



Talkin Tarn Amateur Rowing Club

Welfare Manual

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Policy Statement

TTARC is fully committed to providing a safe, inclusive, and supportive environment for all members, coaches, volunteers, visitors, and especially children and vulnerable adults. This statement outlines our commitment to safeguarding and welfare in compliance with the standards set by British Rowing, ensuring that all participants can enjoy rowing in a safe and respectful atmosphere.

We uphold the welfare of children and vulnerable adults as paramount, ensuring that all participants can train, compete, and enjoy rowing safely. We are dedicated to embedding a culture of safeguarding across our club, empowering members to report concerns and supporting a proactive approach to protection. We promote equal treatment and inclusion, free from discrimination, bullying, harassment, or abuse of any kind, in line with British Rowing's safeguarding standards and policies.

Our Commitment includes:

- *Safe Recruitment*
We ensure all coaches and volunteers who work with children or vulnerable adults are carefully selected, vetted, and hold the necessary safeguarding certifications.
- *Training and Development*
All coaches, and relevant volunteers undertake regular safeguarding training to understand their roles and responsibilities.
- *Reporting Concerns*
We encourage a proactive approach to safeguarding, promoting awareness of how to report concerns and whom to contact.
- *Continuous Improvement*
The club will regularly review and update its welfare policies and practices to ensure they remain effective and relevant.

It is recognised that no written rules or plans can cover all situations and all members will be encouraged to continually assess likely concerns and act accordingly to manage them. By adhering to these principles, TTARC aims to provide an inclusive and enjoyable experience for all participants, allowing everyone to focus on the joy of rowing and community involvement.

Approved by: TTARC Committee
Date: February 2025



Scope

This document lays out the welfare policy, plans and procedures for Talkin Tarn Amateur Rowing Club (TTARC).

Definitions

<i>Child</i>	Anyone under the age of 18, as defined by British Rowing and UK legislation. Children are particularly vulnerable and require additional safeguards to protect their well-being and development.
Vulnerable Adult	An individual aged 18 or over who may need additional support or protection due to physical or mental disability, age, illness, or circumstances that make them more susceptible to abuse or harm.
Abuse	Any action or behaviour that causes harm or distress. Abuse may take various forms, including physical, emotional, sexual, financial, and neglect. It can occur in person or through digital communication.
Safeguarding	The proactive process of protecting children and vulnerable adults from abuse, harm, and neglect by implementing policies, procedures, and practices that prevent harm and promote their well-being.
Welfare	Ensuring the physical and emotional well-being of all club members, particularly children and vulnerable adults, by providing an environment free from bullying, discrimination, abuse, and harassment.



Roles and Responsibilities

All Members:

- Will take remain vigilant and report any concerns to the Club Welfare Officer.
- Will ensure that their actions both on and off the water do not put others at risk.
- Will adhere to the measures set out below.

The Committee:

- Will ensure the role of Welfare Officer is fulfilled by either a dedicated person or, by default, the Committee.
- Will support and endorse British Rowing's advice to the best of their knowledge and ability.
- Will arrange for action to be taken against any member(s) who do not fulfil their roles and responsibilities as listed.

The Welfare Officer:

- Will conduct the tasks required of them as listed in the official Officer Roles and Responsibilities document.

Coaches:

- Will conduct the tasks required of them as listed in the official Officer Roles and Responsibilities document.



Safeguarding

No Junior or vulnerable adult member will attend the Club without the presence of an appropriate parent/guardian and/or a DBS-checked and Club-vetted individual. That individual must be within sight of the Junior or vulnerable adult member at all times.

In the event of any safeguarding concern:

1. *Reporting*

Members, parents, coaches, and volunteers are encouraged to report any concerns to the Club Welfare Officer. All concerns will be taken seriously and handled with confidentiality.

2. *Responding:*

The Club Welfare Officer will take appropriate action in line with British Rowing's safeguarding procedures, working with local authorities, if necessary, to address and resolve any concerns. If there is an immediate risk of harm, concerns should be reported to local authorities or child protection services.

