

Sawbridgeworth Angling Society Handbook

Version. V1.2

Introduction

Welcome to the Sawbridgeworth Angling Society Handbook

It is with great pleasure that we extend a warm welcome to you within the pages of our official handbook. This handbook serves as a comprehensive guide to the values, policies, and rich tapestry of experiences that define the Sawbridgeworth Angling Society. Established in 1937, our society's roots delve into a time when the pursuit of angling encompassed not only the serene riverbanks but also the vastness of the open sea.

In 1991, we embraced a new chapter by acquiring the scenic lake at Hallingbury Road, Sawbridgeworth, transforming it into a haven for angling enthusiasts. This lake, once a dedicated trout haven for five years, now stands as a testament to our commitment to expanding fishing opportunities, housing a diverse population of course fish.

Our society is more than a collection of anglers; it is a community bound by a shared love for angling and a commitment to the conservation of our waters. Whether you're a seasoned member or a newcomer, this handbook is your key to unlocking the full potential of your angling journey with us.

The Purpose of This Hand Book

The primary purpose of this handbook is to provide members with a clear understanding of the Sawbridgeworth Angling Society's values, and operational guidelines.

As you flip through these pages, you'll discover the principles that guide us, the rules that govern our fishing waters and activities that make our society vibrant and engaging. We take pride in fostering a welcoming and inclusive environment where every angler can find their place, learn, and connect with fellow enthusiasts.

Sawbridgeworth Angling Society Statement

At Sawbridgeworth Angling Society, we are dedicated to ensuring the welfare of our members and the fish in our care. Our primary goal is to create an environment that promotes responsible angling and fosters a sense of community among our members.

Code of Conduct:

We strongly emphasize that any misconduct towards fellow members will not be tolerated. Such behavior will be subject to disciplinary procedures, and in severe cases, may involve the intervention of the Police and/or legal proceedings against the offender/offenders by the Club.

Fish Theft:

We consider fish theft a grave offense that jeopardizes the integrity of our community and the well-being of our aquatic residents. Any individual found removing fish without authorization will face an immediate ban from Sawbridgeworth Angling Society. Furthermore, such incidents will be promptly reported to the Environment Agency (EA) for investigation and potential legal prosecution related to fish theft.

Rules, Policies, and Constitution:

Sawbridgeworth Angling Society operates under a set of rules and policies that work in conjunction with our constitution. These guidelines are designed to enhance the welfare of our members and safeguard their interests, contributing to the overall well-being of our angling community and helping maintain a harmonious and respectful environment.

We believe in maintaining a respectful and responsible angling community, and your cooperation is crucial in achieving this goal.

Our policies and constitution can be found at the end of this handbook.

Bailiff Checks:

Please be aware that you can be asked to remove your tackle from the water at any time by one of our Bailiffs. This is done to check that hooks, baits, and/or rigs comply with society general and individual water rules. Failure to comply with this request may result in you having to leave the water immediately, and disciplinary action may be taken.

Sawbridgeworth Angling Society Rules

These Rules and Policies are enacted in accordance with clause No. 11 of the Constitution and as ratified at
AGM 2023

1. Membership shall be restricted to persons meeting any one of the following qualifications:-
 - (a) Residence within the area of Sawbridgeworth, High Wych, Hatfield Heath, Spellbrook, Matching Tye, Allens Green, Sheering, Great & Little Hallingbury and Hatfield Broad Oak.
 - (b) Persons residing outside these areas may, subject to the approval of the Committee, enjoy the privileges of membership (with the exception of voting rights and the right to retain the Society's trophies) by purchasing an Associate Membership card.
 - (c) That subject to exceptional circumstances, Associate Members having three or more years membership of the Society should be eligible for continuing full membership: provided that two thirds of the Committee vote in favour and that such members be limited to one per year.
 - (d) That all members shall hold a current and valid Environment Agency Rod Licence.
2. Waters other than the Club Lake designated as "Day Ticket Waters" may be fished by non-members on purchase of a Day Ticket and that the Rules and Policies of the Society are strictly observed. The price to be determined at the AGM.
3. Membership cards and Day Tickets must be shown on demand to Bailiffs, Officers and Members of the Society.
4. Annual subscriptions shall be as agreed at the AGM and be printed on the current membership cards.
5. With the ever increasing and varied uses of the towpaths, members are requested to act at all times in a courteous manner with other users and not to act in a manner liable to bring the Society into disrepute.
6. Banks and Towpaths are to be kept free of litter. No fires are to be lit or damage done to banks, towpaths and adjacent meadows etc. Gates are to be kept closed. Any member contravening this rule may be liable to sanctions or even prosecution.
7. No fish are to be taken away. No live fish are to be used as bait and no fish are to be kept in a keepnet for more than four hours except in designated club matches.

