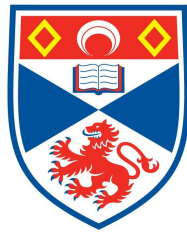




# University of St Andrews Boat Club:

## Club Policy Document



University of  
St Andrews

Boat Club

<b>Policy Name:</b>	<i>Club Steward Policy</i>
<b>Policy number:</b>	<i>SAU - 015</i>
<b>Jurisdiction (Type of policy):</b>	<i>Oversight, Governance, Strategy</i>
<b>Written by:</b>	<i>Matt Taylor</i>
<b>Edited/Seconded by:</b>	<i>Ed Woolgar</i>
<b>Date of last review:</b>	<i>December 2019</i>
<b>Last reviewed by:</b>	<i>Matt Taylor</i>
<b>Date for review:</b>	<i>September 2020</i>

This Policy seeks to:

- Define the Steward network and summarise methods of operational function for the scheme



## Core Policy Framework:

1. Vision & Mission
  - a. The network of Stewards aims to provide advice, support and assistance to the leaders of the University of St Andrews Boat Club, including the UStABC President, the Committee and the DoR
  - b. The Stewards are responsible for ensuring continuity and long term strategic adherence to ensure the development of performance rowing at UStABC
2. Appointment
  - a. Stewards should be appointed in the procedures outlined in the Constitution
  - b. Appointed Stewards should recognise outstanding, exceptional and continued service to the University of St Andrews Boat Club and when it is felt that individual could contribute further to the development of the sport at St Andrews
  - c. Appointment to the Stewards must be highly publicised (social media, website, HRR) in order to aid transparency, accountability and aspiration within the Club
3. Legitimacy, Credibility & Reputation
  - a. Full care and sensible caution should be exercised by Stewards to ensure they uphold the reputation of the body
  - b. The body needs to be seen to be relevant, transparent and beneficial to UStABC and UStABC primarily
  - c. Appointments must be carefully considered so as to not impede the operational function of the body or in any way, discredit the body or the work it does
  - d. UStABC must do their best to convey the respect and recognition that the Stewards deserve
4. Operations & Function
  - a. Stewards should remain in regular contact with the UStABC Committee via video conference calls
  - b. Objective Setting - Stewards, with UStABC input, should set long, medium and short term goals to ensure development and progress
  - c. Committee Mentoring - Stewards may be assigned to be responsible for certain Committee offices, including advice, support and handover/continuity assistance and to personally and professionally develop the student office bearers
  - d. Steward Portfolios - Stewards should have their own focus areas for short-medium term periods to ensure strategic progress
  - e. Honorary Appearances - Stewards should be utilised at dinners and BC events as speakers and 'Guests of Honour' to create prestige as well as aspiration within current membership to emulate their contributions to the Club
  - f. Strategic Advocacy - Stewards may contact external parties, such as NGBs or University bodies, on behalf of the UStABC (with the latter's permission) so as to bring extra gravitas or pressure if required



- g. Working Groups - Stewards may have their own working groups to focus on the pursuit, or progress on, a specific goal or issue
- h. Handover Coordination - Stewards should liaise with the Committee Elect during the transition period to agree upon individual goals and focuses, areas of strength and development
- i. Monthly Focuses - annually, on monthly rotation, the Stewards shall discuss different topics of importance, such as recruitment, finances, facilities
- j. Eden Fund - Stewards are responsible for the allocation of Eden Fund expenditure

**Example of monthly call Agenda (Chaired by Club Captain):**

1. 5 Minute summary of general Club updates from UStABC President (including competitions, morale, attendance reports, equipment)
2. Feedback from any Steward mentoring or working groups
3. Issues for discussion - followed by advice and suggestions/actions for progress
4. Monthly Focus - in depth, discussion and plan of action of strategically important topic
5. AOB
6. Round robin summary of actions

Steward	Responsibilities	Subsidiary Responsibilities	Current Focuses
Thomas Thomson	Vice Captain	Novice Programme	
Ben Reilly O'Donnell	Performance & Athlete Management	Competitions Selection Performance provision Coaching	Director of Rowing
Ollie Negus	Alumni Engagement	Eden BC Eden Fund	
Emmeline Reed	Culture	Training Environment Diversity & Inclusion Morale	EBC Redevelopment
Ed Woolgar	Communications & Strategy	Social Media Website Growth & Development Strategy	Boathouse



Subsidiary Responsibilities may include:

- Sponsorship & Donations
- Fundraising
- Governance & Oversight
- Committee
- Strategic Relationships
- Equipment
- Kit & Branding
- Financial management
- Policy & Constitution
- Continuity & Handover
- Administration
- Recruitment
- Eden Fund