

Constitution

1 NAME

The club shall be known as the Wansbeck Paddle Sports Club hereinafter known as **THE CLUB**.

2 OBJECTS

The objects of the Club are to promote and provide facilities for healthy sporting activity through the sport and recreation of canoeing.

3 EXERCISE OF CLUB POWERS

The Committee has the power to:

1. provide Clubhouse, equipment and paddling facilities, together with Paddle UK approved coaching, training and related expertise;
2. take out insurance for the Clubhouse and Club equipment;
3. raise funds by subscriptions, training courses, grant applications, and other legal means;
4. open and maintain bank accounts for Club business;
5. set aside funds for special purposes or as reserves;
6. invest funds in any lawful manner;
7. provide services to the community such as safety cover for water-based events (provided qualified Members are available);
8. co-operate with or affiliate to firstly any bodies regulating or organising the Sport (Paddle UK), secondly any Club or body involved with it and thirdly government and related agencies;
9. provide talks, demonstrations, and other promotional activities.

4 MEMBERSHIP

4.1 Qualification:

Any person who undertakes to behave in the best interest of canoeing shall be eligible for membership regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

4.2 Classes of Membership:

- a) Full Members - over the age of 15
- b) Family Members - the spouse and/or children under 12 of a full member
- c) Junior Members - under the age of 16. Those under 12 will only be admitted when one or both parents/guardian are members.
- d) Honorary Life membership may be offered by the club to people who have helped the club but who, for whatever reason, would not take up membership

4.3 Election:

Candidates for election to membership shall make written application to the Club Secretary on the form provided. The power of election shall rest with the General Committee who may refuse membership only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal may be made to the members.

Wansbeck Paddle Sports Club

www.wansbeckpaddlesports.co.uk

4.4 Restriction:

A person who has been expelled from or refused membership of Paddle UK shall not be eligible for membership.

4.5 Acceptance:

The General Committee may decline to accept renewal of membership, from any person, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal of renewal may be made to the members.

5 ENTRANCE FEE

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

6 SUBSCRIPTION

The rates of subscription shall be determined by the members in General meeting and shall be due on election and, thereafter, on 30th March in each year

7 CESSATION OF MEMBERSHIP

- a) Any member may resign giving one month's clear notice in writing to the Secretary.
- b) Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the General Committee, be suspended or expelled. Appeal against suspension or expulsion may be made to the members.
- c) A member shall be deemed to have resigned from the Club if, after due notice in writing, he/she has not paid the annual subscription which became due on March 30th. He/she may, however, re-join at any time during that year without payment of any entrance fee, subject to the provision of 4.3 or 6 above.

8 SAFEGUARDING

The Club is fully committed to safeguarding the well-being of all 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. The club adheres to the child protection policies of Paddle UK.

We believe that taking part in Paddle sports should be a positive and enjoyable experience, to achieve this we have the following aims:

1. Club coaches and helpers should follow the Paddle UK Code(s) of Conduct.
2. All Club coaches, helpers and officials working with young people should read and adhere to the Paddle UK Safeguarding Children Policy and Safeguarding Adults Policy. The Club will follow the guidance of the policy in the event of any concerns or allegations.
3. The Club will ensure that anyone who meets the eligibility criteria for a Disclosure check will not be deployed until a satisfactory check has been returned.
4. All Club members are made aware of the Club Code(s) of Conduct.

Wansbeck Paddle Sports Club

www.wansbeckpaddlesports.co.uk

5. The Club will obtain written medical details of young paddlers which will be made known to coaches, where deemed appropriate and/or necessary.

6. Any paddler who coaches for the Club should be a member of Paddle UK. The club will encourage and support helpers to gain qualifications and assist coaches to stay updated.

7. The Club will identify a person whose role it is to deal with any issues concerning Safeguarding (Club Welfare Officer) and notify this person to all members. Anyone with concerns with respect to the welfare of a club member or participant should contact that person. If that person is unavailable, they can contact the Paddle UK Safeguarding Officer

9 SPORTS EQUITY

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, disability, 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 according to Club disciplinary procedures.