General rules

- 1: No fires
- 2: All rubbish must be taken home with you including cigarette butts
- 3: No radios or loud noise that would cause disturbance to other anglers
- 4: No fishing guests allowed
- 5: Please protect all wildlife

Lake Rules

- 1: No night fishing or access to the lake at night. Refer to open/close times on the notice board.
- 2: No loose feeding of boilies. No Spods, Spombs or bait boats. No artificial baits. No livebaits
- 3: Fish from a designated peg only
- 4: A Minimum 20 inch landing net is required by all members when fishing the lake.
- 5: Appropriate unhooking mats must be used by every angler (match or carp)
- 6: Fish care solutions to be carried and used when required
- 7: Mainline braid can be used but must be balanced with the hook length
- 8: No fixed leads of any kind, in-line or free running leads and feeders only (No lead clips)
- 9: Barbless or micro barb hooks only
- 10: Anglers must be within 3 metres of their rods at all times
- 11: Only one rod to be used if surface fishing , no other rods to be used.
- 12: No removing fish from the lake.
- 13: No dogs (unless authorized)
- 14: No taking of drugs or drinking alcohol at the lake (Refer to the Drugs & Alcohol Policy in appendix)

Mats , Nets & Fish Care will be checked regularly by the society bailiffs.

Failure to adhere to these rules could lead to disciplinary action against the respective member.

Lake Safety Information

The committee reserve the right to cancel or suspend fishing due to adverse weather conditions or any other safety consideration.

1. Look out for and abide by any safety notices or warning signs – they are there to protect you.
2. Children under the age of 16 must always be accompanied by an adult.
3. Please make yourself familiar with the lifesaving equipment before fishing.
4. To avoid slipping please wear appropriate footwear with a good grip.
5. When the water level is low, avoid areas of soft ground and hazards which may become exposed.
6. Keep rods and lines away from overhead power cables.
7. No swimming in the lake.
8. In a thunder/lightning storm, members should stop fishing due to a high risk of conductivity through the rod/pole.
9. Always check your surroundings when back-casting.

Health and Safety Statement

As a member of the Sawbridgeworth Angling Society, it is imperative that all members adhere to health and safety rules and regulations. This includes the responsibility to look out for one another while engaging in angling activities. Each member is accountable for maintaining a safe environment for themselves and their fellow anglers.

Rules and Regulations:

Our official rules and regulations outline the expected conduct and practices while engaging in angling activities. These rules are designed to minimize risks and promote safe behavior among our members. It is imperative that all members familiarize themselves with these guidelines and always adhere to them.

Safety Notices:

Throughout our angling sites, you will find safety notices strategically placed to provide essential information on potential hazards, emergency procedures, and safety precautions. These notices are crucial for staying informed and prepared during your angling outings. Please take the time to read and understand them thoroughly.

Policies:

Our policies reflect our commitment to maintaining high standards of health and safety within the society. These policies cover various aspects, including equipment usage, emergency response protocols, and member responsibilities. We encourage all members to review these policies regularly to ensure compliance and contribute to a culture of safety.

By following our established rules, paying attention to safety notices, and adhering to our policies, each member plays a vital role in fostering a safe and enjoyable angling experience for all. For Health and Safety reasons the club has banned the consumption and possession of all alcohol and recreational drugs at our lake or any society fishing event.

Notice to all Members.

Guests:

Each member is allowed to bring a non-fishing family member to our Lake. However, we encourage members to consider the potential impact on the angling experience of fellow members. Non-fishing family members are expected to adhere to the same ethical and environmental standards as our members. Please ensure that your guests respect the rules and regulations of the Sawbridgeworth Angling Society.

GATE & CAR PARK ACCESS:

Access to the car parks is granted through the Club's combination locks. The access code is conveniently printed on your membership card. Please note that the code may be changed if deemed necessary. It is essential to ensure that the gate is never left open, and the access code should never be shared with anyone else. Failure to follow these guidelines could result in disciplinary action.

