

# Euxton Canoe Club

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## 1. Document Scope

- 1.1 The purpose of this document is to formally document the constitution, operating policies and procedures of Euxton Canoe Club (ECC).

## 2. Aims and objectives

- 2.1 The aims and objectives of the Club are to:
- Promote and provide opportunities to an inclusive demographic for the participation in all paddle-sport offered by the club.
  - Provide coaching and competitive or recreational paddling opportunities.
  - Ensure a duty of care to all members of the club.
- 2.2 In furtherance of the above objectives the Club is committed to treating everyone equally regardless of sex, ethnic origin, religion, disability, or beliefs.

## 3. Affiliation

- 3.1 Eligible members shall vote at the Annual General Meeting (AGM) to decide continued affiliation to the British Canoeing governing body and to incorporate their rules and procedures.
- 3.2 In the event that there should be any conflict between any rules or procedures of the Club (ECC) and that of any of the rules or procedures of the governing body, the committee shall decide which will apply.
- 3.3 Should the committee decide to uphold any club rule or procedure over that of British Canoeing, written justification shall be recorded in the log document reference DOC-CDL-01 (Committee decision log).

## 4. Committee mechanism.

- 4.1 The Committee shall comprise of 2 elements:
- I. Honorary Committee members (Chairman, Secretary, Treasurer)
  - II. General Committee members (Coaches, other club officer roles)
- 4.2 Elections for committee positions shall be undertaken at the AGM. Nominations for committee positions shall be proposed, seconded and if contested shall be put to ballot of members present at the AGM.

- 4.3 Existing committee post holders can stand for re-election without a proposer or seconder.
- 4.4 In the event of an even number of votes, the Chairman has the casting vote. (Unless the vote is for the position of Chairman, in which case the casting vote falls to the club Secretary).
- 4.5 Committee members must be **active** members of the club and have paid the appropriate membership fee. Term of office shall be one year.
- 4.6 The committee shall meet on a regular basis as business dictates, however with no less than two(2) meetings per year. The Annual General Meeting (AGM) will be held in the month of April each year, except for exceptional circumstances.
- 4.7 The committee may co-opt members of the Club to its number but non-elected members have no voting rights. In the case of casual vacancy among the committee, the said committee shall appoint another eligible person to act until the next AGM.
- 4.8 The members of the Committee shall be indemnified by the members of the Club against all liabilities properly incurred by them in performing their duties.
- 4.9 Any member whose main income is derived from the sale or manufacture of canoes and/or accessories, or who is disqualified as an amateur 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.
- 4.10 Committee decisions can be appealed by any current member, the honorary committee will sit at an appeal hearing and a final decision made.

## 5. Committee Role Profiles.

- 5.1 **Chairman** – The Chairman ensures that the committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out. In summary the chairperson will:
- i. Chair Committee meetings and AGM's in accordance with the organisations policy.
  - ii. Assist the secretary to produce the agendas.
  - iii. Act as an ambassador for the club, centre, region or discipline.

- iv. Lead the committee in making decisions for the benefit of the whole club including disciplinary matters
- v. Ensure the club is represented at British Canoeing regional/national meetings

5.2 **Club Secretary** – The role of the secretary is to support the chair in ensuring the smooth functioning of the Management Committee. The Secretary's tasks include:

- i. Act as the first point of contact for the club, centre or committee and ensure prompt communication exists both internally and externally from the club, centre or committee.
- ii. Deal with or delegate all of the administrative duties for the club, centre or committee.
- iii. Work with the treasurer to ensure all membership and/or affiliations are accurate and paid on time.
- iv. Ensure that all members have a copy of relevant club documents, insurance details and officers contacts.
- v. Attend and take minutes of committee meetings and the AGM.
- vi. Ensure agendas are sent out to all committee members in advance of meetings.

5.3 **Treasurer** – The club treasurer manages the finances of the club and reports on the clubs financial performance in an effort to ensure the club has the necessary funds to be successful. The Treasurer's tasks include:

- i. Ensure efficient financial running of the organisation and take full responsibility for the finances including invoices, bills, payments, subscriptions and memberships
- ii. Produce a budget for the club, centre or committee.
- iii. Be responsible for the collection of monies and keep up to date records of accounts including receipts.
- iv. Provide regular reports to the committee.
- v. Audit the books annually and produce a report for the AGM with the honorary auditors report.

5.4 **Welfare officer** – The Club Welfare Officer (WO) is responsible for acting as a source of advice about safeguarding and protecting children, promoting good practice and for coordinating action within the Club on receipt of any concerns or referrals.

Other duties include:

- i. To provide information and advice on safeguarding and child protection within the Club and promote a child focus.
- ii. To ensure that the Club adopts and follows the British Canoeing Child Protection Policy and procedures.
- iii. To promote awareness of the British Canoeing Codes of Conduct and Paddlesafe documents.
- iv. To implement recruitment and screening procedures within the club.
- v. To be a confirmation signatory, verifying the identity of individuals completing disclosures.

- 5.5 **Equipment officer** – The Club Equipment Officer (EO) is responsible for the maintenance of all equipment owned by the club. The EO shall produce an audit of club equipment annually to disclose at the AGM. Duties include:
- i. Ensuring all paddling personal safety equipment such as buoyancy aids, cags, helmets etc are in good condition and meet the relevant safety standard.
  - ii. Ensuring that all club owned paddle craft are maintained and kept in a useable condition.
  - iii. To note any damage/defects and ensure such equipment is separated and not used until effective repair is carried out.
  - iv. Procurement of equipment and spares to enable the club to meet the needs of its members (Subject to finance policy).
  - v. General maintenance of any other equipment / facilities owned by the club.
  - vi. Keep a log of equipment loaned to members and ensure its return.

