

The Council for Oxford University Rowing (“COUR”)

Constitution and objectives

1 Objective

- 1.1 To be the representative body and single point of contact, to the University for the sport of rowing at university and college level.

2 *Compliance (see Appendix)*

- 2.1 *COUR is the University sanctioned executive authority for the overseeing of all safety matters concerning rowing within the University. All safety issues on which COUR makes a ruling shall be binding.*

3 COUR members

- 3.1 Senior Members and one other nomination by the respective Senior Member¹ from each of:

- OUBC
- OUWLRC
- OUWBC
- OURC²
- OULRC

- 3.2 ARA representative of COUR

- 3.3 Oxford University Area Safety Officer (Sport)

- 3.4 The Sabbatical Officer for Rowing.

- 3.5 The Director of Sport.

- 3.6 2 co-opted members (at the discretion of full members, as needs dictate)

- 3.7 A meeting will not be held that is not quorate. A quorum will exist provided at least five of the above members are present, excluding nominated or co-opted members.

4 Status of COUR

- 4.1 Advisory only with the exception of Health & Safety matters for which COUR operates in an executive capacity as well as advisory.

- 4.2 Individual clubs retain their separate respective identities and responsibilities for all operations, including the primary responsibility for fulfilling their own Health & Safety regulatory obligations, and remain directly accountable to Proctors via their individual Senior Members, in line with existing constitutional arrangements.

5 Modus operandi

- 5.1 Discussion on matters outlined in terms of reference (see below)

¹ Could be current student member of club or alumnus with detailed involvement in the sport

² For the OURC, the additional nomination should be the Secretary of OURC.

- 5.2 Co-option of resource to undertake specific projects and report
- 5.3 Request for individuals to present issues of interest for consideration by COUR
- 5.4 Recommendations to individual clubs or organising bodies within the sport in Oxford
- 5.5 Minutes will be made available to proctors as required.

6 Terms of reference

6.1 Health & Safety, including:

- Crisis action plans
- Risk assessments
- Self certification from individual clubs concerning ARA safety standards and University requirements
- Recommendation for external audit of standards where deemed necessary

6.2 Governance of individual clubs, including:

- Self certification from individual clubs concerning University requirements

6.3 Strategic oversight for rowing at Oxford, including

- Performance development
 - Standards of coaching
 - League tables of performance, including target setting
- Facilities
- Funding
- Marketing of rowing as THE sport at Oxford University and Oxford University as THE centre of [UK] rowing

6.4 Liaison with:

- University authorities and University sports department
- All OU and college boat clubs
- ARA and any other relevant regional, national or international organisations

7 Accountability

- 7.1 A verbal report will be made, termly via the Sports Strategy Committee and a written report annually to the Proctors which will provide a brief overview of the work of COUR over the previous 12 months and to the extent required, may include a financial account where COUR has had direct financial responsibility for receipt and disbursement of cash. The report should typically cover the period from 1 August XX to 31 July XY in the following year and be lodged with the Proctors by 31 October XY.

8 Funding

- 8.1 Amount and source to be determined as required by projects but starting position will be that individual clubs will fund their own costs or where more than one club is involved, share costs on a reasonable pro-rata basis, typically by reference to active membership numbers.
- 8.2 COUR may seek to levy a contribution from all clubs where the nature of a project which requires funding, is such that this is a reasonable and financially efficient way to finance that project.

9 Administration of meetings

9.1 Timing

- Arrange at same time as OUBC Trust meetings – Trust business will be first; Trustees will then leave, allowing COUR to continue or by arrangement.

9.2 Convening

- Sabbatical Officer for Rowing or their nomination.

9.3 Minutes

- Sabbatical Officer for Rowing or their nomination.

9.4 Chairmanship of meetings

- Chairmanship of the meetings shall be on an annual rotation between the Senior Members of the five Clubs or their nomination.

9.5 Agendas

- An agenda, together with other relevant papers will be circulated at least 48 hours in advance of any meeting. Papers not so tabled but brought to the meeting will only be admitted to the business of the meeting at the discretion of the Chairman.

10 Correspondence

- 10.1 Correspondence for the COUR should be addressed to Sabbatical Officer for Rowing, University Sports Centre, Iffley Road, Oxford, OX4 1EQ

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- 10.2 Notes, not forming part of the Constitution, which can be updated from time to time to reflect useful information pertaining to the running and operation of COUR

Note explaining modus operandi

A hybrid of an executive committee and a parliamentary select committee, that is fundamentally designed to be a positive force for development of the sport (n.b. not a regulator in its own right) while emphasising the requirement for safety standards in line with the governing body ("ARA") and governance standards in line with University requirements?]

Appendix

COUR provides an advisory role for (this club) and the other rowing clubs of Oxford University. It provides a forum for exchange of information between rowing clubs, for liaising and the sharing of information for major events, and other matters of common interest. It also, where appropriate, provides a forum for the presentation of matters of common interest in the rowing society to the University, and provides a common point of contact with the ARA.