BAILIFFS REPORTS :

All bailiff's are asked to report all incidents which break the society rules, including individual water rules. These reports are written and include details which are available to the bailiff including, location, date/time, membership no(s) and offence(s). These reports do not necessarily invoke a disciplinary hearing, but can be held on file, to be considered if other offences are committed.

Membership Application Process:

Membership Management

At the heart of the Sawbridgeworth Angling Society is a robust and inclusive membership management system designed to embrace the angling community within our geographic reach while extending the opportunity for participation to those residing outside these areas. We allow up to 350 members to join our society, ensuring a balanced and enjoyable angling experience for all. Changes to membership numbers for the coming season will be submitted to a vote at the Annual General Meeting (AGM).

The Sawbridgeworth Angling Society membership application process is structured to ensure fair access and community engagement. Initially, membership is offered to individuals from the waiting list who meet the following criteria:

Membership is prioritized for individuals residing within the geographic areas of Sawbridgeworth, High Wych, Hatfield Heath, Spellbrook, Matching Tye, Allens Green, Sheering, Great & Little Hallingbury, and Hatfield Broad Oak.

In the event of spare memberships becoming available, individuals residing outside of these areas may, subject to Committee approval, can enjoy the privileges of membership through the purchase of an Associate Membership card. It's important to note that Associate Memberships do not include voting rights or the right to retain the society's trophies.

Membership Duration:

Membership with the Sawbridgeworth Angling Society runs from June 16th to June 15th each year. New memberships are offered annually as the new season commences. This annual renewal system ensures a cohesive and organized approach, allowing members to collectively embrace the start of a new angling season.

We believe that this membership structure not only fosters a sense of community among local anglers but also welcomes enthusiasts from broader regions who share our passion for responsible angling and environmental stewardship.

As you embark on your membership journey with the Sawbridgeworth Angling Society, we extend our warmest welcome. Whether you're a resident angler within our local areas or an Associate Member joining us from afar, your presence contributes to the diversity and vibrancy of our angling community.

Communication Protocols

Effective communication is the lifeblood of our vibrant angling community at the Sawbridgeworth Angling Society. We employ a multi-faceted communication approach to keep our members well-informed, engaged, and connected. Through our various channels, we aim to provide timely updates, share important information, and foster a sense of community among our members.

1. Website:

Our official website serves as a central hub for information about the Sawbridgeworth Angling Society. Regularly updated, the website features announcements, event details, membership information, and important notices. Members are encouraged to explore the site for the latest news and resources related to our society.

2. Facebook:

Social media is a powerful tool for building and sustaining community connections. Our Facebook page is a dynamic space where members can engage in conversations, share their angling experiences, and stay updated on upcoming events. We encourage active participation, discussions, and the sharing of photos and stories that contribute to the rich tapestry of our angling community.

3. Site Notice Board:

For those who prefer traditional forms of communication, our on-site notice board provides a physical space for important announcements, event posters, and community updates. Located prominently at our angling sites, the notice board is a tangible reminder of the happenings within the Sawbridgeworth Angling Society.

This multi-pronged communication strategy ensures that our members can choose the platform that best suits their preferences while staying well-connected with the society. Whether you prefer the convenience of online platforms or the familiarity of an on-site notice board, we are committed to providing information that enhances your angling experience.

We encourage all members to actively participate, share their insights, and stay engaged with our communication channels. Together, we build a stronger and more connected angling community within the Sawbridgeworth Angling Society.

CONSTITUTION OF THE SAWBRIDGEWORTH ANGLING SOCIETY

1. Association.

The Sawbridgeworth Angling Society shall be a member's club, formed by association subject to subscription as defined hereunder and is hereinafter referred to as "the Society".

2. Objects.

The objects of the Society shall be to provide facilities for angling for coarse and sea fish and for the social intercourse of the members.

3. President.

The office of the President shall be honorary and conferred by the members as defined hereunder. The President shall hold the chair at the Annual General Meeting during the period intervening between the previous season's officers of the Management Committee retiring and the new season's officers of the Management Committee being elected and may in addition hold the chair at any Special General Meeting or Management Committee Meeting at the discretion of the Chairman of the Management Committee. The President shall hold office until death or resignation unless removed from office by a resolution of the Annual General Meeting or Special General Meeting as the case may be. In the event of death or resignation of the President the Management Committee shall elect a Vice-President of the Society to act as ex-officio President of the Society until a President is elected at the Annual General Meeting next following.

