and participants, opponents, parents, spectators and officials and their decisions
- Be on time for training and competitions or inform the coach if going to be late
- Wear suitable kit for training and racing as advised by the coach and always bring a change of clothes
- Pay any charges for training or events promptly
- Never smoke or consume alcohol or drugs of any kind on the club premises or whilst representing the club
- Help with fundraising activities and club events
- Always wash club equipment after use
- Show loyalty to their club and fellow members

4.4 Parents/carers

The Club expects that as a parent/carer of a junior member you shall:

- Support your child's involvement and help them to enjoy their sport, never forcing them to take part
- Help your child to recognise good performance, not just results
- Never punish or belittle your child for losing or making mistakes
- Encourage fair play and respect for officials' decisions
- Help support club coaches by acting as spotters when requested
- Help the club in its fundraising efforts
- Never leave a child at the clubhouse without first checking that their coach is present and the training session is taking place

5 Squad Organisation

5.1 Seniors

The senior squad (which incorporates Masters, i.e. a rower aged 27+) is made up of three groups. Each squad has their own training sessions and there are pathways between each.

Senior 1 – competitive athletes with prior experience, who are able to meet the selection criteria (invitation only: please contact one of the Vice Captains for details). They will be expected to train in line with the training schedule set by the Programme Coach, recording regular assessment pieces. This group has season objectives that include Head of the River, Scottish Rowing Championships and Henley Royal Regatta, among others.

Senior 2 – this group is made up of athletes with prior experience, who train regularly and aim to race at various events throughout the season. Entry to this group is also by selection, based on commitment, experience and fitness.

Senior 3 – comprises:

- Recent graduates of the Learn to Row Programme (see below)
- Less experienced rowers
- Those members who are unable to train regularly.

This group may participate in some local events, as appropriate.

5.2 Juniors

The junior squad is run by the Junior Co-Ordinator and is well-supported by a team of coaches and volunteers. There are usually around forty young rowers, who range from twelve up to eighteen and from beginners up to those pursuing national selection.

In order to make the best use of our equipment and training slots, the juniors are divided into four groups, which are:

Learners – have started rowing relatively recently and are still getting to grips with the technical side of rowing. The Learners train once or twice (depending on the time of year) on the water and once on land each week.

Developers – have sufficient experience and technical competence to train more regularly and to start racing. The developers do up to three water and two land sessions each week.

Transition – athletes who are showing the intent and progress to become serious competitors. Can do up to four supervised water and three land sessions each week.

Aspirants – rowers who have a realistic chance of competing for Scotland or GB in the current season.

5.3 Coxes

All SABC squads require competent and enthusiastic coxes for steering larger boats – fours/quads on the canal and eights at Strathclyde Park. The responsibilities of a cox are outlined below:

- The cox uses a rudder to steer the boat and wears a headset microphone (a 'cox box') to relay clear and concise instructions to a crew.
- The canal can be tricky to steer so a new cox must take time to learn the bends and circulation pattern (see appendix C for map).
- Comply with health and safety, including wearing a life-jacket (stored in boathouse) and passing a swim test and capsize drill.
- Take care of coxing equipment and ensure the safety of their crew on the water.



6 Operational Information

6.1 Facilities

SABC boat club is located at Meggetland Wynd, off Colinton Road. The current boathouse, built in 1984, is situated next to the Union Canal, and stands opposite Boroughmuir Rugby Club (see Appendix A for map). There are plans to develop a new boathouse and improve the Club's land training facilities to further develop all aspects across the age and ability range.

Most training takes place on the Union Canal - members row on a 1,500 metre stretch of the Union Canal. Training sessions may also take place at Strathclyde Country Park (2 km, 8-lane, Olympic-standard course), Dullatur or Loch Ore.

Boathouse facilities (on-water)

The boathouse features boat storage and two changing rooms (with shower and WC). Access is via a key fob, granted to committee and other selected members.

We share the stretch of water with several other rowing clubs and, as the canal is not large enough to accommodate everyone, each boat club has its own allocated water session (full timetable in boathouse). This is a goodwill agreement and we depend on all respecting the time slots in order for it to keep working.

