



# SUDBURY CANOE CLUB



INCLUDED IS THE FOLLOWING

CONSTITUTION & RULES

CHILD PROTECTION AND HARASSMENT POLICY

CONFIDENTIAL PERSONAL DECLARATION FORM

CONSENT FORM

# SUDBURY CANOE CLUB

AFFILIATED TO THE BRITISH CANOE UNION

## BRITISH CANOE UNION

### ***NATIONAL BODIES***

Canoe England (CE)

Welsh Canoe Association (WCA)

Scottish Canoe Association (SCA)

Canoe Association of Northern Ireland (CANI)

### ***WHAT DOES THE B.C.U. DO FOR US?***

Runs the best recognised coaching scheme in the World.

Runs Local and national competitions

Provides third party insurance

Waterway Licences

Negotiates access to rivers on our behalf

Provides an access information service - RAO's

Publishes Canoe Focus, Code and yearbook

provides an advice and information service

Organises rallies and tours

## CHILD PROTECTION

Sudbury Canoe Club is a signatory to the BCU'S Child protection and vulnerable adults policy. This document is attached and further information can be sort from the Junior Officer

## WEIL'S DISEASE NOTICE TO MEMBERS

Weil's Disease is caused by an organism, which is present in many rivers, lakes and estuaries. There is a very small chance of catching the disease while taking part in water- based outdoor activities.

Weil's disease responds well to early treatment. Left untreated, it has occasionally proved fatal.

Sensible precautions should be taken to minimise the risk. You will be told about these by your instructor.

The early symptoms of the disease are similar to influenza and include headache, temperature and joint or muscle pains.

If you fall ill with these symptoms, within three weeks of taking part in water activities, you should see your doctor immediately and show the form below.

## **CLUB CONSTITUTION & RULES**

### **NAME:**

The club shall be known as the SUDBURY CANOE CLUB, herein after known as THE CLUB

### **OBJECTIVES:**

The objectives of the club are to promote and enhance the enjoyment of all aspects of the sport and recreation of canoeing.

### **MEMBERSHIP QUALIFICATION:**

Any person who undertakes to behave in the best interest of canoeing for themselves and others shall be eligible for membership.

### **CLASSES OF MEMBERSHIP:**

Full Membership: 18 years of age and over.

Family Membership: Two adults and any children they may have up to the age of 18

Junior Membership: Any person under 18 years of age.

Associate Membership: Any person wishing to be part of the club, but due to location cannot partake fully in club activities

### **JOINING:**

Candidates wishing to join the club must make a written application to the Membership Secretary on the form provided.

The power of election shall rest with the Committee, who may refuse to accept any applicant without assigning a reason for doing so.

### **RESTRICTION:**

A person who has been expelled from, or refused membership of, The British Canoe Union, shall not be eligible for membership.

### **RENEWAL:**

The Committee may, at its sole discretion, decline to accept renewal of membership, from any person, without disclosing the reason, to any other than the affected parties.

### SUBSCRIPTION:

The rates of subscription shall be determined by the Committee. Annual subscriptions will be due on Feb. 1<sup>st</sup> each year, membership after this date will be due at a 6-monthly pro-rata rate.

### CESSATION OF MEMBERSHIP

Any member violating any of the rules of the club or being adjudged guilty of unsatisfactory conduct may, by resolution of the Committee, be suspended or expelled without refund of membership fees.

Any member so suspended or expelled may appeal to a special General Meeting if such an appeal is sponsored by not less than 5 of the members who are entitled to vote.

A member shall be deemed to have resigned from the club, if after due notice in writing, he/she has not paid by 1<sup>st</sup> May the annual subscription which became due on 1<sup>st</sup> Feb.

He / She may, however, rejoin at any time during that year-

### SECTIONS

The Club may organise various sections to cover the various activities of canoeing. The affairs of each section shall be conducted by a sub committee of up to 4 members of whom the Chairperson or his / her deputy shall serve on the general committee.

### DISQUALIFICATION FROM HOLDING OFFICE

Only members who are entitled to vote are eligible to hold office, except that the junior members of the club may elect a Junior Representative, who is entitled to vote at Committee Meetings.