10 SECTIONS

1. The Club may organise various sections to cover the various activities of canoeing.
2. The affairs of each section shall be conducted by a sub-Committee of up to 6 members of whom the Chairperson or his/her deputy shall serve on the General Committee.

11 DISQUALIFICATION FROM HOLDING OFFICE

1. Only members entitled to vote are eligible to hold office, except that a Junior Section Chairperson and a Junior Section Secretary may be elected by the Junior members of the Club, and be entitled to vote at General Committee meetings.
2. Any member who is under the age of 16 years, shall not be eligible for election to the General Committee of the Club.
3. 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 Paddle UK will not be eligible for election to the General Committee of the Club, but such a person may be co-opted without voting rights.

12 GENERAL COMMITTEE

The General Committee shall conduct the affairs of the Club as a whole and shall consist of a Chairperson, Secretary, Treasurer, and other officers as deemed necessary. Additionally, the General Committee may co-opt no more than 6 members of the Club to its number.

Nominations for the position of Chairperson, Secretary, Treasurer and other officers shall be put forward in the form of a motion under the terms of Rule 16.4.

The General Committee shall elect a Vice-Chairperson from among its number.

The term of office shall be for one year, and members shall be eligible for re-election.

13 DUTIES OF COMMITTEE

13.1 Chairperson:

The Chairperson will preside at all General Meetings of the Club and at all meetings of the General Committee. He or 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. The Chairperson shall represent or arrange for the representation of the Club at Paddle UK regional level and at meetings of other organisations. He/she shall ex officio be a member of any other committee of the Club.

13.2 Secretary:

The Secretary will be responsible for the organisation of meetings of the General Committee and of the Club, and the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club. He/she or she shall also be responsible for transmitting to the section secretaries all correspondence relating to the particular activities of the section concerned at the earliest opportunity. The Secretary will receive copies of the minutes relating to the meetings of section committees.

13.3 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.

He/she or she shall have the power to examine, after giving one week's notice, the books of any section, and shall report any discrepancies to the General Committee. The Treasurer shall audit the books of each section annually and shall produce at the AGM balance sheets showing the financial state of each

Cheques should have two signatures. The Treasurer must make the committee aware of any existing or potential financial or cash flow problems.

13.4 Duties of other Officers:

Officers may be elected to be responsible for the following duties.

1. **Coaching Officer:** The Coaching Officer will be responsible for organising a programme of coaching, provide support to club coaches, ensure club activities are delivered by appropriately qualified leaders and coaches or a person/people approved by Coaching Officer. The Coaching Officer will keep the club aware of current changes in the Paddle UK Coaching Service and be responsible for verifying qualifications of members. The Coaching Officer will make appropriate representations on coaching matters to the Paddle UK Coaching Team. The Coaching Officer will ensure that all canoeing equipment purchased by the club is fit for purpose.
2. **Equipment Officer:** The equipment officer will be responsible for ensuring that all equipment used by the canoe club is safe. The equipment officer will oversee the maintenance of equipment and will assist the Coaching Officer in identifying suitable equipment for club purchase.
3. **Club Welfare Officer:** The Club Welfare Officer to be responsible for dealing with allegations or suspicions of abuse.

Wansbeck Paddle Sports Club

www.wansbeckpaddlesports.co.uk

4. **Meets Organiser:** The Meets Organiser shall arrange a programme of paddle sports events and activities.
5. **The Social Secretary:** The Social Secretary shall organise a programme of social events.
6. **Media Officer:** A Media Officer shall be elected who is responsible for promoting and posting on social and other media.
7. **IT and WebSite Officer:** A IT and WebSite Officer shall be appointed who is responsible for the Website, Email and Booking System services.
8. **Section Chairpersons:** Section Chairpersons shall be elected to over-see the affairs of Section Committees as may be appointed under article XII.