The current SABC canal sessions are:

Monday: 17:30 Juniors, 18:30 Senior 3 (British Summer Time only)

Tuesday: 17:30 Juniors, 18:30 Senior 1

Wednesday: 17.15 Juniors (BST only), 18:30 Senior 2

Thursday: 17:30 Juniors

Friday: Unallocated

Saturday: 07:30 Senior 1, 12:00 Juniors

Sunday: 07:30 Senior 1, 09:00 Senior 2 & 3, 12:00–13:30 Juniors

In addition, the canal has some unallocated time on weekday early mornings. If you wish to go out on the canal at an unallocated time, you will need to arrange access through an existing keyholder (usually one of the captains). To request a key fob, you must complete a competency assessment, or alternatively keep your private scull at the club.

Indoor gym facilities (off-water)

Currently, paid up SABC members benefit from discounted entry (£1.20) to the Energy Gym (located in the basement of the Boroughmuir Rugby Club/Canalside building across the road). To use the gym, you will be required to sign your name and SABC in the log in sheet at the gym reception.

6.2 Fleet

The boathouse stores both club and private boats. The fleet consists of large and small boats, catering for both sweep rowing and sculling. The boats are graded gold, silver or bronze based on their usability for specified squads (below). Grading information can be found on the boat racking or from one of the captains.

- Gold boat usage is only by express permission from the Captain.
- Silver boats are suitable for more experienced rowers (Senior 1-2 and J16+).
- Bronze boats are suitable for less experienced members.

Each boat is also rigged so that it is suitable for club use. The oars for each boat are named and stored in allocated racking around the boathouse. These should not be altered without permission. Should you wish to alter the oars or rig of any club boat, permission needs to be obtained from the Captain.

6.3 Learn to Row

For those who are completely new to rowing, prior to becoming a member, St Andrew Boat Club offers a 'learn to row' programme at various times during the year, for both senior and junior levels. The course usually runs over a number of weekend afternoons both on, and off the water. We charge a small fee to cover boat maintenance and general overheads.

The aim of Learn to Row is to get you out on the water as much as possible. The course, which is tailored to suit the needs of new rowers to our club, covers:

- Safety, both on and off the water.
- Identify boats and equipment that you will be using.
- Know what clothing to wear.
- Learn the correct rowing technique.

If you would like to find out more, please contact the LTR Coordinator:
sabclearntorow@gmail.com

6.4 Training

Senior 1 and 2 follow the training programme set by their squad coach, and the juniors follow the training programme set by the Junior Co-Ordinator. Most training takes place on the canal or in the gym, however it is possible to arrange outings to Strathclyde Park or Dullatur through squad leaders. Please contact the relevant Vice Captain for more information.

6.5 On / Off the water checklists

No matter how many or few boats out at any one time, we follow a strict routine to ensure efficiency, security and most of all, safety. Not only must we consider the rowers themselves, but also other canal and towpath users. Detailed checklists can be found in Appendix B

Winter and night-time rowing will necessitate the use of bow and stern lights (we use white bow light and red stern light). All rowers need to purchase a set of lights and find a way of attaching to the boats without damage (i.e. NOT duct tape).

6.6 Canal circulation pattern

Given the restricted width of the canal, and in consideration of other users, all rowing clubs agree to a circulation pattern (see Appendix C for map and diagram). Crews rowing out of town have priority passage, and those rowing into town must pull in to give way. All crews have a responsibility to check regularly for oncoming boats and give the 'AHEAD' warning call in good time. When in doubt, shout!

During the warmer months, there is a considerable amount of barge activity on the water. In this case, the rule is pull in, no matter your direction.

6.7 Boat maintenance

It is everybody's responsibility to ensure boats are maintained and in good order. To achieve this boats must be cleaned thoroughly after use. Boats should also be checked before and after use for hull damage/heel restraints/steering if appropriate.

Everyday checks

To prevent damage, ensure that you have clear passage before taking your boat out – this includes chocking the boat above your boat, turning in gates, clearing floor of debris. Prior to rowing, when the boat is still on the trestles, check all equipment, riggers, rudder lines, etc. This should be repeated on return from outing. Blades should also be inspected regularly for chips and cracks.

Basic maintenance (minor repairs)

Minor damage should be repaired by the rower. First inform your squad leader, enter details into the boathouse log book and ensure a Do Not Use sign is placed on the boat. Prior to commencing the repair, prepare the necessary materials.

For repair instructions, please refer to the Boat Maintenance Handbook.