## 6. Financial policy.

- 6.1 The appointed signatories of the club bank account are the Club Chairman, Club Secretary and Club Treasurer.
- 6.2 Third part payments shall be agreed by at least three (3) committee members, at least one of whom must be an Honorary Committee member. Decision will be recorded in the decision log DOC-CDL-01 before payment is made by the signatories.
- 6.3 With prior agreement as in 6.2, any member may pay a third party for club assets or equipment maintenance and claim back receipted expenditure from the club. Decision will be recorded in the decision log DOC-CDL-01 before payment is made by the signatories.
- 6.4 Any member can make payment to the club bank account for the purpose of membership payment, course fee or any other legitimate reason. Name of payee should be used as the transaction reference.
- 6.5 Only committee officials may take payment from members/prospective members by cash or cheque. Cheques must be made payable to Euxton Canoe Club. If cash is taken, then a receipt must be given to payee and copy sent to the treasurer. Committee official may make deposit to the bank or make a bank transfer for amount taken using name of payee or receipt number as reference.
- 6.4 The financial year of the club shall end on the 31<sup>st</sup> of March each year. After which the treasurer shall prepare a financial statement and present this, together with the previous year's bank statements at the AGM for scrutiny by the members.
- 6.5 Financial or legal liability incurred in the rightful exercise of their office shall not be the personal liability of the Committee but shall be the responsibility of the Club as a whole.

- 6.6 The Committee shall retain for a period of five years all financial records relating to the Club.

## **7. Facebook Usage.**

- 7.1 The club shall use the Euxton Canoe Club Facebook group as a primary communications tool to inform members of events, training sessions and club organised paddles and trips
- 7.2 The Events section shall be used for official ECC arranged activities only, for example coached sessions, pool sessions and trips. Events listed under this section must be hosted only by coaches and club leaders who are qualified to run the said activity.
- 7.3 Peer led can trips can be advertised on the main page then ideally discussed in private groups via messenger or WhatsApp etc.
- 7.4 Euxton Canoe Club Facebook usage policy must be adhered to at all times. Failure to comply will result in a disciplinary referral to the committee.
- 7.5 The Group page must not be used as a platform for commercial gain, political or religious expression and canvassing.

## **8. Coaching Recruitment and progression.**

- 8.1 The club will pay for course fees for the following British Canoeing courses and pre-requisites :
- i. Paddle Sport Instructor.
  - ii. Sheltered Water Coach.
  - iii. White Water Coach.
  - iv. Sea Kayak Coach.
- 8.2 The payment will be made in the form of a re-imburement on the following basis:
- i. Paddle Sport Instructor - £5 per hour of coaching club members. (Up to course fee costs)
  - ii. Coaches - £10 per hour of coaching club members. (Up to course fee costs)
- 8.3 The club secretary shall keep a log of coaching hours from each coach. It is the responsibility of the coach to inform the club secretary of the number of hours coached.
- 8.4 Trips and coaching sessions ran outside of normal club sessions will also count as coaching hours providing, they are within the remit of the coach AND attended predominantly by club members.

## **9. Club philosophy and member conduct.**

- 9.1 The club's purpose is to promote and provide "Paddlesport for all" in line with the British canoeing ethos.
- 9.2 The club will achieve this by delivering quality coaching with suitable paddle/safety equipment and a safe environment for all members and aspirant members to engage in paddlesport.
- 9.3 Members are expected to:
- i. Abide by the constitution at all times in matters relating to the club.
  - ii. Be respectful, inclusive to other members and, promote and represent the club when paddling outside the club.
  - iii. Paddlesport as with other outdoor pursuit carries risk, members are responsible for their own safety and wellbeing.
  - iv. Accept that the club as a body, the officers of the club and the members and prospective members will not be held responsible in law should accident, injury or death befall members or prospective members voluntarily partaking in such activities.
- 9.4 Membership fees must be paid promptly. Members who have not paid are not eligible to attend and vote at the AGM.
- 9.5 Age restrictions – in the interests of health and safety the age limit for unaccompanied children on the water is 8 years of age.
- 9.6 All participants must be able to swim 50m in light clothing.

## **10. Equipment.**

- 10.1 Members who pay for equipment are entitled to borrow club equipment outside of club session times.
- 10.2 Conditions of equipment loan:
- i. 1 boat and paddle kit per paying member.
  - ii. The member is responsible for loss or damage.

- iii. Member must make arrangements with the equipment officer to collect and return equipment.
  - iv. Equipment must be returned before the next club session.
- 10.3 Defects in equipment must be reported to the equipment officer (EO) and taken out of service until an effective repair can be carried out.
- 10.4 New equipment (to the club) must be commissioned as safe to use by the equipment officer or other experienced committee member.
- 10.5 Equipment disposal shall be agreed by at least three (3) committee members, one (1) of whom must be an honorary committee member and recorded in the decision log DOC-CDL-01.

#### **11. Club Dissolution.**

- 11.1 Any decision dissolve the club must be made by a two third majority of all fully paid members at that time.
- 11.2 All assets of the club shall be liquidated. Where this is not possible, agreement by the committee must be sought for other disposal methods, e.g donation.
- 11.3 After all financial liabilities are paid, remaining funds shall be donated to a charity agreed upon by the committee.
- 11.4 Upon completion of dissolution a full and transparent record of finances shall be supplied to all fully paid members at that time.

#### **12. Amendments to the constitution.**

- 12.1 The constitution can be reviewed at any time by any member and amendments suggested.
- 12.2 Suggested amendments shall be discussed only at the AGM and voted upon at that time. Should an amendment be deemed significant then voting may be deferred until such time as all concerned parties have made representation.
- 12.3 Any amendments agreed shall be recorded in the decision log DOC-CDL-01 and the constitution document updated and released to the members.