

Devizes Canoe Club

Club Rules 2021

Document record		
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Committee Approved		
Due review		

1. Name of Club

- 1.1 The club will be called Devizes Canoe Club (hereinafter will be referred to as The Club) and may also be known as DCC. DCC will be affiliated to the National Governing Body for paddlesport, British Canoeing and will incorporate its rules and regulations.

2. Intent

- 2.1 These rules establish basic principles for the conduct of club affairs and align to British Canoeing requirements for well-governed clubs.
- 2.2 In the event of any conflict between any rule or policy of the club and the rules and regulations referred to in paragraph 1, the Club's constitution and supporting rules and policies shall prevail.

3. Background

- 3.1 The DCC Constitution is our primary governance document. The Constitution came into effect when the Canoe Club became a Charitable Incorporated Organisation (CIO) in 2014.
- 3.2 As a CIO we are regulated by the Charity Commission and file a single annual report and a set of accounts.
- 3.3 These rules supplement the Constitution and in case of any inconsistency or conflict, the CIO Constitution shall prevail.
- 3.4 A company limited by guarantee may be established by the Trustees, subject to approval at a General Meeting of the members, if it is deemed necessary in the future to conduct specific activities on behalf of the Club, such as trading activity, within a limited company framework.

4. Responsibility for this policy.

- 4.1 Club Rules are sponsored by the Club Chair on behalf of the CIO Trustees and will be approved by members at the AGM.

5. DCC Aims and Objectives

- 5.1 The aims and objectives of the club are:
- 5.1.1 To provide facilities for and to promote participation in paddlesport (canoeing and kayaking) in the Devizes Community Area.
 - 5.1.2 To develop the skills, health, and well-being of members.
 - 5.1.3 To make a positive contribution to the wider community.
- 5.2 Club Trustees also commit to ensuring:
- 5.2.1 Effective governance of DCC assets and the built estate;
 - 5.2.2 A duty of care to all members of the club; and
 - 5.2.3 To provide all its services in a way that is fair to everyone.

6. CIO Powers

6.1 The CIO's powers are described in detail in the Club Constitution.

7. DCC Membership

7.1 Membership of DCC is open to anyone, without exception, interested in promoting, coaching, volunteering, or participating in paddlesport, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs.

7.2 The total membership of the Club shall not be limited, however, if the Management Committee considers that there is good reason to impose a limit from time to time then the Committee shall seek approval (retrospectively if necessary) for such a limit at the AGM.

7.3 Club membership shall consist of the following categories:

7.3.1 Junior Membership (8-18 years).

7.3.2 Student Membership (19-22 years and in full-time education).

7.3.3 Young Adult Membership (19-22 years).

7.3.4 Adult Membership (23-64 years).

7.3.5 Senior Adult Membership (65+ years).

7.3.6 Family Membership (2 adults and all children under 18 years).

7.3.7 Joint Membership (two adults in a relationship).

7.3.8 Social Membership (non-paddling).

7.3.9 Life Membership may be awarded by the Club's trustees to recognise an exceptional contribution.

7.4 Members in each category will pay membership fees, which shall be determined at the Annual General Meeting and apply in the following membership year from 1st April.

7.5 All members will be subject to the regulations of the constitution and, by joining the Club, will be deemed to accept these Club Rules, Club policies and codes of behaviour that the Club has adopted.

7.6 Members shall be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team provided the applicable subscription has been paid by the due date and/or membership accepted by the Club committee.

8. Sports Equity

8.1 DCC 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:

8.2 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.

8.3 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.

8.4 The Club is committed to everyone having the right to enjoy their sport in an environment free from the threat of intimidation, harassment, and abuse.

8.5 All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

8.6 The Club will deal with any incidence of discriminatory behaviour seriously, according to Club Disciplinary, Dispute and Appeals policy.

9. Governance Committees

9.1 The affairs of the Club are managed by two complementary committees:

9.1.1 **DCC Trustees Committee.** The CIO Trustees must include the Chair, Treasurer, and Club Secretary. Any adult member may stand as a Trustee. Trustees shall be elected at the AGM. The Club's Trustees meet infrequently to approve significant financial or legal commitments on the club's behalf, including investment in the built estate, and to approve major policy changes. They are ultimately accountable to the Charity Commission for the club's effective governance.

9.1.2 **DCC Management Committee.** The CIO Trustees delegate operational management responsibilities to a club management committee. The management committee meets regularly, as often as required, to implement the club's programme and ensure safe and effective club operations. All members of the management committee have a specific role within the club.

9.2 Meeting frequency and details of committee composition are in the CIO Constitution document.

10. Committee Membership

10.1 All Committee members must be members of the Club.

10.2 Any member who is under the age of 16 years shall not be eligible for election to the Trustee or Management Committee.

10.3 Committees may establish any new roles required to ensure effective management of club resources and operations including, but not limited to, the election of a Deputy Chair from among its number.

10.4 Limitations to the term of office of Trustees are contained in the CIO Constitution. Management Committee term of office is limited to one year, and members shall be eligible for re-election.

10.5 If any post of any Club officer or committee member should fall vacant after the election at the AGM, the Trustees Committee shall have the power to fill the vacancy until the succeeding AGM.