Major maintenance

Should major maintenance be required, enter details into the Incidents/Damage Log Book AND update the white board between the two doors. If you're unsure what to do, contact your squad leader at the earliest opportunity for further instruction.

6.8 Racing

As a club, we follow the Scottish Rowing calendar and endeavour to enter as many events as possible throughout the season. This includes 'Head' time-trial races in autumn/winter and 'Regatta' side-by-side knockout races in spring/summer. At higher levels, we may also attend events organised through British Rowing, but these will be at the discretion of the Captain and Squad Captains.

Racing is based on a 'points' system, where you accrue points for winning races and are able to enter racing categories with rowers of similar ability (i.e. promoting 'fair' racing). It is essential to know how many points you have before entering a race and this can be found on your Scottish Rowing license membership account. For more information about dates, check the Scottish Rowing website.

Race entry fees and costs associated with transporting boats and equipment will be calculated at each event and participating members will be charged on that basis.

7 Health & Safety

7.1 Club safety and documents

The First Aid kit can be found on the shelves outside the ladies changing room and a Risk Assessment for the canal can be found on the boathouse noticeboard.

For information on safety, or to report an incident on/off the water, please log on boathouse whiteboard on between the main doors and contact your Vice Captain.

New members will be required to carry out a swim test and capsize drill, organised throughout the year. Details of upcoming drills will be made available via email or Facebook or communicated verbally at training sessions.

All health conditions should be disclosed to the relevant squad leader and Captain for safety purposes.

There are some health issues that can be encountered in inland waterways, including Weils Disease (bacterial infection) and Cryptosporidiosis (parasitic infection). Sensible preventative measures should be taken. Cuts and abrasions should be covered, shoes worn on bank sides to avoid cuts, do not swallow water and never handle or eat food until you have washed.

7.2 Emergency contacts

- Non-emergency police, dial 101
- Emergencies, dial 999
- NHS 24, dial 111
- A&E U13, Royal Hospital for Sick Kids, Sciennes Road, EH9 1LF
- Minor Injuries Service, Western General Hospital, Crewe Road South, EH4 2XU
- A&E, Royal Infirmary of Edinburgh, Little France, EH16 4SA

7.3 Child Protection

Please contact the Child Protection Officer: sabc.cpo@gmail.com

7.4 Member welfare

If you encounter any problems during your membership, please contact your squad coordinator or defer to a Captain, ASAP so that your issue can be dealt with appropriately and confidentially.

7.5 Capsize

In the event of a capsize, remain with your boat, attempt to get back in and return to clubhouse immediately to warm up. Please check the boat for any damage.

7.6 Security

The boathouse and changing rooms are not secure at all times, but is locked during outings where there is no one manning the boathouse. Personal belongings and valuables are left at member's own risk.

8 Helping the Club prosper

At SABC we are all about community and teamwork. There are a number of ways in which you can help keep our club growing, developing and improving – for our members and our community

8.1 Volunteers

The Club is run entirely by volunteers. Volunteers have the opportunity to decide how much time they spend, what skills they wish to use and/or develop and how long to volunteer for the Club. In some instances, the Club may sponsor training for first-aid, coaching and other skills as agreed. Please contact your Vice Captain to discuss opportunities available.

Examples of volunteer opportunities

- Facilities and maintenance: including maintenance/repairs of grounds, fleet and boathouse
- Communication: mails, social media maintenance etc, updating website and key documents etc.
- Racing: including offers to marshal at events etc.
- Kit: including liaising with suppliers and members
- Publicity: including creating and distributing information, leaflets, adverts
- Fundraising: including applying for grants and sponsorships

8.2 Sponsorship

There are a variety of levels of sponsorship opportunities to support the Club financially. Please contact the Captain for information: sabccaptain@gmail.com

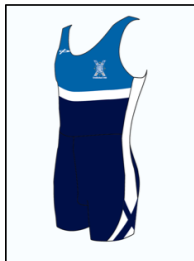


9 Kit and Merchandise

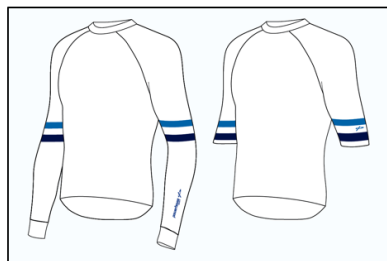
Members wishing to race must wear the current SABC club one piece. Our race kit supplier is Powerhouse Sport and orders are placed once or twice a year. Dates of ordering 'windows' will be published on the closed Facebook group and via email. We also offer a range of more casual club clothing and accessories from PSL Team Sports and this can be purchased throughout the year. There is also old-style SABC kit available from Godfrey. However, only the Powerhouse one piece is recognised as official SABC racing uniform by Scottish Rowing. The images below show the kit available from Powerhouse and PSL.



