



FREDERICTON ROWING CLUB MEMBERSHIP POLICY

Effective date	May 24 th , 2023
Archived date	-
Date last reviewed	May 24 th , 2023
Scheduled review date	Annually by 1 st March
Replaces and/or amends	Draft Ver 1.1 dated 29 th March 2023
Approved by and date	Board of Directors May 24 th , 2023
Appendix(-ces) to this Policy	Appendix A: Membership Application/Renewal Form Appendix B: Membership Disclosure Form
Reference(s)	1. Fredericton Rowing Club Letters Patent (Ref. No. 022563 dated 9 th , April 1986) 2. Fredericton Rowing Club By-Law No.1 dated November 30 th , 2022) 3. Fredericton Rowing Club Safe Sport and Code of Conduct Polices (Ver 2.0 dated March 12 th , 2023 4. Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS Ver 6.0 dated May 31 st 2022)

BE IT ENACTED as the Membership Policy (herein referred to as the **Policy**) of the Fredericton Rowing Club (herein referred to as the **FRC** or **Club**) as follows:

Definitions & Abbreviations

In this policy, pursuant to and in addition to all other definitions defined in the Fredericton Rowing Club By-Law No.1 (herein referred to as the **By-Law**), unless the context otherwise requires:

“CARA” means Canadian Amateur Rowing Association and refer to as RCA

“Come Try Event” means a promotional rowing event hosted by a club or an association to promote rowing within their communities. First-time participants are invited to try rowing in a safe setting and supervised by certified coaches. Come Try Events are officially registered with RCA via the RCA WRS. Come Try Events are not races, regattas or training camps.

“membership dues” shall mean such dues as are determined by the FRC for membership in the FRC in accordance with the By-Law and this policy. (Based on RCA/CARA terminology).

“participation fees” shall mean such fees as are determined by the FRC, the PRA and RCA for participation in sport programs as Registered Participants in accordance with the By-Law and this policy. (Base on RCA/CARA terminology).



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“participant” in the context of this document only to maintain consistency of RCA use of participant in the CARA By-Laws and RCA WRS, means an individual who is eligible to register as a rower in a program offered by an RCA sanctioned rowing club in the RCA WRS. Not to be confused the use of “participant” under the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS).

“PRA” means Provincial Rowing Association

“RCA” means Rowing Canada Aviron, formerly as Canadian Amateur Rowing Association (CARA), which is the National Sport Organization governing body for rowing in Canada

“RCA WRS” means Rowing Canada Aviron Web Registration System

“registered participant” shall mean an individual who is required to be registered with CARA in accordance with Section 7 of the CARA By-Laws (RCA/CARA definition) and have paid applicable participation fees.

“rowing club” shall mean any club which is carrying on an athletic program whose purpose is to promote one or more sports, one of which is rowing (RCA/CARA definition).

“quid pro quo” means a favor or advantage granted or expected in return for something.

“sponsor” means a Category ‘A’ member of the FRC who is in good standing and has been approved by the Board to act as a reference for other apply members, nominated directors, and/or visiting RCA registered participants (visiting rowers).

“UCCMS” means Universal Code of Conduct to Prevent and Address Maltreatment in Sport

“volunteer” means an individual who, through their own free will and choice, has agreed to engage and/or support in activities of the rowing club, so as to produce a positive effect absent of any quid pro quo. Volunteers can be rowers and non-rowers. Non-rower need only to be registered in RCS WRS under a specific role. Rowers that are also volunteers are registered under a specific role and as registered participant in a rowing program(s).

1. PURPOSE

Pursuant to the By-Law, this policy provides amplifying governance for application, screening, renewal, acceptance and approval of membership in the FRC and visiting rowers to the FRC.

2. GENERAL REQUIREMENTS

All applications for membership are pursuant to the By-Law for application, screening, expiry, renewal, acceptance and approval by the board. Individuals apply for membership using the membership



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application and screening forms provided in Appendices A and B. Members must renew the above requirements annually.

Registering in the RCA WRS for any PRA or FRC program or role, past, future or present does not constitute a membership in the FRC until the required application and disclosure forms have been completed, signed, accepted, processed and approved by the FRC Board of Directors.

Members can be rowers (participants) or non-rowers and must pay the required prescribed FRC membership dues. All rowers must be registered participants for a program in the RCA WRS and must pay the required FRC, RCA and PRA (if applicable) participation fees, have read and agreed to the RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT in the RCA WRS.

Non-rowers are individuals who do not wish to row, but are interested in supporting, encouraging, and promoting the mission, vision and values of the FRC, including volunteers, coaches, officers, directors, umpires, employees. Parents and guardians of rowing members under the age of 19, are welcomed as non-rowing members, and are encouraged to take an active role in the FRC.

All non-rowers must be registered and approved for a specific role in the RCA WRS, have read and agreed to the RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT in the RCA WRS. There is no participation fee for non-rowers.

Upon approval of an FRC membership, the board shall enter the individual into the RCA WRS and the FRC's corporate membership register. Upon termination, or expiry (non-renewal) pursuant to the By-Law, the individual shall be stricken from the FRC's corporate membership register.

