

## Devizes Canoe Club

### Club Rules 2024

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#### 1. Name of Club

- 1.1 The club will be called Devizes Canoe Club (hereinafter referred to as The Club or DCC). DCC will be affiliated with the National Governing Body for paddlesport, Paddle UK, and will incorporate its rules and regulations.

#### 2. Intent

- 2.1 These rules establish basic principles for the conduct of club affairs and align with Paddle UK 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; in case of any inconsistency or conflict, the CIO Constitution shall prevail.
- 3.4 The Trustees may establish a company limited by guarantee, subject to approval at a General Meeting of the members, if it is deemed necessary 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 Chair of Trustees 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 have six legal responsibilities:
- 5.2.1 Delivering purpose
  - 5.2.2 Managing conflicts of interest
  - 5.2.3 Reporting information
  - 5.2.4 Safeguarding people

- 5.2.5 Making decisions
- 5.2.6 Managing finances
- 5.3 At DCC, Club Trustees also commit to ensuring:
  - 5.3.1 General oversight of external activity policy
  - 5.3.2 Governance of DCC assets and the built estate.
  - 5.3.3 Diversifying sources of club income
  - 5.3.4 Coherent club strategy and development

## 6. CIO Powers

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

## 7. DCC Membership

- 7.1 DCC membership 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 Club's total membership 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:

	Membership Class	Notes	Voting Rights*
7.3.1	Junior Membership (8-15 years)		No
7.3.2	Junior Membership (16-18 years)		Yes
7.3.3	Student and Young Adult Membership (19-22 years)	Student members to be in full-time education	Yes
7.3.4	Adult Membership (23-64 years)		Yes
7.3.5	Senior Adult Membership (65+ years)		Yes
7.3.6	Social Membership (non-paddling)		Yes
7.3.7	Out-of-Port Membership	Living remotely from Devizes	No
7.3.8	Honorary/Life Membership	May be awarded by Trustees to recognise exceptional contribution.	Yes

\*This new rule uses the discretion provided in the DCC Constitution (Para 11.(6)(a)) to create membership classes with different voting rights.

- 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 1<sup>st</sup> April.
- 7.5 All members are subject to the regulations of the constitution and, by joining the Club, are deemed to accept these Club Rules, policies, and codes of behaviour that the Club has adopted.

7.6 Members shall be eligible to participate in the Club's business, vote at general meetings depending on their membership class, 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. It 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's right to enjoy their sport in an environment free from the threat of intimidation, harassment, and abuse.

8.5 All club members are responsible for opposing discriminatory behaviour and promoting equality of opportunity.

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

## 9. Governance Committees

9.1 Two complementary committees manage the affairs of the Club:

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 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 the effective management of club resources and operations, including, but not limited to, the election of a Deputy Chair from among its members.

10.4 The CIO Constitution limits the term of office of Trustees. The term of office of the management committee is limited to one year, and members are eligible for re-election.

10.5 If any Club officer or committee member post 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 advisers as necessary to fulfil their business.

10.7 The members of the Club shall indemnify members of the Club committees 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. The Chair will appoint committee members to investigate complaints, arrange hearings, decide appropriate sanctions, including suspension or disciplinary action following such hearings, and conduct appeals.

## **11. Committee Meetings**

11.1 The club secretary convenes trustees' meetings on an ad hoc basis two to three times per year and Management Committee meetings no less than four to six times per year under the constitution.

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

11.3 The CIO Constitution document details the quorum required for Trustee committee decision-making. The quorum required for business to be agreed upon at Management Committee meetings will be four, including either the Chair or Deputy Chair, and at least one member of the quorum must be a Club Trustee.

## **12. Finances**

12.1 The Club Treasurer will be responsible for the finances of the Club.

12.2 The Club's financial year runs from 1<sup>st</sup> April and ends on 31<sup>st</sup> March annually.

12.3 All Club monies will be banked in an account held in the name of Devizes Canoe Club.

12.4 The treasurer will present a statement of annual accounts at the Annual General Meeting and submit it to the Charities Commission under the governing rules for CIOs.

12.5 If directed by the Trustees, an independent inspection or professional audit of accounts will take place under the legal requirements for a CIO.

12.6 The account's signatories include the Club Treasurer, Chair, and Secretary. Other officers may be appointed as joint signatories as required.

12.7 Payments from the Club bank account will require two signatures.

12.8 Payments from the CIO account may be made by cheque, online bank transfer, or via payment applications like Stripe, SumUp and PayPal. As it is no longer possible to require payments from the club account to bear the treasurer's and other officers' physical signatures, the club shall require that any payment be authorised by a different officer from that making the payment and that the two officers are not family-related.

12.9 Our CIO status means that the charity (DCC) has a legal personality, and its members have limited liability if 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 constitutional changes shall be sent to the Secretary before the AGM, who shall circulate them at least seven days before the AGM.
- 13.8 All members with a membership class conferring voting rights have the right to vote at the AGM.
- 13.9 The quorum for AGMs will be 25% of the current voting 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 a majority vote at an AGM or EGM.
- 15. Discipline, Disputes and appeals**
- 15.1 Anyone may make complaints 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 2024 as a current operating guide regulating the actions of members.