<https://www.powerhousesport.com>



One piece £57



Baselayers (short or long sleeve) from £37



Leggings £45



Gilet from £65



Splash jackets (light or thermal) from £79



Track top £54



LEADING SUPPLIER OF MULTISPORT TEAMWEAR AND EQUIPMENT
PSL TEAM SPORTS

<https://www.pslteamsports.com/Saint-Andrew-Boat-Club>



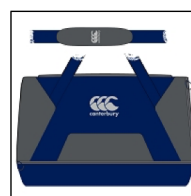
Rain jacket £41



Gym T-shirt £17.50



Polo shirt £22



Sports Bag £36



Hoodie £33.50



Shorts £18



Trackies £37.50



Cotton T-shirt £15.50

10 Notable Dates

SABC attends many of the races in the Scottish Rowing Calendar (published at the start of Head season), in addition to some events in England organised by British Rowing.

Notable racing and social dates are:

- Head season (Autumn/Winter) e.g. Inverness Fours and small boats in November
- Regatta season (Spring/Summer) e.g. Scottish Championships in June
- SABC Annual Dinner in November/December
- AGM & summer party in August/September

Exact dates and times are confirmed closer to the time. Other whole club and squad specific social events will be communicated to relevant members via email or Facebook.



11 Constitution and Management

11.1 Club Organisation

The governing body of the Club is the Board of Trustees, which is elected at the AGM. Also invited to attend board meetings are the Vice Captains (Men and Women) and the Junior Coordinator. Minutes are available on request, from the Secretary

The club is SCIO Scottish Charity number SC045608) and the last submitted accounts are available on the OSCR website www.oscr.org.uk

11.2 The Committee and AGM

The Committee is made up of the following office-bearers: President, Captain, Vice Captain (Men), Vice Captain (Women), Junior Coordinator, Treasurer, Secretary, Child Protection Officer.

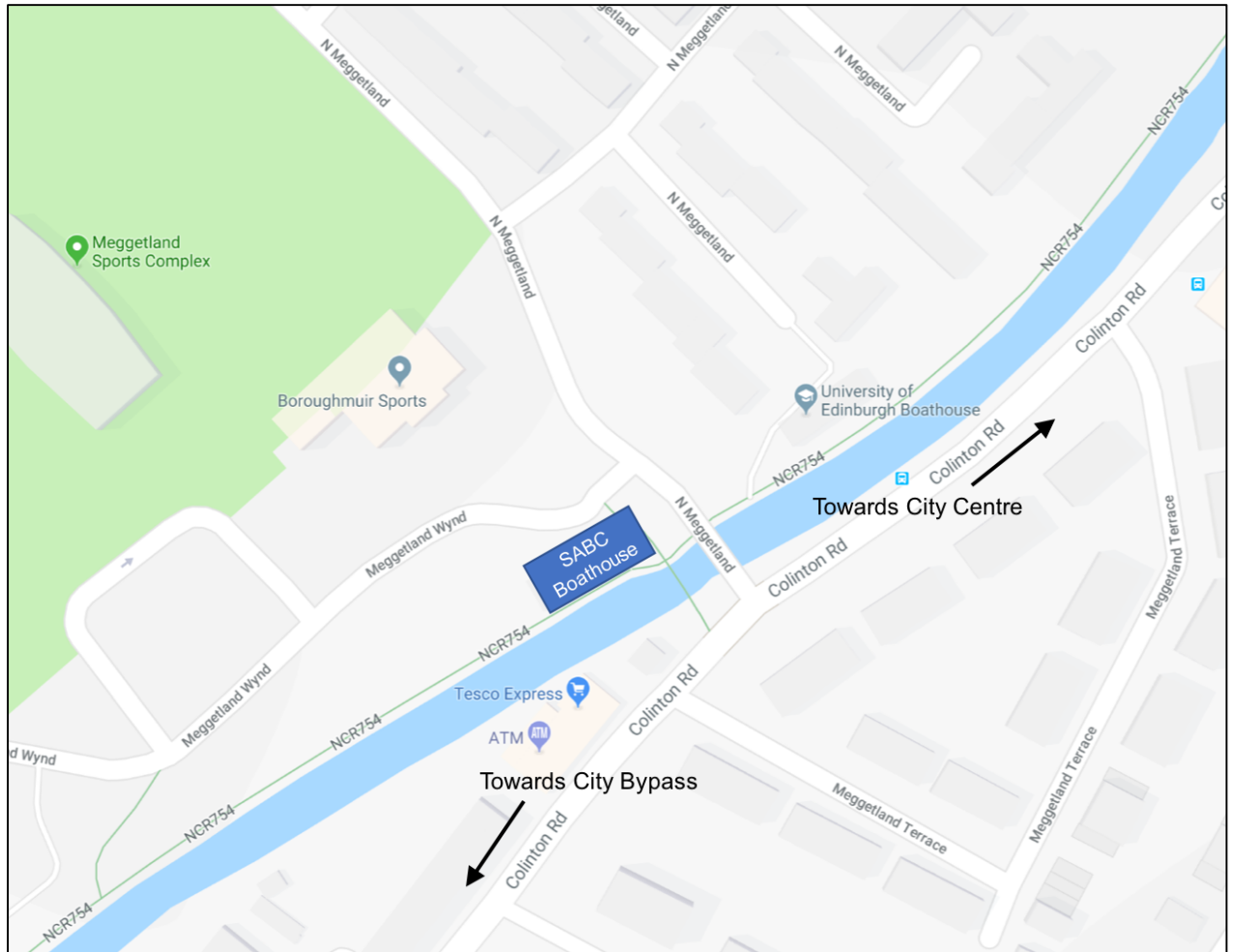
All roles are voluntary and elected on an annual basis at our AGM. Traditionally, we hold our AGM during late summer, prior to our Club Summer Party.