When responding, the Club Welfare Officer will listen carefully to the individual reporting the concern and reassure them that they are being taken seriously, avoiding asking leading questions or making judgments.

3. *Reviewing*

Our safeguarding procedures and policies are regularly reviewed and updated to reflect current best practices and legal requirements.

First Aid

Where First Aid is required by a Junior or vulnerable adult member, an appropriate DBS-checked and Club-appointed safeguarding official must be in attendance at all times.



Code of Conduct

TTARC operates the following comprehensive Code of Conduct for all members, coaches, visitors and volunteers, emphasising respectful behaviour and commitment to maintaining a safe, inclusive environment. All individuals are expected to follow these standards and support our welfare and safeguarding objectives.

All individuals associated with TTARC are expected to:

General Expectations

- Show respect and consideration for others, maintaining a friendly and supportive atmosphere at all times.
- Uphold the values of honesty, integrity, and sportsmanship in all club activities.
- Comply with the club's policies, as well as the rules and standards set by British Rowing.
- Protect the reputation of TTARC by acting in a manner that reflects positively on the club and the sport.

Respect for Safety and Welfare

- Prioritise the welfare, safety, and well-being of all participants, particularly children and vulnerable adults.
- Never engage in, condone, or ignore behaviour that could be deemed abusive, discriminatory, or harmful.
- Respect individual boundaries and personal space, seeking consent for physical contact where necessary (e.g., coaching adjustments).
- Promptly report any safeguarding concerns to the Club Welfare Officer in accordance with the safeguarding procedure.

During Training and Competitions

- Attend training and competitions punctually and prepared, following instructions from coaches and officials.
- Act responsibly and follow all health and safety protocols, including the use of equipment as directed.
- Show respect toward officials, coaches, teammates, and opponents, regardless of outcomes or competitive situations.
- Refrain from using abusive, derogatory, or threatening language toward others.
- Promote positive encouragement among peers and avoid any actions that may belittle or intimidate other members.

Equal Opportunity and Inclusion

- Respect diversity and promote an inclusive environment, welcoming people of all backgrounds, abilities, and identities.
- Never engage in discriminatory behaviour or language, whether based on race, gender, sexual orientation, disability, or religion.
- Take a stand against bullying, harassment, and discrimination, supporting others in doing the same.

Responsible Use of Social Media and Communication



- Use social media and digital communication channels responsibly, respecting the privacy and dignity of all members.
- Avoid posting content or comments that may bring the club or the sport into disrepute.
- Adhere to club guidelines for contacting members, particularly children and vulnerable adults, using only approved channels and formats.
- Report any instances of inappropriate or harmful online behaviour to the Club Welfare Officer.

In addition to the above, coaches, Committee members and volunteers are required to:

- Adhere to safe recruitment procedures, maintaining appropriate safeguarding checks and qualifications.
- Serve as positive role models for members, particularly young and vulnerable participants.
- Establish and maintain professional relationships with members, avoiding any inappropriate or exploitative behaviour.
- Maintain confidentiality when handling personal and sensitive information in line with data protection guidelines.
- Refrain from any behaviour that may compromise the trust or professional integrity expected of club representatives.

Examples of failure to comply with the club code of conduct (normally regarded as misconduct) include:

- minor breach of club policies
- refusal to follow instructions e.g. from a club or race official
- obscene language or other offensive behaviour

Examples of a serious breach of the code of conduct include:

- unlawful discrimination or harassment
- physical violence or bullying
- bringing the club into serious disrepute
- causing loss or damage or injury through serious negligence
- theft or fraud
- serious breach of health and safety rules and misuse of safety equipment
- serious breach of confidence
- serious breach of club or British Rowing policies and procedures
- use of banned or illegal substances
- unauthorised use or disclosure of confidential information.

This list is not exhaustive, but is intended as a guide. TTARC is committed to upholding this Code of Conduct. Any breaches may result in disciplinary action, as outlined below.