10.6 The committees will have powers to appoint and advisers as necessary to fulfil their business.

10.7 Members of the Club committees shall be indemnified by the members of the Club against all liabilities properly incurred by them in performing their duties.

10.8 Under the Club's Disciplinary, Disputes and Appeals policy, Committee members share responsibility for disciplinary hearings of members who infringe the Club rules/regulations/constitution. Committee members will be appointed by the Chair to carry out investigations into complaints, arrange hearings, decide appropriate sanctions, including suspension or disciplinary action following such hearings, and conducting appeals.

11. Committee Meetings

11.1 Trustees' meetings are convened by the Club Secretary 2-3 times per year on an ad hoc basis. Management Committee meetings are convened by the Club Secretary no less than 4-6 times per year under the constitution.

11.2 Only full committee members have the right to vote at Committee meetings.

11.3 Details of Trustee committee quorate decision-making are in the CIO Constitution document. The quorum required for business to be agreed at Management Committee meetings will be four including either the Chair or Deputy Chair.

12. Finances

- 12.1 The Club Treasurer will be responsible for the finances of the Club.
- 12.2 The financial year of the Club runs from 1st April and ends on 31st March annually.
- 12.3 All Club monies will be banked in an account held in the name of Devizes Canoe Club.
- 12.4 A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting and submitted to the Charities Commission under the governing rules for CIOs.
- 12.5 Independent inspection or professional audit of accounts will take place, as directed by the Trustees, under the legal requirements for a CIO.
- 12.6 Signatories on the account include the Club Treasurer, Chair, and club Secretary. Other officers may be appointed as joint signatories as required.
- 12.7 Payments from the CIO account may take place by cheque, online bank transfer or via payment applications like Stripe and PayPal. As it is no longer possible to require payments from the club account to bear the signatures of the treasurer and other officers, the club shall require that any payment shall be authorised by a different officer to that making the payment and that the two shall not be family related.
- 12.8 Our CIO status means that the charity (DCC) has a legal personality, and its members have limited liability in the event the charity becomes insolvent.

13. Annual General Meetings and Extraordinary General Meetings

- 13.1 General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- 13.2 The Club shall hold the Annual General Meeting (AGM) within twelve months and as soon as possible after the end of the financial year to:
 - 13.2.1 Approve the minutes of the previous year's AGM.
 - 13.2.2 Receive a report from the CIO Trustees.
 - 13.2.3 Approve the CIO's annual accounts.
 - 13.2.4 Receive a report from those responsible for inspecting or auditing the Club's accounts.
 - 13.2.5 Elect the officers on the Club's committees.
 - 13.2.6 Agree on the membership fees for the following year.
 - 13.2.7 Consider any proposed changes to the Constitution.
 - 13.2.8 Deal with any other relevant business.
- 13.3 Under the club's constitution, we hold an AGM every year, to which all members are invited. Important documents relating to the AGM, including the Trustees' report to the Charity Commission, annual accounts, and AGM minutes are published on the Club's website and circulated before the AGM every year.
- 13.4 The Club Secretary will provide at least 21 days' notice of the AGM to all members.
- 13.5 AGMs may be held in a physical or a virtual environment.
- 13.6 Nominations for officers of the Committee will be sent to the Secretary before the AGM.
- 13.7 Proposed changes to the constitution shall be sent to the Secretary before the AGM, who shall circulate at least 7 days before an AGM.
- 13.8 All members have the right to vote at the AGM.

- 13.9 The quorum for AGMs will be 25% of the current membership
- 13.10 The Chairman of the Club shall hold a deliberative, as well as the casting, vote at general and Committee meetings.
- 13.11 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club. The Committee shall also have the power to call an EGM by decision of a simple majority of the Committee members.
- 13.12 All procedures shall follow those outlined above for AGMs.

14. Amendments to the constitution

- 14.1 The CIO constitution will only be changed through agreement by majority vote at an AGM or EGM.

15. Discipline, Disputes and appeals

- 15.1 Complaints may be made by anyone to any member of the committee.
- 15.2 The club's disciplinary, disputes and appeals policy provides the governing framework necessary to ensure fair consistent and effective management of disciplinary, dispute and appeals matters within DCC

16. Safeguarding and Welfare

- 16.1 All concerns, allegations or reports of poor practise/abuse relating to the welfare of children, young and vulnerable people will be recorded and responded to swiftly and appropriately under BC and Club child protection policy and procedures.
- 16.2 The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns and may appoint deputies as they see fit.

17. Safety Policy

- 17.1 The Committee shall be empowered to draw up policies and rules for the safe operation of the club and its canoeing activities. The Committee may delegate safety responsibilities to a dedicated Safety Officer who will act on the Committee's behalf to sponsor the Club's Safety and Operating Policy, risk assessments and other rules of procedure which should be adhered to by all members.
- 17.2 The club's Safety and Operating Policy and the Club's Facilities Management Policy provide the primary authorities for club safety.

18. Change of Club Status

- 18.1 Having converted the club's status to a CIO in 2014, there is currently no means of converting the club to any other legal form except for dissolution.

19. Dissolution of the Club

- 19.1 Procedures are described in the DCC CIO constitution.

20. Declaration

21. Devizes Canoe Club hereby adopts and accepts Club Rules 2021 as a current operating guide regulating the actions of members.