4. Vice Presidents.

The office of Vice-President shall be honorary and conferred by the members as defined hereunder. In the event of the absence of the President from the Annual General Meeting the members there present may elect a Vice-President to execute the function of President at that meeting. Vice Presidents shall hold office until death or resignation unless removed from office by a resolution of the Annual General Meeting or Special General Meeting as the case may be. There shall not be more than twelve Vice-Presidents of the Society at any one time.

5. Trustees.

The property in the fixed assets of the Society shall be vested in not less than three nor more than five Trustees who shall be elected as defined hereunder. The Trustees shall enter into a declaration of trust with the members of a form approved by the officers of the Management Committee and shall hold office until death or resignation unless removed from office by a resolution of the Annual General Meeting or Special General Meeting as the case may be. In the event of the death or resignation of Trustees resulting in the number of Trustees decreasing to less than three the Management Committee shall have the authority to elect a Trustee or Trustees to maintain the minimum number required. All Trustees must reside within the Sawbridgeworth Town Council area or have been given full membership by vote of the Management Committee. The Trustees shall deal with the fixed assets of the Society as directed by resolution of the Annual General Meeting or Special General Meeting as the case may be and shall be indemnified against loss or expense arising therefrom out of the assets of the Society.

6. Management Committee.

The management and maintenance of the assets and functions of the Society for the benefit of the members shall be executed by a Management Committee composed as follows:-
(with the provision that not less than 80% of the members of such committee shall reside within the Sawbridgeworth Town Council area or have been given full membership by vote of the Management Committee)

(i) Chairman

(ii) Secretary

(iii) Treasurer

(iv) Competition Secretary

(v) Social Secretary

(vi) Water Management Officer

(The foregoing being designated as the Officers of the Society and the Treasurer to control the liquid assets of the Society subject to resolution of the Annual General Meeting, Special General Meeting or Management Committee Meeting as the case may be.)

(vii) Further members to a total (including the officers defined above) not to exceed twenty in number.

The Management Committee shall be elected as defined hereunder and shall remain in office until the Annual General Meeting next following.

7. Annual Membership Subscription.

The Annual Membership Subscription for both Senior Members (16 years or over) and Junior Members (13 years to 16 years) shall be such sum as is determined at the Annual General Meeting. The payment of subscriptions (which shall form part of the liquid assets of the Society) shall become due on the 16th day of June in each year and, subject to compliance with this Constitution and the rules and policies of the Society hereinafter referred to, shall be conclusive proof of Membership.

8. Honorary Life Members.

The Management Committee shall have the authority to elect as Honorary Life Members, without payment of any further subscription, any member who in the opinion of the Management Committee has rendered service to the Society, but such election shall not take effect unless and until confirmed by resolution of the Annual General Meeting next following. There shall not be more than ten Honorary Life Members at any one time.

9. Expulsion of Members

The Management Committee shall have the authority to expel any members who shall offend against the Constitution or rules and policies of the Society or whose conduct shall in the opinion of the Management Committee render such member unfit for membership of the Society. Before any such member is expelled the Secretary shall give the member not less than seven days written notice to attend a meeting of the Management Committee and at the same time shall inform such member of the substance of the complaint. No member shall be expelled without first having an opportunity of appearing before the Management Committee and answering complaints made, nor unless two thirds of the members their present concur in such member's expulsion.

10. Alteration or amendment to the Constitution.

The Management Committee shall have the authority to recommend to the Annual General Meeting any alteration or amendment to this Constitution, but no such alteration or amendment shall take effect until confirmed by the Annual general Meeting. Alternatively, a Special General Meeting may be convened for this purpose of which fourteen days notice in writing shall be given. In any event no such alteration or amendment shall be adopted unless it is approved by the majority of the members there present.

11. Rules And Policies.

The Management Committee shall have the authority to make Rules and Policies for the purpose of regulating the affairs of the Society, provided that such Rules and Policies are not inconsistent with this constitution. All such Rules and Policies shall be binding upon all members until repealed by the Management Committee or set aside by a resolution of the Annual General Meeting or Special General meeting as the case may be.

