



COMMITTEE ELECTIONS AND VOLUNTEER APPOINTMENTS POLICY

Adopted: 11 August 2026
Last Reviewed: 11 August 2026
Next Review Due: 11 August 2027

1. PURPOSE

Peterborough City Rowing Club relies on members and volunteers to support the running, development and delivery of its activities.

This policy sets out how committee roles and volunteer roles are elected, appointed, reviewed and, where necessary, vacated.

The purpose of this policy is to ensure that roles are allocated in a way that is fair, transparent, proportionate and consistent with the Club's constitution and values.

2. SCOPE AND RELATIONSHIP WITH THE CONSTITUTION

This policy applies to committee roles, appointed volunteer roles and task-specific volunteer roles that are not governed directly by the Club's constitution.

This includes:

- Chair of the Rowing Committee;
- Men's Captain;
- Women's Captain;
- appointed volunteer roles;
- task-specific volunteer roles;
- other voluntary roles supporting the Club's activities.

This policy does not govern elections or appointments to the Executive Committee, including trustees, honorary officers, the (Club) Chair, Secretary or Treasurer. Those roles are governed by the Club's constitution.

The Executive Committee retains overall responsibility for the administration and management of the Club in accordance with the constitution.

Where there is any conflict between this policy and the constitution, the constitution shall take precedence.

3. ROLE CATEGORIES

For the purposes of this policy, roles are divided into the following categories.

3.1 Constitutional Roles

These are roles governed by the constitution, including Executive Committee roles, trustee roles and honorary officer roles. These roles are outside the scope of this policy.

3.2 Elected Committee Roles

The following committee roles shall be elected under this policy:

- Chair of the Rowing Committee;
- Men's Captain;
- Women's Captain.

These roles are members of the Rowing Committee and are elected because they carry a representative mandate.

3.3 Appointed Volunteer Roles

Appointed volunteer roles are ongoing or recurring roles that support the running, governance, administration or delivery of Club activities. They are normally linked to a specific committee or working group and have a title and role description.

Roles that are not designated as elected roles under this policy shall normally be appointed rather than elected, unless the Executive Committee determines otherwise.

3.4 Task-Specific Volunteer Roles

Task-specific volunteer roles may include one-off tasks, short-term activities, regatta or event duties, shifts, or ongoing tasks delegated by an appointed volunteer role holder. A person carrying out a delegated task does not become an appointed volunteer role holder solely because the task is recurring, provided that responsibility for the area remains with the appointed role holder.

4. ELECTED COMMITTEE ROLES

4.1 Term, Timing and Handover

Elections for the Chair of the Rowing Committee, Men's Captain and Women's Captain shall normally be held during the first two weeks of September each year.

These elections are aligned to the rowing season rather than the Club's Annual General Meeting, so that elected role holders are in place before the start of the winter training period and can support planning for the forthcoming season.

Outgoing role holders are expected to provide a reasonable handover to their successor. Handover should normally take place between the election and the incoming role holder taking office on 1 October.

Elected role holders shall normally take office on 1 October and shall hold office until 30 September the following year, unless otherwise stated in the election notice.

4.2 Eligibility to Stand

Candidates for Chair of the Rowing Committee, Men's Captain and Women's Captain must be:

- current Club members in good standing;
- aged 18 or over when nominations close;
- willing and able to fulfil the role for the forthcoming season;
- not subject to any safeguarding, disciplinary or other restriction that would make the role inappropriate.

A person may stand for more than one elected committee role, provided they meet the eligibility criteria for each role.

A person may only hold one elected committee role under this policy at a time.

Where a person is elected to more than one elected committee role, they must choose which role to accept.

Any other role to which they were elected shall be treated as vacant and dealt with under section 4.13. The role shall not automatically be offered to the next placed candidate.

4.3 Eligibility to Vote

Chair of the Rowing Committee Election

Voting in the election for Chair of the Rowing Committee shall be open to all Club members aged 18 or over at the time of the election.

Men's Captain and Women's Captain Elections

Men's Squad and Women's Squad refer to the Club's recognised adult rowing groups for the purposes of Captain representation. Each rowing group may include a number of sub-squads, crews, independent rowers, coxes and coaches. Each Captain should be elected by the rowing group they represent.

A Club member is eligible to vote in a Captain election if, at the date nominations close, they have been actively involved with the relevant group for at least eight weeks and intend in good faith to remain involved with that group in the forthcoming season.

Active involvement includes rowing, coaching or coxing within the relevant group.

