

ROYAL SUTTON COLDFIELD CANOE CLUB

CONSTITUTION 2012

A NAME

The name of the Club for all purposes shall be the Royal Sutton Coldfield Canoe Club, hereinafter referred to as 'the Club'.

B AIMS & OBJECTS

- B1 The aim & object of the Club shall be to provide facilities and to promote participation of the whole of the community in paddlesport.
- B2 To offer coaching & competitive opportunities in paddlesport.
- B3 To manage the Blackroot & Rushall sites.
- B4 To ensure duty of care to all members of the club.
- B5 To provide club services to everyone regardless of sex, ethnic origin, religion, disability or beliefs.
- B6 The club shall be affiliated to Canoe England shall incorporate it's rules and regulations

C MEMBERSHIP CATEGORIES AND DEFINITIONS

- C1 FULL members are those who have attained the age of 18 years before the 1st April in the subscription period.
- C2 YOUTH/STUDENT Youth members are those who have not yet reached 18 years of age before the 1st April the subscription period. Student members are those of any age who are permanently in school, college or university education and not in full time employment.
- C3 FAMILY PACKAGE membership is offered to parent / parents and a up to three children under the age of 18 in the subscription period for the cost of 2 Full subscriptions due on 1st April per annum.
- C4 HONORARY members will be elected; subject to the recommendation of the General Committee, at an A. G. M for a period of 5 years. They are eligible for re-election.
- C5 AFFILIATED ORGANISATIONS Whose interests include canoeing, may Affiliate to the club. Their rights benefits and subscriptions will be negotiated between themselves and the general committee. At least one member of the Affiliated group must be a FULL member of the club. Subscriptions due on 1st April per annum.
- C9 DAY Membership. Any person joining in with a Club activity shall become 'a Day Member'. An individual may try canoeing with the Club up to a maximum of three separate occasions, with three separate one day memberships

D RIGHTS, BENEFITS AND REQUIREMENTS OF MEMBERSHIP

- D1 The rights and benefits of membership to which members shall be entitled shall be determined by the general Committee and will be detailed in the Club information leaflet.

- D2 A member who has not renewed his subscription by the last day of March shall cease to be entitled to the rights and benefits of membership until the subscription has been paid.
- D3 All new memberships and membership renewals are subject to the approval of the general committee, who may at their discretion require new members to be proposed and seconded by FULL or YOUTH members of the club.
- D4 The General Committee may at their discretion restrict Youth membership. The combined Youth, and Minor membership shall not exceed 50% of the total paid up membership of the Club.
- D5 Restriction. A person who has been expelled from any Club Affiliated to Canoe England shall not be eligible for membership.

E SUBSCRIPTIONS AND FEES.

- E1 A Subscription shall be determined by members in general meeting. They shall be for a period of 12 months. They are due in the first instance upon joining the Club and thereafter, annually, on or before the 1st April or 1st October every subsequent year
- E2 All categories of membership, may be required to pay an Entrance Fee determined by the members in a General Meeting.
- E3 The General committee may prescribe fees for members and guests availing be different to fees for members.
- E4 Depending on the joining month the member will be charged one twelfth of the annual fee for each month (including the joining month) up to April in the following year then the usual annual fee will be chargeable.
- E5 A member who has not renewed his subscription by the 1st day of April may do so at a later date without paying an entrance fee. He may not take advantage of the “one twelfth rule”
- E6 Subscriptions, except under special circumstances to be decided by the General Committee, are not refundable on a members resignation.
- E7 Club members, who are also members of the Canoe England, may claim a discount on their Annual membership subscription of the “Club”. This to apply to categories C1, C2, C4 only. Discount to be reviewed annually, as subscriptions in E1.

F PRINCIPAL OFFICERS.

- F1 The **Principal Officers**, who shall be FULL members of the Club, shall be Chairman, Vice Chairman, Secretary, Treasurer and Coaching co-ordinator.
- F2 **CHAIRMAN** shall take the chair at general meetings and at general committee meetings. He 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.