12. Annual General Meeting.

A general meeting of the Society shall be held in every year not later than 30th April to transact the following business:-

- i) To receive the reports of the Officers of the retiring Management Committee and if approved adopt the statement of the Society's accounts to the end of the preceding year.
- ii) To elect if necessary, a President of the Society by vote of the Senior Members.
- iii) To elect if necessary, Vice-Presidents of the Society by vote of the Senior Members.
- iv) To elect if necessary, Trustees of the Society by vote of the Senior Members.
- v). To elect the Officers and other members of the Management Committee by vote of the Senior members.
- vi) To elect Auditor(s), Bailiffs and such others as the Senior Members may require to be appointed by vote of the Senior members.
- vii) To consider and if approved sanction any duly made alteration to this Constitution by vote of the Senior members.
- viii) To deal with any special matter which the Management Committee may desire to bring before the Members and to receive suggestions from the Members for consideration by the Management Committee.

Notice convening the Annual General Meeting shall be sent to all Senior Members not less than fourteen days before the meeting.

13. Special General Meeting

A Special General Meeting may be convened at any time by the Management Committee and shall in any event be convened within twenty-one days from receipt of a requisition in writing signed by not less than twenty-five Senior Members specifying the object of the meeting for any of the following purposes :-

- i) To consider and if approved sanction any duly made alteration to this Constitution or the Rules and Policies by vote of Senior Members.
- ii) To deal with any matter which the Management Committee may desire to place before the members including the expulsion of a member.
- iii) To deal with any special matter which the Members requiring the meeting may desire to place before the meeting.

Notice convening a Special General Meeting shall be sent to all Senior Members not less than fourteen days before the meeting and shall specify the matter(s) to be dealt with.

14. Quorum.

At Management Committee Meetings (except for the purposes of clause nine of this Constitution) three members shall form a quorum, at all other meetings twelve members shall form a Quorum.

15. Financial Year.

The Financial Year of the Society shall end on the 31st day of March in every year to which date the accounts of the Society shall be balanced.

16. Dissolution.

If at any General Meeting a resolution for the dissolution of the Society shall be passed by a majority of the Senior Members there present and such resolution shall at a Special General Meeting be held not less than one month thereafter at which not less than one half of the senior members shall be present be confirmed by a resolution passed by a majority of two thirds of the Senior Members there present then the Management Committee shall thereupon or at such future date as shall be specified in such resolution proceed to realize the fixed assets of the Society and after discharge of all liabilities shall dispose of the net balance in such a manner as is determined by the majority of the Senior Members voting at the said meeting.

(Copy of previous 1999 typed copy Jan 2017) further amended by Committee 7/2/2017.

Final amendments passed at AGM April 2017.

Copy of previous Jan 2017 typed up on Microsoft Word on 18/01/2024, confirmed by the committee as being correct and true.

Disciplinary Process

A panel of three committee members, including the secretary, called the Disciplinary Committee, shall convene to review the actions outlined in the complaint.

If a complaint is brought to the attention of the Disciplinary Committee, against an individual of Sawbridgeworth Angling Society, the Disciplinary Committee shall have the authority to terminate the membership. Providing the member is guilty of conduct deemed to be to the detriment of the society.

During the disciplinary process, the membership status of the involved member or members will be suspended until the conclusion of the disciplinary proceedings.

There shall be the right of appeal to the Appeals Committee, which will convene with different committee members, including the secretary. The decision of the Appeals Committee shall be final.

The appeal should normally be considered within 21 days of its receipt by the Secretary.

Notice is given that failure of any member to endorse the rules and policies enacted in accordance with clause No.11 of the Constitution. Action may be taken if a complaint is received.

If a member of Sawbridgeworth Angling Society is reported to the Disciplinary Committee for using foul or abusive language to another club member or a member of the general public.

If a member of Sawbridgeworth Angling Society is reported to the Disciplinary Committee for failing to respect or inhibits those who use the river or tow paths for other leisure activities

If a member of Sawbridgeworth Angling Society is reported to the Disciplinary Committee for failing to take litter away with them

If a member of Sawbridgeworth Angling Society is reported to the Disciplinary Committee for failing to lock the gates at the club lake securely

If a member of Sawbridgeworth Angling Society is reported to the Disciplinary Committee for passing on the combination code of the lock at the club lake
If a member of Sawbridgeworth Angling Society is reported to the Disciplinary Committee for intimidating behaviour toward another club member.

Sawbridgeworth Angling Society Policies

These policies apply to all members of the Sawbridgeworth Angling Society and their guests, while on our premises or participating in any activities related to our organization.

Sawbridgeworth Angling Society reserve the right to amend these policies at any time to help safeguard our members and guests.