13.5 Core Committee:

A Core Committee consisting of the Chairperson, Vice Chairperson, Secretary, Treasurer and Coaching Officer will make decisions by simple majority on any issues arising at such a time as makes it inappropriate to wait for a General Committee meeting.

14 GENERAL COMMITTEES

1. The General Committee is responsible for the general conduct of the Club's business and activities.
2. The General Committee shall meet at regular intervals during the year, as required by the business to be transacted.
3. Special meetings of the General Committee shall be called by the Secretary on instructions from the Chairperson, or not less than three committee members.
4. Meetings of the section committees shall be called by the secretaries of the sections concerned, on instruction from the Section Chairperson, or on the instructions of twenty percent of the members of the Section Committee.
5. A quorum shall consist of not less than 4 members in the case of the General Committee, and not less than 3 members in the case of the Section Committees.
6. In the case of casual vacancy among the General Committee, the said Committee shall appoint another eligible person to act until the next AGM.

15 SECTION COMMITTEES

1. The Section Committees shall each consist of a maximum of 8 members selected by the section concerned, one of whom shall be the section Captain and/or section secretary.
2. A Section Committee may nominate other members of the section to serve the Section Committee.
3. The Secretary of each section shall keep minutes of all section meetings and be prepared to produce these if required at General Committee meetings. He/ she or she shall also be responsible for the collection of all monies relating to the section and shall submit a balance sheet showing the financial state of the section at the AGM. He/she shall also be prepared at all General Committee meetings to give a statement of the section's finances.

Wansbeck Paddle Sports Club

www.wansbeckpaddlesports.co.uk



4. Section Committees may draw up rules and regulations necessary for the efficient management of the section, but such rules and regulations shall not become operative until approved by the General Committee.
5. Section Committees shall meet at such intervals as are required to satisfactorily conduct the business of the Section, or upon a demand signed by not less than twenty percent of the members of the section committee.

16 ANNUAL GENERAL MEETINGS

1. An Annual General Meeting shall be held in March of each year. There shall be laid before the meeting a statement of accounts made up to the last day of the month of June immediately preceding.
2. An Extraordinary General Meeting shall be called on the instructions of a simple majority of the General Committee, or on a requisition signed by not less than 20% of the members of the Club entitled to vote.
3. Not less than 21 days clear notice shall be given, specifying to all members the time and business of the General Meeting.
4. 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 AGM, and be signed by 3 members entitled to vote.
5. At any General Meeting, a resolution put to the vote of the Meeting shall be decided by a show of hands, of those entitled to vote, except when more than one nomination has been received for a position on the General Committee, in which cast voting will be by secret ballot.
6. At all General Meetings the Chairperson will preside or, in his/her absence, a Chairperson for the meeting will be elected by the voting members present.
7. At all General Meetings not less than twenty percent of the members of the Club or 8 full members (whichever is the smaller) shall constitute a quorum.
8. **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. If anyone is not present within half an hour from the time appointed for an Adjourned Meeting, the members present shall be a quorum.
9. **Accidental Omission:** Accidental Omission to give notice of a meeting to, or the non-receipt of notice of, a meeting by any member shall not invalidate the proceedings of a meeting.

17 LIABILITY

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.

18 VOTING

Only full members and junior members over the age of 11 years are entitled to vote at all meetings.

19 ALTERATION OF CONSTITUTION

1. This constitution shall not be altered, amended, or rescinded except by a General Meeting of the Club.
2. A resolution to give effect to a change must be passed by at least 75% of the members present at the General Meeting, and voting on this behalf.

20 DISCIPLINE AND APPEALS

Wansbeck Paddle Sport Club's disciplinary procedure applies to all members, parents, staff, volunteers and representatives of the club and aims to ensure that all the above are treated fairly and consistently in regard to their conduct. The procedure will be reviewed and amended by the committee every 3 years to meet any change in requirements.