- F3 **VICE CHAIRMAN** shall take the chair at general meetings and at general committee meetings when the chairman is unavailable. He shall be, jointly with the chairman, responsible for guiding the activities of the Club in accordance with its rules and general policy as expressed by the majority of its members.
- F4 The **SECRETARY** will be responsible for the organisation of meetings of the general committee and of the Club; the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club.
- F5 The **TREASURER** shall keep such books of account as the general committee may from time to time direct. He shall be responsible for financial control of the Club. He shall keep proper books of record and shall produce at the AGM, accounts showing the financial state of the Club accompanied by an Auditor's report.
- F6 The **COACHING CO-ORDINATOR** shall be responsible for organising a co-ordinated programme of interested activities. He must be primarily involved in introducing the sport to new-comers and promoting the B C U Star scheme and Paddle-power. He is to be responsible for each discipline of the sport undertaken by Club members, and appoint Specialised Training Officers as necessary.
- F7 **PRINCIPAL OFFICERS** are elected for a **two year term of office**. The Chairman and Treasurer retire together, with the Vice Chairman, Secretary and Coaching Officer retiring together on alternate years. They may seek re-election, but the electorate shall be informed if he/she has not attended the number of Committee meetings required by the constitution as set out in para.G7.

G GENERAL COMMITTEE.

- G1 The General Committee, which shall meet at least six times at regular intervals during the year, shall consist of the Principal Officers and not more than ten elected members, of whom at least two-thirds must be Full Club Members, and all must have voting rights.
- G2 The General Committee shall be responsible for the general conduct of the Club's business and activities and shall appoint members to positions such as :- Membership Secretary, Touring Secretary, Dry Meets Organiser, Newsletter Editor, Social Secretary, etc.. The General Committee may invite others to attend committee meetings for specific purposes. These others may speak with permission of the Chairman but may not vote.
- G3 In the event of less than 10 ordinary members being elected, the general committee may **co-opt** up to three members subject to the total Committee number not exceeding 14. A Co-opted member shall have full voting rights.
- G4 The elected members of the committee, shall retire annually. The electorate shall be informed if a member who is seeking re-election has not attended the required number of committee meetings, see G7.

- G5 **Nominations**, which must have the consent of the nominee and be signed by two members including one Full member, shall be forwarded to the Secretary not later than 21 days before the AGM
- G6 In the event of a casual vacancy occurring amongst the Officers or members, the general committee shall appoint another eligible person to act. In the event of three such vacancies occurring during the year, the matter must be resolved by the Club in a Special General Meeting.
- G7 All Officers and committee members shall attend at least half of the general committee meetings held during the year.
- G8 Any person holding a commercial interest in the sport of canoeing or its equipment, shall not be eligible for a post as a Principal Officer or to be a member of the general committee. They may however be co-opted in an advisory capacity, be invited to speak but not to vote as in clause G2.
- G9 A minimum of 60% or 8/14 of the general committee shall consist of members who live in, or work in, the area covered within a four mile radius of Sutton Coldfield Town Hall.

H **ADVISORY SUB-COMMITTEES.**

- H1 The General Committee may delegate its authority to standing or temporary committees in respect of the running of specific activities. The General Committee will, however, retain over-ruling control and all its matters of principle must be referred to them.
- H2 These committees shall include at least one member of the General Committee and up to five other members of the Club. They will elect officers as required from amongst their number.
- H3 With the approval of the General Committee, Advisory Committees may have their own funds. A balance sheet and report must be submitted at the end of the financial year and at the conclusion of the activity, to the treasurer for inclusion in the Club accounts and audit.

I **QUORUM.**

- I1 The quorum for a general meeting shall be 20% of the voting membership.
- I2 The quorum for a general committee meeting shall be 50% of the elected committee and must include two Principal Officers.
- I3 The quorum for an advisory committee shall be determined by the general committee.