Drugs & Alcohol Policy

The Sawbridgeworth Angling Society is committed to providing a safe and healthy environment for all its members and guests. We believe that the use of drugs and alcohol can adversely affect the safety and well-being of our members and guests, and it is, therefore, our policy to prohibit the consumption of drugs and alcohol while on our premises or during any activities related to our organization.

Policy Statement

The use, possession, distribution, or sale of illegal drugs, including marijuana, is strictly prohibited on our premises or during any activities related to our organization. The consumption of alcohol is not permitted on our premises or during any activities related to our organisation. Anyone found to be under the influence of alcohol or drugs while on our premises or during any activities related to our organisation will be asked to leave immediately.

Implementation

All members and guests will be informed of this policy through the Sawbridgeworth Angling Society's website, newsletter, and other communications. All members and guests must always abide by this policy.

Consequences

Any violation of this policy may result in the committee members taking disciplinary action, including termination. The Sawbridgeworth Angling Society is committed to providing a safe and healthy environment for all its members and guests. We believe that the use of drugs and alcohol can adversely affect the safety and well-being of our members and guests, and it is, therefore, our policy to prohibit the consumption of drugs and alcohol while on our premises or during any activities related to our organisation.

Safeguarding Policy

The Sawbridgeworth Angling Society is committed to promoting the welfare and protection of all individuals who participate in our activities, particularly children and vulnerable adults. We recognize the importance of creating a safe and supportive environment that enables everyone to enjoy our angling activities free from harm, abuse, or neglect.

Policy Statement

The Sawbridgeworth Angling Society is committed to:

1. Providing a safe and supportive environment that promotes the welfare and protection of all individuals who participate in our activities.
2. Preventing the abuse or neglect of any individual participating in our activities by establishing and implementing appropriate policies and procedures.
3. Ensuring that all members of the Society are aware of their responsibilities to report any concerns or incidents of abuse or neglect to the appropriate committee members.
4. Ensuring that all individuals participating in our activities are aware of their rights and how to report any concerns or incidents of abuse or neglect.

Implementation

All concerns or incidents of abuse or neglect should be reported to the welfare coordinator in line with the Society's welfare policy.

All members will be informed of this policy through the Sawbridgeworth Angling Society's website, newsletter, this hand book and other communications.

All members and guests must always abide by this policy.

Consequences

Any member of the Sawbridgeworth Angling Society who breaches this policy or fails to comply with our safeguarding procedures will face disciplinary action, which may include exclusion from the Society and/or referral to the relevant authorities.

Conclusion

The Sawbridgeworth Angling Society is committed to promoting the welfare and protection of all individuals who participate in our activities. By implementing and enforcing this policy, we aim to ensure that our activities are conducted in a safe and supportive environment and that all concerns or incidents of abuse or neglect are reported and dealt with appropriately.

Sawbridgeworth Angling Society reserve the right to amend this policy at any time to help safeguard our members and guests.

Welfare Policy

Purpose:

The Sawbridgeworth Angling Society is committed to ensuring the well-being, safety, and protection of all its members, especially in instances where welfare concerns arise. This policy outlines the procedures and support available to members facing welfare issues within the society, in conjunction with the society's safeguarding and drug & alcohol policies.

Welfare Coordinator Selection:

The Welfare Coordinator Position: The welfare Coordinator position will be subject to election at the annual AGM (Annual General Meeting). In an event where the welfare Coordinator is not available or if the position becomes vacant, a suitable member from the committee will be selected to temporarily fulfil the responsibilities of the welfare Coordinator until a new Coordinator can be duly elected from the committee during the next AGM.

Reporting Welfare Issues:

- **Designated Welfare Coordinator:** The society has appointed a designated Welfare Coordinator responsible for handling welfare concerns. Members should report any welfare issues to the Welfare Coordinator.
- **Confidential Reporting:** Members can report welfare concerns in person, in writing, or via email. All reports will be treated confidentially and with sensitivity.
- **Emergency Situations:** In cases of immediate risk or danger to an individual's safety or well-being, members should contact emergency services (999) before notifying the Welfare Coordinator.

Support and Assistance:

- **Welfare Coordinator Assistance:** Upon receiving a report, the Welfare Coordinator will promptly assess the situation and provide appropriate support and guidance to the member.

