

# TAMWORTH CANOE CLUB



# CONSTITUTION AND

# **RULES**

The club shall be known as the TAMWORTH CANOE CLUB hereinafter known as THE CLUB

## OBJECTIVES

The objective of the Club is to promote the recreational sport of canoeing.

## MEMBERSHIP

Qualification: Any person who undertakes to behave in the best interest of canoeing shall be eligible for membership.

Classes of membership:

- |                      |                                   |
|----------------------|-----------------------------------|
| a. Full Members      | - aged 18 or above                |
| b. Junior Members    | - under the age of 18             |
| c. Family Members    | - two full and two Junior members |
| d. Student Members   | - p/time residents cont. in educ. |
| e. Associate Members | - non-canoeists                   |

Election: Candidates for election to membership shall make written application to the Secretary of the Club on the form provided. The power of election shall rest with the General Committee, who may refuse membership to any applicant without assigning a reason for so doing.

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

Acceptance: The General Committee may at its sole discretion, decline to accept renewal of membership, from any person, without disclosing the reason.

## SESSION FEES

Each applicant for membership shall, if his/her application be accepted, pay a session fee, the amount of which shall be determined by the members in a General Meeting.

## SUBSCRIPTION

The rates of subscription shall be determined by the members in a General Meeting and shall be due on acceptance and thereafter annually.

## CESSATION OF MEMBERSHIP

1. Any member violating any of the rules or regulations of the Club or being guilty of unsatisfactory conduct may, by resolution of the General Committee, be suspended or expelled. Any member so suspended or expelled may appeal to the General Committee at a special meeting if such an appeal is sponsored by not less than 60 percent of the Committee.
2. A member shall be deemed to have resigned from the Club, if he/she has not paid the current fee within one month of his/her membership expiring. He/she may not rejoin as a member for a period of 6 months from when the membership expired.

3. Membership runs from the end of the month the application was accepted to the end of the same month the following year.

#### QUALIFICATION FOR HOLDING OFFICE

1. Only members entitled to vote are eligible to hold office, and be entitled to vote at General Committee meetings.
2. Any member who is under the age of 18 years, shall not be eligible for election to the General Committee of the Club.

#### THE COMMITTEE

1. The Executive Committee shall conduct the affairs of the Club as a whole and consist of a Chairperson, Vice-Chairperson, Secretary and Treasurer.
2. The General Committee shall consist of the Executive committee and other elected officers.
3. The term of office shall be for one year, and members shall be eligible for re-election.
4. The General Committee is responsible for the general conduct of the Club's business and activities.
5. The General Committee shall meet at regular intervals during the year, as required by the business to be transacted.
6. In the case of casual vacancy among the General Committee, the said Committee shall appoint another eligible person to act until the next A.G.M.

#### DUTIES OF COMMITTEE

**CHAIRPERSON** – The Chairperson will preside at all Meetings of the Club and at all the meetings of the Committees. He/she shall be responsible for guiding the activities of the Club in accordance with its rules and general policy as expressed by the majority of its members.

**VICE CHAIRPERSON** – The Vice Chairperson shall work alongside the Chairperson and represent the Club on occasions when the Chairperson is unable to make a meeting.

**SECRETARY** – The Secretary will be responsible for the organisation of meetings of the Committees and of the Club, and the recording of the minutes relating to such meetings and all correspondence relating to the general business of the Club.

**TREASURER** – The Treasurer will be responsible for the collection of all monies including subscriptions and shall keep such books of account as required by the General Meeting. The Treasurer shall arrange for the annual audit of the Club books and shall produce at the A.G.M., balance sheets showing the financial state of the Club Funds. Cheques should have two signatures. The Treasurer must make the Committee aware of any existing or potential financial or cash flow problems.

**COACHING COORDINATOR** – The coaching coordinator is responsible for holding regular coaching meetings and coordinating and supporting coaching provision within the club.

**EQUIPMENT MANAGER** - The Equipment Manager (BP Man) shall be responsible for the regular checking of all club kit and equipment, and for

notification to the Committee of the necessary repair or replacement of any kit or equipment that compromises safety.

All Committee members have the power to remove any persons, from any club activity, if they are found to be breaking any of the Club's rules or behaving in a manner which compromises either the safety or reputation of the Club or of the sport in general.

#### GENERAL MEETINGS

1. At all General Meetings the Chairperson will preside or, in his/her absence, the voting members present will elect a Chairperson for the meeting.
2. At all General Meetings, not less than 3 Committee members will constitute a quorum.
3. Absences of Quorum: if after half 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. In any other case, the Meeting shall be adjourned.
4. At any General Meeting, a resolution put to vote at the Meeting shall be decided by a show of hands of those entitled to vote.
5. If more than one nomination has been received for a position on the General Committee the voting will take place by secret ballot.
6. An Annual General Meeting shall be held in March each year. There shall be laid before the meeting a statement of accounts made up to the last day of the preceding month, and a copy of the auditors report for the previous financial year.
7. Motions for discussion at Annual General Meetings, not of origin from within the General Committee, shall be lodged with the Secretary at least 30 days preceding the A.G.M., and signed by five members entitled to vote.
8. An Extraordinary General Meeting shall be called by the Secretary on the instructions of at least 3 members of the General Committee, or on a resolution signed by not less than 60 percent of the members of the Club entitled to vote.
9. Not less than 10 days clear notice shall be given, specifying to all members the time and business of the Extraordinary General Meeting.

