



THE CONSTITUTION AND RULES OF THE PLEASLEY VALE CANOE & ACTIVITY CLUB

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Issue 2	September 2005	Draft Rev 2 modify Age Limits for memberships Remove reference to Club Loans
Issue 3	January 2007	Affiliate Membership Modified Clubhouse notes modified

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THE CONSTITUTION

1. NAME

The Club shall be known as the PLEASLEY VALE CANOE & ACTIVITY CLUB and hereinafter known as THE CLUB.

2. OBJECTIVES

The objectives of the Club are to promote the sport of canoeing in the Pleasley area.

3. MEMBERSHIP

- a. **Qualification** shall be open to all interested in the sport of canoeing subject to the
- c. **Cessation of membership.** The Committee shall be empowered to terminate any individual membership in the interest of the Club, providing that the member concerned shall have the right to address the Committee, personally, before a final decision is taken.

provisions of Rule 1.

- b. **Membership classes** are:

i Adult membership	open to individuals aged 18 and over;
ii Child membership	open to individuals under the age of 18
iii Family membership	open to a complete family

4. SUBSCRIPTION

The annual subscription shall be decided by resolution at the Annual General Meeting (AGM).

5. OFFICERS AND COMMITTEE

- a. The executive officers of the Club shall be:

- i Chairman;
ii Secretary;
iii Treasurer.

- b. The Committee shall consists of the executive officers of the Club together with upto four other elected members.

- d. Other Committee posts shall be nominated as required by their duties

- e. Executive officers and Committee members shall:

- i be elected at the AGM;

- ii serve until the termination of the next AGM;
- iii be eligible for re-election each year.

- f. Nominations for Executive officers and Committee members shall be made at the AGM by members eligible to vote.
- g. The Committee shall be empowered to form sub-committees for specific purposes e.g. fund raising.

6. GENERAL MEETINGS

- a. An AGM shall be held in either March or April of each year. There shall be laid before the meeting by the Treasurer a statement of accounts as recent as is practicable.
 - d. Any issue concerning the Club is eligible for discussion at the AGM. Prior notification of topics should, for preference, be given to the Secretary so that an agenda can be drawn up in advance and circulated to the membership.
 - e. Voting at General Meetings will be on the basis of one person having one vote with a simple majority to decide. The Chairperson shall have the casting vote.
 - f. Any matter that concerns the safety of the members **MUST** be decided by a subcommittee comprising of members of the BCU Coaching Scheme. The special subcommittee shall have the power to invite members or outsiders with special knowledge and/or experience to join in their discussions. The decisions of this sub-committee shall be final on all matters of safety.
- b. An Extraordinary General Meeting (EGM) shall be called on the instructions of the majority of the Committee or a requisition signed by five members of the Club.
 - c. Not less than 14 days notice shall be given, specifying the time and place, before any AGM or EGM.

7. POWERS OF THE COMMITTEE

The elected Committee shall have the following powers

- i draw up, rescind or amend Club Rules;
- ii co-opt Committee members to fill vacancies etc.;
- iii to appoint sub-committees;
- iv to admit members and affiliated organisations;
- v set fees for club equipment hire, personal equipment storage and trips.

8. SECRETARY'S DUTIES

It shall be the Secretary's duty to keep minutes of all General Meetings and Committee meetings and to deal with correspondence.

9. TREASURER'S DUTIES

The Treasurer shall keep adequate account of all the Club finances and shall prepare a report of the same for the AGM.

10. CHILD PROTECTION OFFICER DUTIES

The Committee will appoint a Child Protection Officer (CPO). The CPO will be responsible for

- i. ensuring that the Club's Child Protection Policy is up to date, that it is clearly displayed (if possible), that volunteers who may have access to children are aware of the policy, have read and understood it.
- ii. ensuring that all aspects of the policy are adhered to by the Club.
- iii. Maintaining a register of youth or affiliate member and have a contact name and details available in case of emergencies.
- vi. Checking that all adults with regular access to children have been appropriately vetted and maintaining records of these.
- v. Notifying the appropriate authorities of any concerns on child welfare raised by club volunteers or by the child.