Members may resign at any time by submitting their resignation in writing to the Secretary. Only under extenuating circumstances will fees paid to the Club be refunded if a member resigns.

Members can use the FRC facilities and equipment for the purposes determined by the board and approved by the board.

Pursuant to the By-Law, the board will have the membership notified when their memberships are due for renewal and new membership can be applied for.

3. OBLIGATIONS OF MEMBERS

Members are expected to abide by provincial legislation and acts, all FRC By-laws, policies and procedures including commonly accepted standards for the workplace. These include UCCMS and SafeSport policies adopted by Rowing Canada Aviron and the Province of New Brunswick. Failure to do so may result in suspension or termination of membership. This expectation always applies whilst an individual is a member of the FRC or is representing the FRC in any capacity at any time.



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4. VOLUNTEER COMMITMENT

The FRC is a non-for-profit entity, which depends on volunteers. Volunteers are necessary to manage the affairs of the club by serving on the board of directors, officers, coaches, umpires, or helping with committee assignments. Volunteers also contribute to the overall operation of the FRC facilities, hosting events, maintaining equipment, supporting programs, and fund raising. Parents and guardians are welcomed and encouraged to support their participants and the FRC by volunteering.

5. MEMBERSHIP

Category "A" Membership

The purpose of this category is to provide the FRC a stable, dedicated, balanced and consistent core membership that is representative of the greater Fredericton community and to the extent possible, is in keeping with RCA Diversity and Equality Policy that reflects the FRC's vision and values.

These members can be rowers (participants) and/or non-rowers. Pursuant to the By-Law, this category is governed by the following:

Criteria:

- Open to rowers (registered participants) and non-rowers who have been category "B" member in good standing for at least two (2) consecutive years within the past five (5) years
- Successful completion, acceptance and approval of a membership application/renewal and disclosure forms
- Recommended by one (1) sponsor
- Complete any applicable level of screening in accordance with the FRC SafeSport Screening Policy that may be deemed necessary based on likelihood of regular interaction with youth and/or vulnerable individuals
- Approved as a registered participant and/or specific role with the FRC in the RCA WRS, as applicable
- Demonstrated clear and ethical commitment to the long-term goals and viability of the FRC, such as:
 - Promoting Mission, Vision and Values of the FRC
 - Consistent and selfless contributions to the FRC
 - fund raising
 - maintenance and cleanliness of facilities and equipment
 - regattas and events
 - assisting other programs (teamwork)
 - Proponent to Prevent, Report and Address Maltreatment in Sport in accordance with UCCMS, RCA and FRC Safe Sport Policies and Procedures



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Fees:

- Rowers and non-rowers shall pay the annual membership dues for Category “A” prescribed by the FRC Board of Directors
- Additionally, rowers shall pay applicable participation fees prescribed by the FRC Board of Directors to be a registered participant in RCA WRS for any FRC programs
- Additionally, rowers are required to pay RCA and PRA annual participation fees.

Renewal:

- Timely completion and successful acceptance of annual membership application/renewal and disclosure forms (Appendices A and B)
- Approval of the board

Rights and Privileges:

- Priority to be a participant in an FRC program when limited positions are available
- Only if available, the option to rent indoor or outdoor storage for a private rowing shell and sculls as may be enacted by the board from time to time and subjected to applicable storage terms, fees and agreements.
- Pursuant to the By-Law, right to attend and vote at any annual and special meetings of the members

Obligations:

- Attend Meetings of Members
- Adhere to and promote compliance of the By-Law, policies, process and procedures of the FRC
- Notify the FRC of any changes in contact information (email, phone and mailing address)

Category “B” Membership

The purpose of this membership is to provide as much access to the sport of rowing, as equipment, facilities and qualified personal can safely permit, to individuals and/or groups whose primary desire is just to row. This type of membership allows for the dynamic nature of various participant groups such as, but not limited to, Middle School, High School, Learn to Row, Novice, and University programs, all of which are temporary and short-term in duration. By default, new rowers and non-rowers start in this category of membership.

These members can be rowers (registered participants) or non-rowers. Pursuant to the By-Law, this category is governed by the following:



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Criteria:

- Successful completion, acceptance and approval of a membership application/renewal and disclosure forms
- Open to rowers (registered participants) and non-rowers
- Complete any applicable level of screening in accordance with the FRC SafeSport Screening Policy that may be deemed necessary based on likelihood of regular interaction with youth and/or vulnerable individuals
- Approved as a registered participant and/or specific role with the FRC in the RCA WRS, as applicable
- Compliance with all RCA, PRA and FRC by-laws, policies, processes and procedures

Fees:

- Rowers and non-rowers shall pay an annual membership dues for Category “B” membership, if prescribed by the FRC Board of Directors
- Additionally, rowers will pay applicable participation fees prescribed by the FRC Board of Directors Board to be a registered participant in RCA WRS for any FRC programs
- Additionally, rowers are required to pay RCA and PRA annual participation fees.