A person may be eligible to vote in both Captain elections where they meet the eligibility criteria for both the Men's Squad and Women's Squad, for example: because they are actively involved with both groups as a cox or coach, or because they row in one group but cox or coach the other.

A squad may include members from both groups, such as in development squads. Membership of a mixed or cross-group squad does not, by itself, entitle a person to vote in both Captain elections.

Independent rowers who are not part of a regular squad or crew can vote in the Captain election for the group with which they are ordinarily associated.

Any questions or concerns over eligibility should be raised under section 4.12 of this policy.

4.4 Notice of Election

At least 21 days' notice shall be given of any election under this policy. The election notice shall include sufficient information about the roles to be elected, term of office, eligibility to stand and vote, nomination process, election meeting details, voting method, and how eligibility queries should be raised.

4.5 Nominations

Nominations shall normally be made using the nomination form posted at the Club. The nomination form shall state the role(s) being elected and the nomination deadline.

Nominations must be received at least 14 days before the election.

Each nomination must include:

- the candidate's name;
- the candidate's signed or initialled confirmation that they consent to stand;
- the name and signature or initials of a nominator.

The nominator must be eligible to vote in the relevant election.

4.6 Withdrawals

A candidate may withdraw from an election by notifying the Election Chair before voting begins.

If a withdrawal means that only one eligible candidate remains, the remaining candidate shall not automatically be declared elected. The Election Chair shall decide the fairest way to proceed, which may include declaring the remaining candidate elected unopposed, reopening nominations, rescheduling the election, or referring the matter to the Executive Committee, having regard to fairness, timing, whether eligible voters had a reasonable opportunity to nominate candidates, and the needs of the Club. Where there is any allegation of pressure, manipulation, bad faith or conflict of interest, the matter shall be referred to the Executive Committee for decision.

4.7 Candidate Statements, Speeches and Questions

Each candidate may submit a written candidate statement of no more than 300 words, to be submitted by the nomination deadline. The Election Chair will circulate the statements at least 7 days before the election.

At the election meeting, each candidate may make a speech of no more than 3 minutes.

The Election Chair may allow questions where it can be done fairly and respectfully. The Election Chair may set reasonable time limits, decide how questions are to be put to candidates, and ensure that candidates have a fair opportunity to respond. Candidates should aim to keep their responses to under 1 minute.

The Election Chair may refuse or stop any question that is personal, irrelevant, discriminatory, hostile, repetitive or inconsistent with Club policies.

4.8 Chairing the Election

Election meetings shall be chaired by a member of the Executive Committee appointed for that purpose.

The Election Chair must not be a candidate and must not have a material conflict of interest.

The Election Chair shall be responsible for ensuring that:

- the election is conducted fairly;
- the election follows this policy;
- only eligible voters participate;
- candidates are treated equally;
- the result is declared and recorded.

4.9 Voting Method

Where only one eligible candidate is nominated for a role and no withdrawal issue arises under section 4.6, that candidate shall be declared elected unopposed.

Where there are two candidates for one role, the election shall be decided by simple majority of eligible voters voting in that election.

Where there are three or more candidates for one role, the election shall be decided using the Alternative Vote system. Voters may rank candidates in order of preference. Voters do not have to rank every candidate. If no candidate has more than half of the valid first-preference votes, the lowest-placed candidate is eliminated and their votes are transferred to the next available preference. This continues until one candidate has more than half of the continuing valid votes.

A ballot shall remain valid so long as the voter's intention is clear. Voting shall take place in person at the election meeting. Contested elections shall be conducted by secret ballot.

4.10 Counting Votes and Ties

Votes shall be counted under the supervision of the Election Chair, who may appoint a suitable person to conduct the count on their behalf. The count shall be conducted and checked by at least two people who are not candidates, nominators, close connections of candidates, or otherwise materially conflicted.

Each candidate may observe the count or nominate one observer. Observers must not handle ballot papers or interfere with the count.

In the event of a tie, the Election Chair may require a further ballot. If the tie remains unresolved, the result shall be determined by drawing lots.

Ballot papers and tally sheets shall be sealed, labelled, retained until the challenge period has expired, and then securely destroyed unless needed for a challenge or other valid reason.

4.11 Challenges to Election Results

A candidate or Club member who was eligible to vote in the relevant election may challenge an election result only where they believe there has been a material irregularity that could reasonably have affected the result.

Any Club member may provide information to the Executive Committee about a possible material irregularity in the conduct of an election. The Executive Committee may treat that information as a challenge to the result if it considers this appropriate. A challenge must be submitted in writing to the Executive Committee within 7 days of the result being declared and must set out the grounds or relevant information.