Confidentiality and Privacy:

- **Privacy Assurance:** The society respects the privacy and confidentiality of individuals reporting welfare issues. Information will only be shared on a need-to-know basis.
- **Data Protection:** All personal information and reports will be handled in accordance with data protection laws, ensuring the security and confidentiality of sensitive information.

Non-Retaliation and Supportive Environment:

- Non-Retaliation Policy: The society prohibits retaliation against any member reporting welfare issues in good faith. Retaliation of any form will not be tolerated.
- Supportive Environment: The society aims to create a supportive environment for all members, providing assistance and resources to address welfare concerns promptly and effectively.

Reference to Society Policies:

- Safeguarding Policy: This Welfare Policy operates in conjunction with the Sawbridgeworth Angling Society's Safeguarding Policy to ensure the protection and safety of all members, particularly vulnerable individuals.
- Drug & Alcohol Policy: Welfare concerns related to drug or alcohol issues should be addressed following the guidelines outlined in the society's Drug & Alcohol Policy.
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Review and Continuous Improvement:

- Regular Review: The welfare policy will be periodically reviewed and updated to align with current best practices and legal requirements.

Contact Information:

For any welfare concerns or queries, members can contact the Sawbridgeworth Angling Society Welfare Coordinator:

- Welfare Coordinator: Jason Stephenson
- Email: welfare@sawbridgeworthanglingsociety.com

Concerns Relating to the Welfare Coordinator:

Any member who encounters or becomes aware of an issue concerning the conduct or actions of the welfare Coordinator is encouraged to promptly report the concern to the society secretary. Such reports will be treated with confidentiality and addressed with due diligence to ensure the welfare Coordinator 's compliance with the society's standards and ethics.

- Whom to Contact: Society Secretary.
- Email: SASclubsec@hotmail.com

Non-Retaliation Policy

Purpose:

The Sawbridgeworth Angling Society is committed to fostering a culture of openness, trust, and accountability within our community. This Non-Retaliation Policy aims to encourage members to report concerns or incidents without fear of reprisal or retaliation.

Policy Statement:

- **Protection from Retaliation:** The Sawbridgeworth Angling Society prohibits any form of retaliation against individuals who report concerns, incidents, or participate in investigations in good faith.
- **Confidentiality and Anonymity:** Reports of concerns or incidents will be treated confidentially, and every effort will be made to protect the identity of individuals involved, when requested and where reasonably practicable.
- **Supportive Environment:** The Society is committed to providing a supportive environment for all members, encouraging open communication and ensuring that individuals feel safe and secure when reporting concerns or incidents.

Reporting Retaliation Concerns:

- **Procedure:** Any member who believes they have faced retaliation or witnessed retaliation against others due to their involvement in reporting concerns or incidents should immediately report this to the designated Welfare coordinator or Committee.
- **Investigation:** Upon receiving reports of alleged retaliation, the Society will conduct a prompt and impartial investigation, ensuring fairness and confidentiality throughout the process.
- **Consequences:** Any verified acts of retaliation will be subject to disciplinary action, which may include sanctions or expulsion from the Society, as deemed appropriate by the Committee.

Compliance:

- Compliance with this Non-Retaliation Policy is mandatory for all members and participants in Sawbridgeworth Angling Society activities.

Conclusion:

The Sawbridgeworth Angling Society is committed to creating a culture where every member feels safe and supported in reporting concerns or incidents without fear of retaliation. We encourage openness and transparency to ensure the welfare and safety of all individuals within our community.

Privacy Policy

About this Policy

This policy explains when and why we collect personal information about our members, how we use it, how we keep it secure and your rights in relation to it.

We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

In the event that inaccurate data is recorded, such inaccuracies will be amended by the society and any other relevant parties notified immediately. However, members will have the opportunity to update and amend data themselves by contacting the clubs Secretary.

We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website (www.sawbridgeworthanglingociety.com) or our society noticeboard for any amendments.

We will always use our best endeavours to comply with General Data Protection Regulation (GDPR) when dealing with your personal data. Sawbridgeworth Angling Society will be the "controller" of all personal data we hold about you.

Who are we

We are Sawbridgeworth Angling Society, We are the "Controller" of member data

What information we collect and why

Your Personal data

We collect individuals' name, address, date of birth, telephone numbers, email address, and rod license to enable the society to manage the membership of the society in accordance with the various categories of membership available.

In addition to the personal information you provide during registration, we also collect and store data regarding members usage of our facilities. This includes the dates, times, and specific locations (swims) where you are fishing. This data is collected to:

- Maintain accurate records of member activity,
- Ensure the safety and security of all members,
- Assist in the management and fair allocation of club resources.

