



CONSTITUTION

The Club shall be known as 'Peak Paddlers' Canoe Club, hereinafter 'The Club'. The aim of the Club is to provide facilities for and to promote participation of the whole community in Paddlesport. The Club shall be affiliated to the British Canoe Union, hereinafter 'BCU'.

Aims and Objectives

The aim of the Club is to promote the sport of paddlesport.

In order to achieve this aim the Club will be to make paddlesport accessible to all, encourage a healthy and active lifestyle and provide adventurous, competitive and recreational activity for all members.

Membership

Membership is open to all irrespective of gender, race, religion or other beliefs, nationality, disability, sexual orientation, age (over 18) or ability.

Three classes of membership shall be available:

- FULL (18 and over)
- FAMILY (unlimited, one vote) One responsible adult must be present with each child under age 18.
- ORGANIZATION (members of outdoor activities companies as a whole)

Every application for membership shall be made in writing to the secretary on the form provided accompanied by the enclosures specified on that form. The Committee shall consider all applications.

Annual Membership Fees shall be due on admission and thereafter on 1 June each year except that a member who joins after the 1 June shall pay pro rata. There will be no refund of any fees paid.

The Committee

The Committee shall consist of Chair, Vice Chair, Secretary, Membership Secretary, Treasurers, Coaching Co-Ordinator, Safety Officer, Child Protection Officer, Press Officer, Equipment Officer, Website Manager, Funding/Grants Officer, Junior Co-Ordinator, and Social representative. The Committee may co-opt members as and when required. Nominations for the Committee shall be put forward in the form of a motion as described in GENERAL MEETINGS.

Term of office: one year.

The Committee will sit as The Disciplinary Committee as and when required, any unresolved matters will be forwarded to the BCU for arbitration.

The Committee shall conduct the general affairs of the Club. Any decision of the Committee may be challenged by a body of not less than five members who shall require in writing that the Secretary call a General Meeting to resolve the matter.

Meetings of the Committee shall be called by the Secretary on instructions from the Chairman, or any three Committee members.

Duties of Officers

The Chair shall preside at all meetings, or in his absence the Secretary shall preside. The Chair shall be responsible for guiding the activities of the Club in accordance with the Constitution and the wishes of the members. He shall represent the Club at the meetings of other organisations.

The Secretary shall be responsible for the general correspondence of the Club, and for the organisation of meetings and the recording of the minutes thereof. He shall maintain a full and up to date record of all members along with all consent forms.

The Treasurers shall be responsible for the collection of all income and control of all expenditure and shall keep such books of account as required by the General Meetings. He shall produce at the A.G.M. balance sheets showing the financial state of the Club.

The Coaching Representative shall be responsible for the arrangement of the coaching sessions and the appointment of coaches for each session who will assume responsibility, with the assistance of the session safety officer, for the Health and Safety of all paddlers whilst on the water.

Elected Officers may seek assistance with their duties from members who may be co-opted to the Committee. Delegation of duties must be clearly agreed and understood and approved by Committee. Responsibility for duties remains with the Elected Officer.

General Meetings

The Annual General Meeting shall be held in the month of December each year. There shall be laid before the Meeting a statement of the Accounts as at 30 November.

An Extraordinary General Meeting shall be called on a resolution of the Committee or on a requisition signed by not less than five members who are not officers.

Not less than ten days clear notice of any meeting shall be given stating the time, place, and business of the meeting. Such notice shall be communicated to all the members individually but accidental omission to give notice to, or non-receipt of notice by, a member shall not of itself invalidate the proceedings of the meeting. Notice to one Full member of a Family membership shall meet this requirement.

Items for the 'Any Other Business' part of the Agenda at Annual General Meetings shall be lodged with the Secretary not later than seven days prior to the meeting.

At any General Meeting a resolution put to the vote shall be decided by the members, unless the meeting resolves to hold a secret ballot where the election for a position for which more than one nomination has been received.

Code of Conduct

It is the policy of this Club that all paddlers, volunteers, coaches and parents show respect and understanding for each other and conduct themselves in a way that reflects the principles of the Club. The aim is for all paddlers to improve performance and have fun.

Everyone involved in the Club is required to abide by the Club Rules and Policies, including each of the following statements as applicable:

Paddlers

- Take care of all property belonging to the club or club members.
- Treat other Club members with respect at all times, on and off the water, control tempers and avoid behaviour that may inconvenience or upset others.
- Cooperate and listen to the coach or Club officials.
- Read and adhere to the Club safety policy.