The Executive Committee may decide that the result should stand, the votes should be recounted, the election should be re-run, or another proportionate step should be taken. The result shall remain valid unless and until the Executive Committee decides otherwise. The Executive Committee's decision shall be final for the purposes of the election.

4.12 Eligibility Queries and Review

Any person who is unsure whether they are eligible to vote, or who believes another person's eligibility requires clarification, should contact the Chair of the Rowing Committee before voting opens.

The Chair of the Rowing Committee shall determine ordinary eligibility queries in accordance with this policy. Where the Chair of the Rowing Committee has a conflict of interest, or where the query relates to the election of the Chair of the Rowing Committee, the matter shall be referred to the Election Chair. A perceived conflict of interest may be treated as a conflict for this purpose where this is necessary to maintain confidence in the election.

Where a person disagrees with an eligibility decision, they may request a review before voting opens. The review shall be carried out by the Election Chair, or by another Executive Committee member where appropriate. The review decision shall be final for the purposes of that election.

A person who does not meet the eligibility criteria shall not be issued with a ballot paper for that election. Where a person seeks to vote and their eligibility is disputed, the Election Chair shall determine whether they may vote, taking into account any

prior decision made under this section. The Election Chair's decision shall be final for the purposes of the election.

Any challenges to an election result on the basis of eligibility should be raised under section 4.11.

4.13 Vacancies and Handover

Where an elected committee role becomes vacant during the season, or where a vacancy arises before or immediately after the role holder takes office, the Executive Committee may call a by-election or appoint an interim role holder.

In deciding which approach to take, the Executive Committee may consider how much of the term remains, the urgency of the role, the availability of suitable volunteers, and the needs of the Club.

Section 4.1 will still apply such that the new role holder's term will end on 30 September unless a shorter term is otherwise determined by the Executive Committee.

Outgoing role holders are expected to provide a reasonable handover to their successor where possible.

5. APPOINTED VOLUNTEER ROLES

5.1 Appointment Process

Roles that are not designated as elected roles under this policy shall normally be appointed under the authority of the Executive Committee.

The Executive Committee may delegate responsibility for coordinating volunteer appointments to a Volunteer Coordinator or other suitable person.

Members, committees, working groups or role holders may identify or recommend volunteers for appointed roles. The Volunteer Coordinator, or the Executive Committee where appropriate, shall confirm the appointment.

The Club may invite expressions of interest for appointed roles.

When making or confirming appointments, the Volunteer Coordinator or Executive Committee may consider the person's suitability, availability, relevant skills or experience, any required checks or training, conflicts of interest, other roles already held by the person, and the needs of the Club.

Where more than one suitable person volunteers for an appointed role, the Volunteer Coordinator or Executive Committee may appoint one person, divide responsibilities, create deputy or assistant roles, invite the volunteers to work together, or use another fair and transparent process.

5.2 Term and Review

Appointed volunteer roles shall normally be reviewed annually in August.

The August review should confirm which role holders wish to continue, which roles are vacant, whether role descriptions remain accurate, and whether any appointed roles should be added, removed, split or combined.

An appointed role holder may continue in role by agreement, but continuation should not be assumed without review or confirmation.

Following the annual review of appointed volunteer roles, the Club may provide an update at or after the September election meeting confirming which appointed role holders are continuing, which roles are vacant, and where expressions of interest are invited. This update is for transparency and coordination and does not make appointed roles elected roles unless the Executive Committee determines otherwise.

5.3 Role Descriptions, Vacancies and Handover

Each appointed volunteer role should have a written role description.

Role descriptions should set out the purpose of the role, main responsibilities, expected term or review cycle, reporting line, key relationships, and any required training, checks or qualifications.

Where an appointed volunteer role becomes vacant during the year, the Volunteer Coordinator or Executive Committee may appoint or confirm a replacement, or interim role holder, at any time.

Outgoing role holders are expected to provide a reasonable handover to their successor where possible.

6. TASK-SPECIFIC VOLUNTEER ROLES

Task-specific volunteer roles may be allocated by the relevant role holder, committee or event organiser, or self-selected by volunteers where the Club uses a rota, sign-up sheet or similar process.

These roles shall last for the duration of the relevant task, event, project, rota period, shift or activity, unless ended earlier by the volunteer or by the person responsible for that activity.