#### LIABILITY

1. The General Committee shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of their office shall not deem them personally responsible, but shall be the responsibility of the Club as a whole.
2. All members or other persons who attend club tours or meets and pool sessions, do so at their own risk, and neither the Club nor its officers can accept any liability for any loss or injury of any kind sustained at the pool or whilst on a Club tour, meet or other activity.

#### VOTING

Only fully paid up club members, aged 18 or over are entitled to vote at meetings.

#### ALTERATION OF CONSTITUTION

1. This Constitution may only be altered, amended, or rescinded by a Meeting of the Executive Committee.
2. A resolution to give effect to change must be passed by at least 75 percent of the members present at the Executive Meeting.

#### AUDITOR

An Auditor shall be appointed during the Annual General Meeting – the said auditor shall, at least once every year, examine the Accounts of the Club, and ascertain the correctness of the income and expenditure accounts and of the balance sheet.

#### DISTRIBUTION OF PROFITS

In no circumstances can any profit be distributed to members, but any profits earned shall be contributed back into Club Funds to be used in furthering the objectives of the Club.

#### TERMINATION

The Club shall not be terminated except by a resolution passed at an Extraordinary 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 objectives or to 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 the Executive Committee, whose decision shall be final, shall deal with any question over the interpretation of it.

#### CLUB SESSIONS/EVENTS

Any person participating in a Club activity/event must either be a fully paid-up member or if participating as a visitor must have read and completed a visitor's application form.

## RULES

The General Committee shall be empowered to draw up rules for the safe conduct of canoeing activities and use of club equipment; these rules apply to all persons participating in or supporting club activities, to include the following:

1. No swimming in the pool, except to the side with an upturned kayak.
2. Canoeists must not ram the poolside in an attempt to get out of their kayak.
3. Canoeists must not seal launch their kayaks from the poolside.
4. Helmets will be worn by ALL canoeists whilst paddling in the pool and by instructors whilst stood in the pool.
5. Canoeists under the age of 14 must have a parent/guardian on the poolside.
6. Any equipment not in use must be removed from the pool.
7. Members may bring their own boats into a pool session but these must be checked for cleanliness each time by a CST person + a committee member. Airbags need to be out to facilitate this, boats may not be stored at the pool and they are used at member's own risk.
8. Anyone on a workshop or course has first choice on boats in the pool.
9. The poolside walkways must be kept clear of any surplus equipment in case of an emergency.
10. The only people allowed in the pool without a kayak are instructors, or nominated adult supervisors.
11. Members must show their membership card to the person taking the monies for the pool session; failure to do so will result in non-member charge.
12. If a pool lifeguard blows his/her whistle at you, they have done so for a reason, do not question their action.
13. If a Committee Member asks you to leave the pool, they can do so without giving reason for their decision.
14. Hire of club equipment for private use will be restricted to people over the age of 18 unless accompanied by a BCU coach or an adult approved by either a club coach or general committee member.
15. Club equipment may only be hired out for private use with the approval of either a club coach or general committee member.
16. Any equipment damaged whilst on hire will need to be replaced or paid for at a cost decided by Club Committee.
17. Club equipment must be booked and paid for before the date on which it is to be used. Failure to do so will mean the equipment stays in the store.
18. All canoeists must wear buoyancy aids & helmets when on Club tours or events.
19. When there is a Course or Workshop running the ball must stay in the store.
20. Club equipment, including the ball, must not be used as a missile.
21. Priority for entry to a session will be given in this order -

Paddlers booked on Courses/Workshops,  
First-time visitors - only if pre-booked with Secretary, max 2,  
Members.

The remaining places will be allocated 10 minutes before the start of a session, on a first come first served basis.

22. Any person for whom it is believed that their performance would be impaired due to the influence of either drugs or alcohol will be refused entry to the session/event.
23. Any persons found to be disregarding any of the rules or compromising safety will be suspended until further notice.
24. An appeal against a suspension must go to a committee meeting consisting of not less than 50% of the committee.
25. Any member who has not renewed their membership within one month of its expiry can only rejoin 6 months after the expiry date.
26. All members and visitors will treat each other with respect and any disagreement brought to the attention of a coach or committee member at the earliest opportunity.
27. All club members have the right to a safe paddling environment any action found to jeopardise this will become a safeguarding and protection issue and will be dealt with swiftly by the committee it is the responsibility of all members to report any incident that may be considered to fall into this category.