It is also worth bearing in mind that Paddle UK is not able to adjudicate on internal disputes or disciplinary actions that are not Safeguarding or Safety Related.

21 CORRECTNESS OF ACCOUNTS

Every Annual General Meeting shall appoint an appropriate person who shall at least once in every year examine the Accounts of the Club, and ascertain the correctness of the income and expenditure accounts and of the balance sheet.

22 DISTRIBUTION OF PROFITS

The club may not make payment to members for participation in the sport which would contravene amateur status nor can any profit be distributed to members, but any profits earned shall be contributed to a General Fund for furthering the objects of the Club.

23 DISSOLUTION

If the committee, by simple majority, decides at any time to dissolve the Association (Wansbeck Paddle Sports Club), it shall give at least 21 days' notice of a meeting to all members of the Association who have the power to vote. If such a decision is confirmed by a majority of those present and voting at the meeting, the management shall have the power to dispose of any assets held by the Association. Any assets remaining after the satisfaction of any proper debts or liabilities shall be given or transferred to such charitable groups or groups having similar objects to the Association as the committee may decide.

24 RULES

The General Committee shall be empowered to draw up rules for the safe conduct of canoeing activities, to include the following:

1. No Junior members may canoe alone from the Clubhouse.
2. No Junior member may take a boat from the Clubhouse unless a responsible adult is present.
3. All paddlers to wear buoyancy aids and helmets on club activities.
4. Juniors may not paddle without a competent adult (approved by the Coaching Officer) present until they have been approved to do so by the Coaching Officer

Wansbeck Paddle Sports Club

www.wansbeckpaddlesports.co.uk

25 DECLARATION

Each member upon joining shall sign the following declaration via WebCollect:

Gender*

Age Group* Please state your age group.

Your paddling experience

Are you a British Canoeing member?* Yes No

British Canoeing membership number*

British Canoeing personal performance awards
Do you have British Canoeing personal performance awards (star awards)? tick all that apply
1* 2* 3* freestyle kayak / canoe 3* open canoe 3* sea kayak 3* sea sit on top 3* surf
3* touring kayak / canoe 3* white water kayak/OC1 3* wild water racing

British Canoeing Safety and Rescue awards
Please give details of any British Canoeing Safety and Rescue Awards
ASSR - Advanced Surf Safety and Rescue AWWSR - Advanced White Water Safety and Rescue
CNTP - Coastal Navigation and Tidal Planning FSRT - Foundation Safety and Rescue Training
OWNTP - Open Water Navigation and Tidal Planning WWSR - White Water Safety and Rescue

Other personal qualifications Please provide details of any other personal qualifications (not listed above)

Are you a coach/leader? Yes No

British Canoeing leadership qualifications
Do you have British Canoeing leadership qualifications? tick all that apply
4* freestyle (previous scheme) 4* open canoe (previous scheme) 4* sea kayak (previous scheme)
4* surf (previous scheme) 4* touring 4* white water kayak/OC1 (previous scheme)
5* freestyle (previous scheme) 5* open canoe (previous scheme) 5* sea kayak (previous scheme)
5* surf (previous scheme) 5* touring (previous scheme) 5* white water kayak/OC1 (previous scheme)
Advanced Open Canoe Leader Advanced Sea Kayak Leader Advanced Surf Kayak Leader
Advanced WW Kayak Leader Advanced WW OC1 Leader Cadet Leader Open Canoe Leader
Paddlesport Leader River Raft Guide River Trip Leader Sea Kayak Leader Stadium Raft Guide
Surf Kayak Leader White Water Kayak Leader White Water OC1 Leader