Task-specific roles generally do not require annual appointment or review. Where a task-specific role relates to an ongoing delegated task, the role holder responsible for the activity should check in with the task-specific volunteer at least annually to confirm that the arrangement is still working, that the volunteer is willing to continue, and that any support, safety or training needs have been considered.

The Club may reallocate or end a task-specific role at any time where this is necessary for operational, safety, safeguarding, conduct or welfare reasons.

Where a delegated task becomes a standalone role, involves coordinating other volunteers, carries significant responsibility, or should be recognised as part of the Club's formal structure, the Volunteer Coordinator or Executive Committee may treat it as an appointed volunteer role.

7. SUPPORTING VOLUNTEERS AND DEALING WITH CONCERNS

The Club recognises that volunteers give their time to support the Club and should be supported to carry out their roles effectively.

Where a role holder is finding a role difficult, is unable to give the time required, or where there are concerns about how a role is being carried out, the Club's preference is to address this through early discussion, support and practical adjustments where appropriate.

The Executive Committee, Volunteer Coordinator, relevant committee or relevant role holder may work with the volunteer to clarify expectations, provide guidance, agree support, adjust duties, arrange handover, or identify whether another role would be more suitable.

Concerns about the performance, conduct, availability or suitability of a role holder should be handled in accordance with the Club's Disciplinary and Grievance Policy. Where the concern is primarily about performance, availability or fulfilment of the role, and does not involve alleged misconduct or a safeguarding concern, the matter should be managed informally where possible in the first instance.

Removal from an elected committee role shall require a decision of the Executive Committee.

Removal from a role does not necessarily affect the person's Club membership.

8. GENERAL PROVISIONS

Anyone involved in administering this policy must declare any material conflict of interest. A person with a material conflict of interest should not make decisions in relation to that matter unless the Executive Committee determines that the conflict can be appropriately managed.

The Club shall keep appropriate records of elections and appointments, including ballot retention where needed for any challenge.

This policy shall be applied consistently with the Club's equality, safeguarding, safety and data protection obligations.

This policy shall be reviewed annually by the Executive Committee. It may also be reviewed earlier if the Club's constitution is amended, the Club's governance structure changes, election or appointment disputes reveal a gap in the policy, or relevant legal, safeguarding or governing body requirements change.

APPENDIX 1: QUICK GUIDE

This quick guide summarises the usual process. It does not replace the full policy.

Elected Committee Roles

The following roles are elected under this policy:

- Chair of the Rowing Committee;
- Men's Captain;
- Women's Captain.

The Chair of the Rowing Committee is elected by Club members.

The Men's Captain and Women's Captain are elected by members who are actively involved with the relevant adult rowing group and meet the eligibility criteria in the policy.

Elections are held during the first two weeks of September. At least 21 days' notice must be given of an election.

Nominations are made using the nomination form posted at the Club. Nominations must be received at least 14 days before the election and must include the candidate's signed or initialled consent to stand and the name and signature or initials of an eligible nominator.

Candidates must be Club members in good standing, aged 18 or over, and willing and able to fulfil the role.

Candidate statements of up to 300 words are circulated at least 7 days before the election. Candidates may also make a speech of up to 2 minutes at the election meeting.

Voting takes place in person at the election meeting. Contested elections are by secret ballot. Where there are three or more candidates, the Alternative Vote system is used.

Elected role holders take office on 1 October and serve until 30 September the following year.

Appointed Volunteer Roles

Appointed volunteer roles are ongoing or recurring roles that support Club activities. Appointments are made under the authority of the Executive Committee and may be coordinated by the Volunteer Coordinator.

Appointed volunteer roles are reviewed annually in August.

Task-Specific Volunteer Roles

Task-specific volunteer roles include one-off tasks, short-term activities, and delegated ongoing tasks.

Where a task-specific role becomes a standalone role, involves coordinating other volunteers, carries significant responsibility, or should be recognised as part of the Club's formal structure, it may be treated as an appointed volunteer role.

Concerns and Support

The Club wants volunteers to be supported in their roles. Where possible, concerns should be addressed through early discussion, support and practical adjustments. Concerns about performance, conduct, availability or suitability should be handled in accordance with the Club's Disciplinary and Grievance Policy where appropriate.

APPENDIX 2: USUAL ANNUAL TIMETABLE

Timing	Action
August	Review appointed volunteer roles
At least 21 days before election	Election notice issued
At least 14 days before election	Nominations close
At least 7 days before election	Candidate statements circulated
First two weeks of September	Elections held. Update on appointed roles.
September	Handover between outgoing and incoming elected role holders
1 October	Elected role holders take office
November	AGM and constitutional elections, where applicable