Renewal:

- Timely completion and successful acceptance of annual membership application/renewal and disclosure forms (Appendices A and B)
- Approval of the board

Rights and Privileges:

- Only if available, option for winter storage of a private rowing shell and sculls as may be enacted by the board from time to time and subjected to applicable storage terms, fees and agreements.
- Pursuant to the By-Law, these members will not receive notice of annual or special meetings of members, unless specifically invited, but nevertheless not entitled vote

Obligations:

- Adhere to and promote compliance of the By-Law, policies, process and procedures of the FRC
- Notify the FRC of any changes in contact information (email, phone and mailing address)

6. VISITING ROWER

Visiting rowers are not members of the FRC.



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The FRC may accept a visiting rower (participant) under the following conditions:

- the visiting rower has paid in full any FRC visiting rower participation fee to the FRC;
- the visiting rower has been verified as a currently in good standing as a registered participant in RCS WRS under another rowing club;
- the visiting rower signs the applicable FRC form(s) and any additional waivers;
- the visiting rower is being sponsored by a registered sponsor;
- the visiting rower demonstrates to the satisfaction of their sponsor their competence to use FRC equipment, and knowledge of FRC safety policies and ability to assess the local on-water climatic and environment conditions to the satisfaction of the sponsor prior to going on the water; and
- the visiting rower's name, RCA number, phone number and address are recorded in the FRC logbook.

Notwithstanding, the Board retains the authority to accept or deny a visiting rower's request to row at the FRC.

7. "COME TRY EVENT" PARTICIPANTS

"Come Try Event" participants are not members of FRC.

Once RCA approves the "Come Try Event" it will be live in the Web Registration System (WRS) and will have a unique URL that is to be used for participant registration.

All participants shall be registered through the RCA WRS and pay the prescribed participation fees to the FRC. During the registration process, participants will be required to complete the RCA waiver form. If it is not possible for a person to register through RCA WRS, participants must complete a paper version of the waiver prior to participating in the event.



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Appendix A – Membership Application/Renewal Form

Note: Individuals who are applying to membership with Fredericton Rowing Club must complete this Application Form. Individuals need to complete this form every year to renew their membership.

NAME:

First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

EMAIL: _____ **PHONE:** _____

WHY ARE YOU APPLYING FOR OR RENEWING MEMBERSHIP AND WHAT DO YOU ANTICIPATE YOUR OVERALL COMMITMENT TO FRC WILL BE BESIDES JUST ROWING? (This will guide what type of membership and program will best balance your needs with those envisioned to achieve the FRC's overall sustainment)

By signing this document below, I agree to be subject to and adhere to the policies and procedures of the Fredericton Rowing Club and Rowing Canada Aviron, including but not limited to the *Code of Conduct and Ethics, Conflict of Interest Policy, Privacy Policy, and Screening Policy*. Policies are located at the following link: <https://rowingcanada.org/safe-sport/>

I understand that I may be subjected to and must pass certain screening requirements depending on the type of membership sought, as outlined in the *Screening Policy*, and that the Screening Committee will determine my eligibility for membership.

NAME (print): _____ **DATE:** _____

SIGNATURE: _____



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Appendix B – Membership Disclosure Form

(PERSONAL and CONFIDENTIAL when completed)

Note: Individuals who are applying to membership with Fredericton Rowing Club must complete this Disclosure Form. Individuals need to complete this form every year to renew their membership.

NAME:

First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

CLUB (if applicable): _____ **EMAIL:** _____

Note: Failure to disclose truthful information below may be considered an intentional omission and may result in the suspension and/or termination of membership or other privileges

1. Have you been convicted of a crime? If so, please complete the following information for each conviction. Attach additional pages as necessary.

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

2. Have you ever been disciplined or sanctioned by a sport governing body or by an independent body



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(PERSONAL and CONFIDENTIAL when completed)

(e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? If so, please complete the following information for each disciplinary action or sanction. Attach additional pages as necessary.

Name of disciplining or sanctioning body: _____

Date of discipline, sanction or dismissal: _____

Reasons for discipline, sanction or dismissal: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

3. Are criminal charges or a statement of claim or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? If so, please complete the following information for each pending charge or sanction. Attach additional pages as necessary.

Name or Type of Offense or Claim: _____

Name and Jurisdiction of Court/Tribunal: _____

Name of disciplining or sanctioning body: _____

Further Explanation: _____

4. Are you currently or have you ever been the subject of a SafeSport/UCCMS complaint? If so, please provides details as to the status and/or outcome for each complaint. Attach additional pages as necessary.



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PRIVACY STATEMENT

By completing and submitting this Disclosure Form, I consent and authorize Fredericton Rowing Club to collect, use and disclose my personal information, including all information provided on the Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of the *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial Rowing Associations, Clubs, and other organizations involved in the governance of sport. Fredericton Rowing Club does not distribute personal information for commercial purposes.

CERTIFICATION

I hereby certify that the information contained in this Disclosure Form is accurate, correct, truthful and complete.

I further certify that I will immediately inform Fredericton Rowing Club of any changes in circumstances that would alter my original responses to this Disclosure Form. Failure to do so may result in the withdrawal of membership privileges and/or disciplinary action.

NAME (print): _____

DATE: _____

SIGNATURE: _____