11. CLUB ACCOUNTS

Any money to be withdrawn from a Club account shall be signed by the Treasurer and the Chairperson or Secretary.

The income of the Club shall be solely used for the furthering the objects of the Club and no other purpose.

12. LIABILITY

- a. The Committee shall manage the affairs of the Club. Finances 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.
- b. All members or other persons who attend Club tours or meets do so at their own risk. The Club and its officers cannot accept any liability for any loss or injury of any kind sustained at the "Club Store" (where this has been named) or whilst on a Club tour or meet.

13. AUDITOR

Every AGM shall appoint an Auditor who shall at least once a year examine the accounts of the Club and ascertain the correctness of the income and expenditure accounts and of the balance sheet.

14. ALTERATION TO THE CONSTITUTION

Alteration to the Constitution shall be by a majority decision at the AGM or at an EGM.

15. AFFILIATED MEMBERSHIP

As this point in time affiliate membership has not been agreed or authorized.

ITEM YET TO BE COMPLETED

16. CHILD PROTECTION POLICY

The Committee will ensure that an appropriate Child Protection Policy is adopted.

17. TERMINATION

- a. The Club shall not terminate except by a resolution of an EGM convened for the purpose and, in such an event.
- b. Any surplus assets shall be handed over to a body or bodies with similar objectives

THE RULES

1. MEMBERSHIP

- a. Every member **MUST** be able to swim at least 50 metre in light canoeing clothing.
- b. Parental consent is required for club membership if the prospective member is under 18.
- c. New members should preferably begin with a pool session.

2. LEADERSHIP OF CANOEING PARTIES

- a. ALL Club organised canoeing shall be carried out under the control of a Club approved Leader and all the members of the party **MUST** accept that the decision of the Leader is final.
- b. Leadership shall be decided by the **SAFETY** committee (composed of members of the BCU Coaching Scheme) and will be matched to certain weather/water conditions and areas.

- NOTE**
- i. The Leader of a party is **NOT** to be considered a dictator and any member of a party has the natural right to refuse any prospect that seems beyond his/her capabilities. The Leader's veto will only be applied if he/she considers that a member or members are flirting with danger.
 - ii. It should be remembered that there are different leadership qualifications and it could happen that a member of a party is a more expert canoeist than the Leader. In such cases, this member might wish to try something which the Leader considers is outside his/her own capabilities. If this case could lead to a situation whereby the control of the party is lost then the Leader should rule and the thwarted canoeist should accept with good grace. After all, there will be other trips on other days.

3. SAFETY

- a. Life jackets or buoyancy aids of a design approved by the BCU/SCA **MUST** be worn at all times at club events, except pool sessions.
- b. Crash hats of a design approved by the BCU/SCA **MUST** be worn whilst surfing and canoeing on rivers.
- c. If an individual sustains an injury whilst during a Club activity, this will be reported to the Club Chairperson or Secretary. The details of the accident will be recorded in the Club's accident book. If deemed necessary, the accident will be reported to the Club's insurance brokers which is arranged through the BCU as part of the affiliation membership.

4. CLUB EQUIPMENT

- a. Every Club member is expected to have his/her own equipment as soon as possible. However, all Club members are welcome to use Club equipment. The hire charge will be set at the discretion of the Committee.
- b. New members -who have been club members for less than one year -will get preference in the use of club equipment.
- c. When Club equipment is borrowed by non-club members then the non-member **MUST** be accompanied by a competent Club member (i.e. a person who has been approved by a member of the BCU Coaching Scheme). The borrower must pay a hire charge and give a deposit. The hire charge for a non-Club member shall be twice that charged to a Club member. The borrower must replace or repair all damaged equipment.

5. BRITISH CANOE UNION

The Club shall renew membership of the British Canoe Union every year.