Information held for Junior members aged 13 – 16 years old will be held following receipt of a fully completed application form signed by a parent or guardian agreeing to the information being held. Direct communication with those junior members will be directed through the parent or guardian, with information about club waters communicated to them through their registered responsible adult member of the society by email.

Individuals have the right to access their personal data. Members can request either verbally or in writing to access their data and must be responded to within one month of the request. All requests will be directed to the **Membership Officer**, who will respond within the timescale. A record will be kept for management purposes of each request received.

You also have the right to access and review the data collected about your membership movements. If you wish to view this information, please contact the **Membership Officer**.

You have the right to have your personal data erased in certain circumstances (please note that if you elect to have your personal data erased, this will immediately terminate your membership at no cost to the society).

Photos/Video

Photos and videos are often used on the Club website or social media pages for the purpose of promoting the Club profile. We will seek the Member's consent prior to taking and subsequently using any images on any club publication, club website or social media pages. Parental consent for Members under 16 years of age will be obtained prior to any photos or videos being recorded where children may appear. Consent relating to photos or videos may be withdrawn at any time by contacting the society Secretary by email.

Any photo's or video's sent to the clubs sharing email address

(photos@sawbridgeworthanglingsociety.com) will be automatically taken to have consent to be used on the clubs website and social media platforms. Any photos of members under the age of 16 will be required to be submitted by a parent or guardian and will require written consent within the email.

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

CCTV

Sawbridgeworth Angling Society has in place and is further developing a CCTV surveillance system. Images are recorded locally and reviewed regularly. Cameras are located at strategic points, principally at the entrance and exit points of our society water.

No cameras will be hidden and signage will be prominently placed at strategic points.

Although every effort has been put in place to ensure maximum effectiveness of the system, it is not possible to guarantee that the CCTV system will detect every incident taking place on our society grounds. The primary purpose of the camera system is to reduce the threat of crime generally, monitor site security, protect the society assets and to help protect club members and their visitors.

The system will not be used to broadcast images on the world wide web.

Bank information

We do not store any sensitive bank information of Members or other person making payment to the society. All payments will be made by BACS payment or cash on club renewal events.

How we protect your data

Members data electronic

Members electronic data files are stored online and password protected. Files containing sensitive information are double protected with a second password.

Email and office systems

The club has chosen Microsoft Office 365 for its electronic office software solution. The package used is automatically updated to a newer version if one becomes available.

Members paper documents

Any membership renewals submitted by paper copy will be scanned and stored electronically online. Paper copies will then be destroyed.

Document disposal.

Paper documents will be shredded at the earliest convenience once no longer required.

Emails

Any email containing personal data attachments are encrypted before being sent. Guidance relating to the method of encrypting email attachments will be available to all committee members who require it.

Breach of personal data

In the unlikely event of any breach of your personal data which might expose you to serious risk we will notify you promptly. Where a Member suspects a breach of data protection has arisen, the Member must immediately bring this to the attention of the society Secretary

We are registered with the Information Commissioner's Office (ICO) under registration number: **ZB740759**.

You have the right to take any complaints about how we control your personal data to the Information Commissioner: For more information visit www.ico.org.uk

Sharing your data

We will never sell or rent your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out above.

How long we keep your personal data

We will hold your personal information electronically within our online record for as long as you hold a valid membership to Sawbridgeworth Angling Society and for as long afterwards as it is the club's legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether it needs to continue to be processed. If your personal data is no longer required by Sawbridgeworth Angling Society, it will be removed from our database.

Any member who chooses not to renew their membership will have their personal data deleted from the society database within 12 months of their lapsed membership.

Cookies

Sawbridgeworth Angling Society Website makes use of cookies to collect information about our visitors through Google Analytics. A cookie is a small amount of data that is sent to your computer and is stored on the hard drive. Google Analytics is a simple, easy-to-use tool that helps website owners measure how users interact with website content. The data collected may be used to customise the content on our website to make for the best experience for users when visiting our website.

Third Party Websites

We have links on our website to third party sites managed by other parties. These include, but are not exclusive to, YouTube & Angling Trust. These sites use cookies, which we have no control over and therefore we suggest you click on their cookie policy when using a link and visiting those sites for details. If you leave a comment on our site, you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you visit our login page, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed. If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.