Disciplinary and Grievance Procedure

Grievance Procedure

Allegations of misconduct or grievance can be reported verbally to any Director of the Club or committee member (in line with British Rowing's "Guidelines on Grievance and Disciplinary Procedures in Rowing"). This should then be reported to the Club Chair (or Vice Chair, if the complaint involves the Chairperson), in writing, copying in the Club Welfare Officer. Please note that where an individual who is raising a grievance or is the subject of disciplinary case is under the age of 18 years it is obligatory that the parents or legal guardians of that child must be informed and that the individual is accompanied during any hearing or appeal. If the allegation or complaint falls within the boundaries of "Safeguarding and Protecting Children" then the Club Welfare Officer must be informed, and further management of the complaint will be in accordance with the guidance from British Rowing (WG 1.7).

The officer receiving a complaint should consider carefully the most appropriate method of dealing with that complaint. This might be through informal discussions with the parties concerned, or through a more formal hearing. It is recommended that informal discussion is tried first, if appropriate, before a formal hearing procedure is implemented.

It is important that there is clarity about the procedure to be followed whatever course of action is proposed and that all parties are made aware of the procedures and process that will be put in place. The Chairperson can lead or will nominate a Chair and at least two others to lead any investigation and hearing on behalf of the club.

If the club wishes to try to resolve the issue informally in the first instance they should identify a suitably qualified person who has not previously been involved in the dispute, in agreement with the complainant. Such a stage is not obligatory but may help to clarify any misunderstandings or help identify the issues in dispute and may serve to resolve the issue before a hearing is convened. The independent person should advise the terms of the procedure, for example who may attend and the conduct of the meeting. If this approach results in a satisfactory resolution for the complainant this should be reported in writing to the Chairperson within 30 days. The outcome of this stage is not binding but may be referred to in any subsequent hearing or appeal as may any failure or refusal to participate in such proceedings.

Hearing

If the complainant is not satisfied with the outcome of informal discussions (or such a stage is not deemed to be appropriate) they must set out in writing their grievance and request for a hearing and send to the Chairperson or nominated lead within a reasonable timescale. This may vary depending on the issue at hand but should not exceed three months.

The hearings panel should be appointed by the Chairperson (or the vice Chair in the event that the issue involves the chairperson) on behalf of the committee. At a minimum it should comprise a Chair and at least two independent members one of whom may have relevant 'expert' knowledge. All panel members must be independent of the dispute.



The complainant should signify his agreement in writing to the constituted panel. The panel must give a fair and independent hearing to both sides of the dispute within an appropriate and agreed timescale. The complainant has the right to be accompanied.

Discussions should be well recorded.

If either party chooses not to attend the hearing, the panel has the right to proceed with the hearing based on written submissions. The outcome, and sufficient reason to explain the outcome, of the hearing must be communicated to both parties within 14 days and recommendations reported to the Committee as the governing body of the Club.

The panel should be aware of the possible outcomes of the hearing in line with British Rowing's jurisdiction. Recommendations on the outcome of the hearing and any disciplinary actions will be sanctioned by the Committee. If the outcome of the hearing is unacceptable to either body they have the right to appeal.

Appeal Procedure

If either party wishes to appeal against the outcome of the hearing they should set out the grounds on which they wish to appeal in writing. This letter should be sent to the Club Chairman within 14 days of the outcome of the initial hearing being known. An appeal should be granted where there is a "strong arguable case" that either:-

- relevant information was ignored or not considered by the original panel; or
- the recommendations advised by the hearing was tainted by unreasonable bias or conflict of interests; or
- the original panel exceeded its jurisdiction.

The Club Committee must appoint an independent appeal panel to consider the appeal, none of whom have had any prior involvement in the matter. The appeal panel should be constituted along the same principles as the hearings panel outlined above. The Chairman of the appeals panel should convene a hearing of the appeals panel in a timely manner and, in consultation with the other panel members, will decide the conduct of the proceedings, if appropriate he may request written submissions and the appeals panel may or may not require the parties to be attend.

The appellant has the right to be accompanied at an appeals hearing. Discussions should be well recorded. The outcome and sufficient reason to explain the outcome of the appeal panel will be communicated to both parties within 14 days of the appeal panel hearing. The outcome of the appeal will be final.