Any member under the age of 18 shall not be eligible for election to the Committee of the Club, the exception being the Junior Representative.

Any member whose main income is derived from the sale or manufacture of canoes and/or accessories, or is deemed to be a professional under the rules of the British Canoe Union, will not be eligible for election to the Committee of the club. But such a person may be co-opted without voting rights.

## COMMITTEE

All committee members shall be in an honorary capacity, that is to say unpaid. The Committee shall conduct the affairs of the club as a whole and shall consist of a Chairperson, Secretary, Treasurer, and any other officers as deemed necessary.

Additionally the Committee may co-opt no more than 6 members of the Club to its number.

Nominations for the position of Chairperson, Secretary, Treasurer and any other shall be put forward in the form of a motion.

The term of office shall be for one year or two years and subject to election or re-election as listed below.

## DUTIES OF THE COMMITTEE

### CHAIRPERSON – Re-elected every even year:

The Chairperson or his deputy will preside at all General Meetings of the Club and all meetings of the Committee.

He / She shall be responsible for guiding the activities of the Club in accordance of its rules and wishes expressed by the majority of its members.

He / She shall ex-officio be a member of any other committees of the Club.

The Chairperson shall also be responsible for the business, fundraising and publicity of the club or the delegation of such duties to appropriate person.

### SECRETARY – Re-elected every even year:

The Secretary will be responsible for the organisation of Meetings of the committee and of the club, and the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club.

He / She shall also be responsible for transmitting to the section secretaries all correspondence relating to the particular activities of the section concerned at the earliest opportunity.

The Secretary will receive and hold copies of the minutes relating to the meetings of any section meetings.

The Secretary will act as Chairperson when said person is absent or until new Chairperson is elected through correct procedure.

### TREASURER – Re-elected every even year:

The Treasurer will be responsible for organising the collection of all monies and shall keep such books of account as required by the General Meeting.

He / She shall have the power to examine, after giving 7 working days notice, the books of any section, and shall report any discrepancies to the Committee.

He / She shall audit the books of each section annually and shall produce at the AGM balance sheets showing the full financial state of each section and of the general funds.

Cheques exceeding £500 should have at least two of the agreed signatories.

The Treasurer must make the Committee aware of any existing or potential financial problems or cash flow problems.

He / She shall also co-ordinate the collection of monies from training and events.

The Treasurer may also nominate an individual to collect monies in his / her absence.

**CLUB CO-ORDINATOR – Re-elected every odd year:**

The club co-ordinator shall be responsible for the co-ordination and compiling of the training and activities programme, and newsletter for the club.

He / She will also co-ordinate and represent the club with the various bodies within the BCU where necessary.

**MEMBERSHIP SECRETARY – Re-elected every odd year:**

The Membership Secretary Will be responsible for the collection of membership forms and related membership fees, updating and maintaining a full list of Club members, and sending out membership renewal notices in February.

Will ensure all membership fees are passed to the treasurer.

**EQUIPMENT OFFICER – Re-elected every even year:**

Will be responsible for the regular inspection of all club equipment, to maintain safety, and general condition.

Will liaise with the committee with regard to repairs, or replacement of kit.

**SENIOR REPRESENTATIVE – Re-elected every even year:**

The senior representative shall be responsible for assisting in the running of the club.

He / She will liase and assist the Chairperson, Secretary, Treasurer and Club co-ordinator in carrying out the duties for the club.

Will have special responsibility for the organisation of social events.

**JUNIOR REPRESENTATIVE – Re-elected annually:**

The junior representative will represent the junior members at the Committee meetings and have a vote on behalf of those members.

He / She shall be of a minimum age of 12yrs old.

**JUNIOR OFFICER – Re-elected every odd year:**

The junior officer shall be responsible for the well being and safety of the junior members.

He / She will ensure were necessary bankside support will be available and that the correct kit is allocated.

The Junior Officer is the nominated Child Protection Officer.

**ADDITIONAL OFFICERS – Re-elected annually:**

Officers may be elected or co-opted, as required, by the committee, at a meeting, to be responsible for nominated duties.