6. CLUB STOREHOUSE

ITEM NOT YET IN FORCE

CLUB STOREHOUSE PROCUREMENT WILL REQUIRE MODIFICATION TO THIS ITEM

CHILD PROTECTION / VULNERABLE PEOPLE POLICY FOR THE PLEASLEY VALE CANOE & ACTIVITY CLUB

POLICY

Introduction

The Pleasley Vale Canoe & Activity Club recognises that child protection should not be treated in isolation. The Club will take on board guidance given by the British Canoe Union to address recruitment and selection of volunteers by doing the following

Child Protection

The Pleasley Vale Canoe & Activity Club believes that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged. If Club volunteers have any suspicions about a child's physical, sexual or emotional well being, the Club will take action.

1. The Club accepts responsibility as a group to check that all adults with regular access to children have been properly vetted.
2. The Club will make a request for previous addresses on job application forms.
3. The Club will ask for the names of two referees who will be prepared to provide a written reference, and who may be interviewed personally.
4. The Club will interview prospective volunteers
5. The Club will note at interview all previous relevant experience of volunteers
6. The Club will carry out a probationary period for all volunteers of at least 3 months

All volunteers are encouraged to share concerns with the Club's Child Protection Officer (CPO). If the situation is clearly an urgent case, the Child is too frightened to go home or there are very serious concerns about the child's safety, the Social Work Services or Police will be contacted immediately. If the concerns are more general about a child's welfare, then these will be discussed with the Club's CPO. The CPO should then make a referral to the Social Work who will make the necessary arrangements. It is important that all volunteers communicate concerns accurately. To this end, volunteers should follow the procedure below:

1. Upon receipt of any information from a child or suspicions, it is necessary to record what they have seen, heard or know accurately at the time the event occurs
2. Share their concerns with the CPO for the Club and agree action to take
3. Never investigate

Area Social Work and Police contact details are given below:

Telephone Number Police - contact current CPO

Area Social Work - contact current CPO

Out of hours Social Work Emergency Service - contact current CPO

Vulnerable People

The Pleasley Vale Canoe & Activity Club aims to ensure that any vulnerable people, whether children, young people or vulnerable adults are protected and kept safe from harm while they are with volunteers in the Club. In order to achieve this the Club will ensure that volunteers are carefully selected, screened, trained and supervised.

POLICY CHECKLIST

When **new** coaches / volunteers join the Club, decide whether their access to children will be substantial &/or regular

If it will be: request previous addresses.

Ask for the names of two referees prepared to provide a written reference &/or who may be interviewed

Interview volunteers prior to use

Note at interview all previous relevant experience with children

Carry out a probationary period for all volunteers

DEFINITIONS

Volunteers Members and non members of the Club who may be asked to help with the Club's activities

Substantial Access All volunteers with substantial access to children are

- . • Committee members
- . • Club coaches and those asked to assist coaches
- . • Volunteers who will have one to one contact with children
- . • Volunteers who may supervise children
- . • Volunteers who may be asked to supervise children overnight

ACCIDENT REPORTING POLICY

If an individual (the claimant) sustains an injury, he or she has up to three years to issue a claim (formerly a writ) against another individual or Club (the defendant) considered to be negligent in causing the injury. The defendant has only 21 days to acknowledge receipt of the claim and a further 90 days either to accept or deny liability and, in the case of a denial, to produce supporting documentation and evidence. Failure to observe these timescales could give Insurers an opportunity to limit or even deny indemnity which, of course, could have serious ramifications for the defendant.

That being the case, all those involved in Sport are now required to report (to their insurance brokers) every incident, particularly those involving a personal injury, which could give rise to a subsequent claim. This will insure that detailed records are kept, so that in the event of a claim a defence may be more quickly and accurately mounted.

That being the case, the Club will appoint an individual to maintain records of any incidents and to establish contact, as necessary, with the insurance Brokers. Every member has a responsibility to pass on relevant information regarding any incident.

The details of the Insurance Broker, can be obtained from the British Canoe Union.