Disciplinary Procedure

Where TTARC or British Rowing wishes to discipline an individual or organisation who has contravened the organisations rules or code of conduct, or who is deemed to have brought the sport or organisation into disrepute, a similar framework should be adopted as outlined below. This framework lays out the principles required to ensure a fair and transparent process is followed and natural justice is done.

Mediation

The club (TTARC) , wishing to discipline a member may wish first to endeavour to resolve the matter by mediation. It is advisable that an independent person is sought to moderate this meeting. The disciplinary case should be set out by the organisation, including where possible details of any rules or agreements that have been deemed contravened. The mediator should advise the terms of the procedure, for example who may attend and the conduct of the meeting. Such mediation is not obligatory but may help to resolve the situation, clarify any misunderstandings or help identify the issues in dispute before a hearing is convened. The outcome of the mediation stage is not binding but may be referred to in any subsequent hearing or appeal as may any failure or refusal to participate in such proceedings.

Disciplinary hearing

If a satisfactory resolution is not reached, the Club (TTARC) will set out in writing the details of the disciplinary case including, where possible, details of any rules or agreements that have been deemed contravened and sent to the person accused within 30 days. This notice should contain details of the disciplinary procedure, including timescales, and the right of appeal.

A disciplinary hearings panel should be appointed by the Chairman. At a minimum the panel should comprise a Chair and two independent members one of whom may have relevant 'expert' knowledge. All panel members must declare any conflicts of interest. The individual/s against whom the disciplinary action is being taken should signify their agreement to the constituted panel. The panel must give a fair and independent hearing to both sides of the dispute within an appropriate and agreed timescale. The individual/s against whom the disciplinary action is being taken has the right to be accompanied at the hearing. If either party chooses not to attend the hearing, the panel has the right to proceed with the hearing based on written submissions. Discussions should be well recorded.

The result of the hearing, with sufficient reason to explain the result, must be communicated in writing to all parties within 14 days of the date of the hearing. Recommendations on the outcome of the hearing and any disciplinary actions will be sanctioned by the Committee. The panel and the accused should be aware of the possible outcomes of the disciplinary hearing in line with the constitutional body's jurisdiction. The panel may wish to call on 'expert' witnesses for advice. If the outcome of the hearing is unacceptable to either party they have the right to appeal.



Appeal procedure

If either party wishes to appeal against the outcome of the disciplinary hearing they should set out the grounds on which they wish to appeal in writing. This letter should be sent to the Club Chairman within 14 days of the outcome of the initial hearing being known. An appeal should be granted where there is a “strong arguable case” that either:-

- relevant information was ignored or not considered by the original panel; or
- the disciplinary process was tainted by unreasonable bias or conflict of interests; or
- the provisions of the disciplinary procedure were not adhered to; or
- the original panel exceeded its jurisdiction.

The Committee must appoint an independent appeal panel to consider the appeal, none of whom have had any prior involvement in the matter. The appeal panel should be constituted along the same principles as the hearings panel outlined above. The Chairman of the appeals panel should convene a hearing of the appeals panel in a timely manner and, in consultation with the other panel members, will decide the conduct of the proceedings. If appropriate he may request written submissions and the appeals panel may or may not require the parties to be attend. If they do attend the accused has the right to be accompanied. Discussions should be well documented. The outcome of the appeal panel, with sufficient reason to explain the outcome will be communicated to all parties within 14 days of the appeal panel hearing. Recommendations on the outcome of the hearing and any disciplinary actions will be sanctioned by the Committee. The outcome of the appeal will be final.

Sanctions

Where disciplinary action is found to be necessary the following sanctions may be used, which may be time limited or permanent and hold implications for any future breach of conditions:

- Verbal warning
- Written warning
- Restrictions on use of club equipment/times spent at club
- Temporary/permanent suspension from office/club
- Referral to British Rowing

This list is not exhaustive but is intended as a guide. The panel reserve the right to recommend the level of sanction it feels is appropriate according to individual circumstances. Any sanctions will be actioned in writing by the Committee.



Document Control

Document Control		
Date	Description	By Who
15/02/2025	Updated to merge numerous existing safety documents into one; reviewed by SC	HR / JB / SC