11.3 Data Protection

The Club takes its data protection responsibilities seriously and has taken appropriate steps to ensure compliance with GDPR.

Appendix

A. Location map for St Andrew Boat Club (SABC)



B. Outing checklists

Important:

- Do not attempt the following steps alone, if you need help just ask someone
- If you are in a coxed boat, the cox should call and help with the following steps
- Once boated, remember the canal circulation pattern and right of ways

Boating Checklist – Remember Boat Lights in Winter

	Instruction	Tick
1	Arrive ~15 min before 'hands-on' time	
2	Ensure your crew are all there, decide on seat order and discuss outing plan	
3	Find correct oars and take up to bank	
4	Put out trestles	
5	Hands-on, carry boat out of boathouse and place on trestles	
6	Check steering, heel restraints, rigger-nuts and hull damage	
7	Find your seat and alter shoes/slides	
8	Hands-on, carry boat up to canal, check tow-path for pedestrians/cyclists	
9	Carry boat down tow-path 'out of town' and spin on spot	
10	Carry boat 'into town' along to concrete steps	
11	Step down towards water	
12	Roll boat down to waists, push right out towards the water and gently place	
13	Find oars and place in gates	
14	Get in boat and secure oars in gates and feet in shoes	
15	When the whole crew is ready, lean towards canal and push off bank	

End of outing Checklist – Remove Boat Lights in Winter

	Instruction	Tick
1	Quickly get out of boat and remove oars from gate	
2	Remove oars from gate and place next to hedge with any other loose items	
3	Hands on, lift boat out of water and carry boat up steps at waists	
4	Check towpath for pedestrians and cyclists	
5	Roll boat up to heads (rock for 1,2,3 and push with arms up to heads)	
6	Carry boat out of town, past the boathouse footpath and spin on spot	
7	Carry boat down towards boathouse at heads	
8	Position boat bowball pointing into boathouse (spin if necessary)	
9	Place boat on trestles	
10	Sponge and rinse with hose, inside and outside of boat	
11	Check for damage and report repairs if applicable	
12	Check route to boathouse rack is clear	
13	Carry boat bowball first into boathouse and place on named rack	
14	Collect oars and place inside boathouse with trestles	
15	If you are last one out of boathouse: turn off lights and ensure doors are shut. The side door needs to be closed carefully and checked, as the lock doesn't always catch.	

C. Canal circulation pattern