Club Officials and Coaches

- Consider the well being and safety of paddlers before the development of performance.
- Develop an appropriate working relationship with performers, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Display consistently high standards of behaviour and appearance.
- Follow BCU and Club guidelines and Policies.
- Hold the appropriate, up-dated qualifications and insurance.
- Encourage paddlers to value their performance and not just results.
- Never condone the use of prohibited substances.

Parents/Guardians (This club participates in the BCU's Child Protection Policy)

- One responsible adult must be present with each child under age 18.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Never punish or belittle a child for losing, or making mistakes.
- Publicly accept official's judgements.
- Support your child's involvement and help them to enjoy the sport.

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- Not to smoke, or illegally use any substance whilst on the club premises or representing the club at events.
- Use correct and proper language at all times.

Discipline and Appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary. The Committee will meet to hear complaints within 10 days of a complaint being received by the Secretary. The Committee has the power to take appropriate disciplinary action including the termination of membership. The decision of the Committee is final.

The outcome of a disciplinary hearing will be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 5 days of the hearing unless it was found necessary to forward the complaint to the BCU for action whose decision will be final.

Child Protection and Harassment Policy and Health & Safety

This Club is fully committed to safeguarding the well being of its members. All members should show respect and understanding for the rights, safety and welfare of others, and conduct themselves in a way that reflects the principles of the Club.

This Club believes that taking part in paddlesport should be a positive and enjoyable part of children's lives. The Club will actively encourage and promote the following:

- Club coaches should follow the BCU Code of Ethics and be in possession of enhanced Criminal Records Bureau (CRB) clearance with the BCU.
- All Club coaches, helpers and officials working with young people should read and adhere to the BCU Child Protection and Harassment Policy and the BCU Health & Safety Policy and the advice laid down in AALA policy where applicable. The Club will follow the guidance of these policies in the event of any concerns or allegations.
- All Club members are made aware of the Club Code of Conduct.
- The Club coach may obtain written medical details of any paddler where it is deemed necessary in the interest of the safety of both parties.
- The Club will only use BCU qualified/up-dated coaches. Unqualified coaches can only work alongside a qualified coach. The Club will encourage and support paddlers to gain qualifications and assist coaches to stay up-dated.
- The Club will identify a person whose role it is to deal with any issues concerning Child Protection and Harassment and notify this person to all members. The nominated officer should be in possession of enhanced Criminal Records Bureau (CRB) clearance with the BCU. Anyone with concerns with respect to Child Protection/Harassment should contact the Club Chair, the Club Child Protection Officer or the BCU Child Protection Officer.
- The Club will adopt the Health & Safety Policy set by the BCU.
- The Club will review this Child Protection Policy annually within the guidelines set by the BCU.
- The Club will ensure that all members are aware of the Club photographic policy.

Canoeing and Kayaking are considered 'high risk' water contact sports, therefore, **ALL** participants are to be aware of the possible dangers involved in participation.

Equity policy statement

This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity.

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

- The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

At any General Meeting not less than ten per cent of the Club membership shall constitute a quorum. If after twenty minutes from the time appointed for the meeting a quorum is not present the meeting shall be dissolved. The meeting shall be adjourned to a later time and place to be fixed by the committee. If a quorum is not present within twenty minutes of the time appointed for an Adjourned Meeting the members present shall constitute a quorum and the meeting shall continue.

Liability

Financial or legal liability incurred in the rightful exercise of their office shall not be the personal liability of the Committee Members but shall be the responsibility of the Club as a whole.

All members or other persons who attend functions of the club do so at their own risk and neither the Club nor its officers can accept liability for loss or damage incurred on Club premises or at any Club function.

Alteration of Rules

This Constitution shall not be altered, amended or rescinded in any part except by a General Meeting of the Club.

Auditor

Every Annual General Meeting shall approve the appointment of an Auditor who shall once a year examine the accounts of the Club, and ascertain the correctness of the income and expenditure accounts and of the balance sheet.

Profits

In no circumstances may any profit be distributed to members. All profits shall be placed in a general fund for the use of the Club.

Termination

The Club shall not terminate except by a resolution of a Special General Meeting called for the purpose, and in such event any surplus assets shall be handed over to the British Canoe Union.

Decision

Any matter not provided for in this Constitution or any question over interpretation of it shall be dealt with by the Committee whose decision shall be in force until rescinded by a General Meeting.