J **REPRESENTATION OF THE CLUB.**

The General Committee may appoint representatives to other bodies, such as Canoe England or local Sports Councils, to represent the Club's interests. The General Committee will however, retain over-ruling control and all matters of principle must be referred to them.

K **FINANCE.**

- K1 The General Committee shall direct and control the financial policy of the Club and shall arrange for Club funds, except for current money's to be held in the Club's name in a Bank account, Building Society, or similar institution, requiring two signatures for withdrawals.
- K2 The Financial Year shall end on 31st October.
- K3 The Auditors shall be appointed at the AGM

L GENERAL MEETINGS.

- L1 The Annual General Meeting shall be held within three months of the end of the Financial Year and at least 28 days notice of the date and venue shall be given to the membership in writing.
- L2 A Special General Meeting may be called at any time by the General committee. It may also be called when a requisition in writing has been received by the secretary, signed by at least ten voting members, and specifying the object of the meeting. Notice of the date and venue, and the matter for discussion shall be sent to members at least 14 days before the meeting.
- L3 Members shall be entitled to receive notices of General Meetings. For the AGM they shall also receive, seven days before the meeting, copies of the agenda, the Annual Report and the Balance Sheet these may be posted on the club website. The accidental omission to give notice to, or the non-receipt of a notice by one entitled to receive it, shall not invalidate the proceedings of the meeting.
- L4 The business of the Annual General Meeting shall be :-
1. To receive the minutes of the previous AGM.
 2. To receive the Annual Report of the General Committee, and the statement of Accounts, and to discuss any matters arising there from.
 3. To elect Principal Officers (as necessary upon retirements) and also to elect members of the General Committee.
 4. To consider the election of any Honorary Members.
 5. To appoint an Auditor.
 6. To consider any Resolution or matter for discussion on the Agenda..
- L5 **VOTING RIGHTS.** Every Full, Youth and Honorary member shall be entitled to vote at General Meetings. A decision shall be reached by a majority vote, either by a show of hands or by a poll.
- L6 Any Resolution or matter for discussion at a General Meeting shall be lodged with the Secretary at least 21 days prior to that meeting and be signed by at least two members entitled to vote at that meeting.
- L7 After the formal business of the General Meeting is concluded, the Chairman shall invite discussion on such topics as have been raised, and the discussion shall be recorded. The Chairman may curtail the discussion in order to allow all topics to receive a fair hearing.

M LIMITATION OF LIABILITY.

- M1 The General 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.

M2 All members or other persons who attend Club tours or meets do so at their own risk, and neither the Club nor its Officers can accept liability for the loss or injury of any kind..

M3 Parents or Guardians of all members under 18 years of age, must accept in writing the above limitation of liability before membership can be accepted.

N. TERMINATION.

The Club shall not terminate, except by the Resolution of a Special General Meeting convened for that purpose. Such a motion can only be carried by a two-thirds majority of the voting membership. In such an event any surplus assets shall be handed over to a body or bodies with similar aims.

O CONSTITUTION.

O1 The Constitution of the Club may only be amended by the Members in General Meeting.

O2 The General Committee in administering the affairs of the Club is empowered to approve RULES relating to Club property and activities. Such rules will be made known to the members.

O3 The decision of the General Committee on the interpretation of the Constitution or the Rules shall be final.

P DISCIPLINARY PROCEDURES

P1 Any breach of the Club Constitution or rules will render a Member or Affiliated Organisation liable to expulsion or suspension following a two-thirds majority decision of the General Committee. This also covers conduct detrimental to the good name and well being of the Club and Canoeing. The offender shall be given every opportunity to state his case before the decision is reached. On expulsion an appropriate portion of the members subscription may be returned to him. The B.C.U. shall also be informed of the Club's actions.

P2 All concerns, allegations, or reports of poor practice/abuse relating to the welfare of children & young people will be recorded & responded to swiftly & appropriately in accordance with the club's Child Protection Policy & procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.