British Canoeing coaching qualifications
Do you have British Canoeing coaching qualifications? tick all that apply
Canoe & Kayak Coach (Sheltered Water) Canoe Coach (Sheltered Water) Freestyle Coach
Kayak Coach (Sheltered Water) Level 1 (previous scheme) Level 2 Open Canoe (previous scheme)
Level 2 White Water Kayak (previous scheme) Level 3 Open Canoe (previous scheme)
Level 3 Surf Kayak (previous scheme) Level 3 White Water Kayak (previous scheme)
Level 4 or level 5 (previous scheme) Open Water Canoe Coach Open Water Canoe Coach (Advanced Water)
Other (please specify) Paddlesport Instructor Polo Coach Racing Coach Sea Kayak Coach
Sea Kayak Coach (Advanced Water) Slalom Coach Surf Kayak Coach Surf Kayak Coach (Advanced Water)
UKCC Level 1 UKCC Level 2 UKCC Level 3 or Level 4 White Water Canoe Coach
White Water Canoe Coach (Advanced Water) White Water Kayak Coach
White Water Kayak Coach (Advanced Water) Wild Water Racing Coach

Other qualifications Please provide details of any other qualifications (not listed above)

Authorisation* If I provide coaching and/or leadership to the club's members on a formal or informal basis I authorise the club to verify my coaching/leadership qualifications with British Canoeing. I confirm that I will assist the club in obtaining the appropriate Disclosure Barring Service certificate in accordance with the current procedures of British Canoeing.

Are you a first Aid Provider* Yes No Please refer to the British Canoeing website for course provider and contact time requirements. This guidance is frequently updated and members are asked to self declare their competence.

First Aid* Please give details of your First Aid Qualification.
1 day Contact 2 day Contact GMC registered professional

First Aid Expiry date  First Aid Expiry date

Continued



Wansbeck Paddle Sports Club

www.wansbeckpaddlesports.co.uk

Are you under 18? Yes No

Date of Birth*

Parent's / Guardian's Consent

- I agree to my child taking part in the Club's activities and will not hold the club or committee liable for any missed sessions, personal injury, loss or damage to clothing or equipment.
I agree that if my child attends a trip away from the club premises they may be transported in an adult member's vehicle.
I confirm that I / my child agree to the Paddler's Consents set out above.
I confirm that I consent to images of my child participating in club activities being used for club publicity, including on the club's website.

Declaration* I confirm that I am aware and understand that canoeing and kayaking are assumed risk water contact sports that may carry attendant risks. I confirm that I can swim 50 metres in canoeing clothing.

I agree to be bound by the rules of the Club, and will not hold them liable for any missed sessions, personal injury, loss or damage to clothing or equipment.

Consent* I agree to details provided by me being held by the Club on computer and being used for club administration and to keep me informed of club activities. The Club may share information with British Canoeing if required to do so by British Canoeing. The Club will not share my details with other third parties without my prior permission.
I confirm that I consent to images of me participating in club activities being used for club publicity, including on the Club's website.

GDPR Consent* I consent to my data being stored on WebCollect by Wansbeck Paddlesports Club. Further information can be found at Information Commissioners Office - ico.org.uk

* Required field



Wansbeck Paddle Sports Club

www.wansbeckpaddlesports.co.uk

Upon attending a course/trip/event each member should sign the following declaration via WebCollect.

Participant Name* Please give the name of the person paddling

Is the participant under 18?* Yes No

Age*

Medical conditions* Yes No Does the participant have any medical conditions that we should be aware of?

Details*

Please provide details, including any items that the participant is required to carry with them (e.g inhaler), and any medication that the participant is taking.

Emergency Contact Name*

Emergency Contact Number* The person on this number must be available whilst the course, session or trip is running

Declaration* I am aware that canoeing is a potentially dangerous sport and I/the participant will obey the leader's or his/her deputy's requests on and off the water during any club trip as they are based on water levels, weather conditions, group ability and safety, and are final.

I accept that the Club, its leaders, instructors and members cannot be held responsible for any injury or loss sustained during a club trip. I/the participant can swim 50 metres and know of no reason why I/the participant should not take part in club activities. All of the above information is correct and up to date.

GDPR Consent* I consent to my data being stored on WebCollect by Wansbeck Paddlesports Club. Further information can be found at Information Commissioners Office - ico.org.uk

* Required field