All Committee members must always act in the best interests of the Club.

#### COMMITTEE MEETINGS:

1. The Committee is responsible of the general conduct of the Club's business and activities.
2. The Committee shall meet at regular intervals during the year, as required for the business to be transacted.
3. The Secretary on instruction of the Chairperson, or not less than three committee members, shall call special Meetings of the Committee.
4. A Quorum shall consist of not less than four members, of which two must be from the following: Chairperson, Secretary, Treasurer.
5. In the case of casual vacancy among the Committee, the said Committee shall appoint another eligible person to act until the next General Meeting.

#### GENERAL MEETINGS:

1. An Annual General Meeting shall be held in January each year.
2. An Extraordinary General Meeting shall be called on the instructions of a simple majority of the Committee, or on a requisition of not less than 25% of the members entitled to vote.
3. Not less than 14 calendar days notice shall be given, specifying to all members the time and business of the General Meeting.
4. Motions for discussion at the AGM, not of origin from within the General Committee, should be passed to the Secretary, through the Senior or Junior Representative, to be added to the agenda.
5. At any General Meeting, a resolution put to the vote of the meeting shall be decided by a show of hands, of those entitled to vote, except when more than one nomination has been received for the position on the General Committee, in which case voting will be a secret ballot, the Teller to be the Secretary.
6. At General Meetings the Chairperson will preside, the Secretary taking on this role when absent.
7. At all General meetings not less than 20% of the members shall constitute a quorum.
8. If after an hour from the time appointed for the meeting, a quorum is not present, the meeting, if called at the request of the members, shall be dissolved.
9. In any other case, the meeting shall be adjourned until a time and place fixed by the Committee.
10. If a quorum is not present within half an hour of the appointed time for an adjourned meeting, the members present shall constitute a quorum.

#### ACCIDENTAL OMISSION

Accidental omission to give notice of a meeting to, or the non-receipt of a notice of a meeting by any member, shall not invalidate the proceedings of a meeting.

## LIABILITY

1. The Committee shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of their office shall not, however, be the personal liability of the committee, but shall be the responsibility of the Club as a whole.
2. All members or other persons who attend the Club do so at their own risk. Neither the Club nor its officers can accept any liability for loss or injury of any kind. **VOTING**

Only Full Members, and Family Members of or above the age of 12 years are entitled to vote at General Meetings.

At any meeting, in the event of a tie, the Chairman shall have a second or casting vote.

## ALTERATION OF THE CONSTITUTION

1. The Constitution shall not be altered, amended, or rescinded except by a General Meeting of the Club.
2. A resolution to give effect to a change must be passed by at least 75% of the members present at the General Meeting, and voting on this behalf.

## DISTRIBUTION OF SURPLUSES

In no circumstance can any surpluses be distributed to members, but any surpluses earned shall be contributed to the General Fund for furthering the objects of the Club.

## TERMINATION

The Club shall not Terminate except by the resolution of a Special General Meeting convened for the purpose and in such an event any surplus assets shall be handed over to a body or bodies with similar objects or a charity or charities agreed by the meeting which formally terminates the Club

## POWER OF DECISION

Any matter not provided for in this constitution, or any question over the interpretation it shall be dealt with by the Committee whose decision shall be final.

## RULES

The General Committee shall be empowered to draw up rules for the safe conduct of canoeing activities, to include the following:

1. No person may take part in more than 3 sessions in one year, unless he/she becomes a member.
2. No Junior Member may take part in activities without permission from a parent or guardian and written confirmation that an adult will be



responsible for them, these to be lodged with the Junior Officer or Club Instructor if absent.

3. No Junior Member may take a Club craft unless in the company of a paid up Adult Member.
4. No member will be allowed to use a club craft outside Club activities without prior permission from a club coach suitable to assess their competence.
5. All club boats are to be made available to Instructors free of charge.

## INSTRUCTORS

1. To have been deemed competent by the committee.

## INSTRUCTORS' ASSISTANTS

1. To have been deemed competent by the Club Coach.