P3 All complaints regarding the behaviour of members should be presented & submitted to the Secretary in writing.

P4 The committee will meet to hear complaints within 20 days of the complaint being lodged. The has the power to take appropriate disciplinary action including termination of membership.

- P5 The outcome of any disciplinary hearing should be notified to the person who lodged the complaint & the member against whom the complaint was made within 10 days of the hearing.
- P6 There will be the right of appeal to the committee, following disciplinary action being announced. The committee should consider appeal within 20 days of the Secretary receiving the appeal.

Q GENDER.

All reference to the MASCULINE in the above Constitution, shall also include the FEMININE.

DATED :- 1st April, 1990 Provisional Constitution R. B. Leadley.
30th January 1991 Adopted at S G M
23rd October 1991 Amended at S G M
20th January 1993 Amended at A G M
13th January 1998 Amended at A G M
28th November 2007 Rewritten in new format
22nd January 2008 Amended at A G M
20th January 2009 Amended at AGM
29th January 2010 Amended at AGM
29th January 2012 Amended at AGM

ADVICE FOR MEMBERS - - R. S. C. CLUB RULES.

The following advice and rules, aim to promote the smooth and safe running of CLUB activities, thereby giving the maximum enjoyment to members. There are many things which can help this aim, but which can not be covered in the Constitution ; the Committee, therefore, offers some guidance to members in the form of simple rules.

A1 Be PUNCTUAL, because apart from anything else, if late, you are bound to inconvenience other members.

A2 Think ahead and allow yourself sufficient time for your journey, for changing, and preparing for the day's paddling. (Time to pitch a tent for a W.E. camp?).

A3 Consult the meet leader before going on a meet / tour so that he knows you are coming. If it is a higher grade river than he thinks you are capable of, take his advice if he warns you off! It is unfair to the experts to hold up a tour through great lack of skill. Conversely, experts on quiet meets should fit in with the lower tempo and help those for whom the tour is intended.

A4 Always be prepared, First aid kit, boat repair kit, change of clothes, emergency food and hot drink, (all in waterproof bag/box). Be in a position that you only need to borrow in an emergency where the Meet Leader carries comprehensive safety equipment.

A5 Members should always follow the **COUNTRY CODE**. They should avoid damage to property or flora or fauna.

SAFETY.

S1 The meet leader or any Committee member or more experienced paddler may insist that paddlers take all necessary precautions.

S2 The Meet Leader, etc, may refuse any member the right to attend a Club activity provided that just reason is given to that member in advance. This prior notification is subject to the member having stated his intention to attend.

S3 The meet leader may warn a member that he might be advised not to paddle a certain river if water levels change. He may be advised or told not to paddle a certain section (i.e. a weir), upon their arrival..

S4 The meet leader may refuse the bringing of a boat on a meet if they consider it unsuitable or unsafe.

S5 All members must be able to swim at least 50 metres before Canoeing on Club meets or on open water.

S6 All canoes must have adequate buoyancy fixed in bow and stern.

S7 All canoes must be fitted with either safety lines, loops or toggles.

S8 Lifejackets or Buoyancy Aids must be worn on all Canoeing meets. They should also be worn at all times on Blackroot Pool and the Canals.

S9 Crash Hats should be taken on all Club Tours and must be worn if the Meet Leader so instructs. They should also be worn at Blackroot Pool and on the Canal by all Under 18 paddlers.

MEETS

- M1 The instructions of the meet leader, who acts with the authority of the Committee, must be followed.
- M2 Members must carry a repair kit suited to their type of canoe.
- M3 Members should carry their own First Aid Kit, suggested minimum contents :- antiseptic wipes and / or cream and plasters.
- M4 Members must carry Emergency Food and Drink (preferably hot) on all tours. They may be directed by the meet leader also to carry their lunch, etc...
- M5 Members are asked to be discrete whilst changing to avoid upsetting local people, passing motorists, etc..
- M6 Always take a change of clothing, in a waterproof bag, with you when canoeing, unless you are wearing a wetsuit or similar insulating clothing.
- M7 When paddling on rivers, members must keep an eye on, and if necessary wait for the canoeist following. Warn others if you see trouble!!
- M8 When negotiating rapids on rivers, members should leave at least two canoe lengths between each other, or only follow through at the run leaders direction, (i.e. a waving paddle or arm)..
- M9 Visitors are permitted on meets / tours at the leaders discretion, but the member acting as host is responsible for his visitors and for their adhering to the Club constitution and rules.
- M10 River sides / banks, camp sites, changing venues, etc must be kept and left clean and tidy - as you would expect to find them.

BATHS.

- B1 Canoes taken to the Baths must be scrupulously clean.
- B2 Canoes taken to the baths must have approved bow and stern protection.
- B3 Paddles used at the baths must not have sharp corners or tips.
- B4 Members must leave the water immediately the whistle blows and clear the poolside promenade as quickly as possible of canoes and equipment.
- B5 Members are warned not to leave their clothes, valuables, etc in the changing rooms, bring a bag and leave them on the poolside.
- B6 Members must comply with any instructions of the baths duty officer or any Committee member issued in the interests of safety.
- B7 Outdoor shoes may not be worn on the poolside. Spectators should change into non outdoor soft shoes.

BLACKROOT POOL.

- BP1 **Swimming is only allowed in emergencies.** Capsize drills are best done firstly in a swimming pool, normally only a “one-off” is needed in cold water. Some practice techniques may involve a swim. We can’t rule out Weil’s Disease!!
- BP2 All paddlers must be able to swim 50 metres.
- BP3 Cars should be parked on the approved Car Park.
- BP4 Members should leave the Pool well before the park closes.

- BP5 Whilst Canoeing, members should not stray out of our agreed paddling zone.
- BP6 Members must avoid disturbing birds, flora or fauna.
- BP7 Members must keep clear of fishing lines, and not upset anglers.
- BP8 Access is best made off the slipway or low bank edges.
- BP9 Members are asked to be discrete whilst changing. Please do not upset other park users, avoid creating a nuisance to other park visitors.

Please help to create a good impression.

**BLACKROOT POOL IS AN IMPORTANT PART OF SUTTON PARK
THE PARK IS A SITE OF SPECIAL SCIENTIFIC INTEREST - a S.S.S.I.**

RUSHALL OYMPIC FOOTBALL CLUB.

Blackroot Pool notes 2, 3, 6, 7, 8 & 9 also apply here.

- D 1 The club gate should be locked when not in use.
- D 2 Cars should be parked tidily and not obstructing spectators cars.
- D 3 Safety on the water is paramount - do not desert a slow / novice paddler.

MISCELLANEOUS.

- Mi 1 Members are bound by the rules of the British Canoe Union.
- Mi 2 Members using waterways are bound by the rules of those waterways.
- Mi 3 Members paddling waters where an ACCESS agreement is in operation must abide by that agreement.
- Mi 4 The Committee may grant Associate membership to suitable persons under similar terms as the Family Membership.
- Mi 5 Club rules, approved by the General Committee carry the authority of the Club Constitution. A breach of these rules constitutes a breach of the Constitution, and action can be taken accordingly.
- Mi 6 The decision of the General Committee on the interpretation of Club Rules shall be final.

A FINAL COMMENT.

Rules will, of necessity, always seem rather formal. If you study these you will see that they provide a pattern whereby all members can best enjoy their canoeing with the Club. To get the best of Club Canoeing the individual must make a few small sacrifices. A lot of the above is very obvious - please help to keep it.

It is quite true that a few selfish members can ruin the enjoyment for the majority.

To get the best from the Club remember the phrase ;

“The more you put in the more you get out”.

CLUB BADGES AND COLOURS.

A RED TUDOR ROSE ON A GREEN BACKGROUND.

R.B.Leadley

R. S. C. C. C. April 1990

December 2007, May 2009