



TANDRIDGE CANOE AND KAYAK CLUB

www.tandridgecanoe.co.uk

Constitution

BCU Affiliation No 71674 renewable on 31 October

The name of the group shall be "Tandridge Canoe and Kayak Club". The Club shall be affiliated annually to Canoe England.

Aims and Objectives

- To introduce, promote and provide coaching, recreational and competitive opportunities in paddlesport to young people and their families in the district of Tandridge and surrounding areas
- To ensure a duty of care to all members
- To ensure that all present and future members receive fair and equal treatment
- To offer all activities as cost effectively as possible so that it is available to all
- To encourage members to take part in a variety of paddling disciplines
- To act as a focal point for local adult paddlers and BCU coaches and encourage them to share their skills and enthusiasm with young people
- To promote contacts, friendship and shared activity in the community of Tandridge, the wider county of Surrey and with other canoe clubs

Membership

Anyone participating in any club activity must become a club member for the period of their involvement. Membership shall be open to BCU coaches, adult helpers, and to any young person and their family who agrees to abide by the Constitution, Policies and Guidelines of the Club and undertakes to behave in the best interests of the Club and paddlesport.

- An annual membership fee shall be payable from 1 September
- The Management Committee shall review and agree the Club membership fee annually
- All coaches and members shall be required to complete and return an annual membership form to the Secretary, along with a parent/guardian consent form for each young person under 18 years of age.
- BCU coaches shall give their time as unpaid volunteers and shall receive free annual Club membership in return
- The Annual Membership Pack will be available on the Club website and from the Club Secretary
- Club members may enrol in any section(s) of the Club. Course fees and training fees may be required by each section. All fees shall be payable to Tandridge Canoe & Kayak Club.

Affiliations and Insurance

- The Secretary shall ensure that the Club is covered by appropriate public liability insurance cover for members and coaches and has links to the Sport's governing body (Canoe England / BCU).
- The Secretary shall affiliate the Club with Surrey County Council Youth Service annually.
- The Volunteers Co-ordinator shall maintain contact with Active Surrey Sports Partnership.

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Officers of the Club

- Chairperson – 2 year term of office
 - Secretary – 2 year term of office, alternating with Chairperson if mutually agreed
 - Treasurer – 2 year term of office
 - Child Protection Officer – 1 year term of office
 - Volunteers Co-ordinator – 1 year term of office
- The officers shall be elected at the Annual General Meeting
 - The maximum period for any Officer is 2 terms of office in the same role.

Committee

The Club shall be managed through the Management Committee consisting of:

- The five Officers as listed above, the Leader of each Club Section (Youth Development Officers) and the Chairperson of the Junior Committee. Only these posts shall have the right to vote at meetings of the Management Committee.
- The Management Committee meeting shall be convened by the Secretary of the Club and held no less than 3 times per year. The Secretary shall circulate the agreed Agenda at least 1 week before each meeting.
- The quorum required for decisions to be agreed at Management Committee meetings shall be no less than 3 of the Officers plus a Section Leader.
- The Management Committee shall be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.
- The Management Committee shall have powers to appoint sub-committees as necessary and take advice from Junior Committee representatives, BCU Coaches and other helpers
- The Management Committee shall be responsible for disciplinary hearings of members who have infringed the club rules/regulations/constitution and for appeal hearings of members who have been disciplined. The Club Discipline and Appeals Policy gives guidance.

Accounts

- Monies shall be held in a bank account in the name of the Club
- The Treasurer shall be responsible for the finances of the Club, keeping records of income and expenditure
- The Treasurer should use appropriate accounts to give low or no fees / high interest
- The financial year shall end on 31 August.
- An audited statement of annual accounts shall be presented by the Treasurer at the Annual General Meeting.
- Any cheque drawn against Club funds must hold the signatures of two Club Officers.

Constitution

Annual General Meeting (AGM)

- The AGM shall be held in October each year, and at most within 90 days of the end of August.
- Notice of AGM's shall be given by the Club Secretary, with not less than 21 clear days notice to all members.
- The AGM shall receive a report from the officers of the Management Committee and a statement of the audited accounts.
- Nominations for officers of the Management Committee shall be sent to the Secretary prior to the AGM.
- Elections of officers shall take place at the AGM.
- All members have a right to vote at the AGM.
- The quorum for AGMs shall be 25% of the adult membership.
- Members of the Junior Committee shall be encouraged to attend the AGM.
- The Management Committee has the right to call Extraordinary General Meetings (EGM) outside the AGM. Procedures for EGMs shall be the same as for AGMs.
- An EGM must be called within 1 month of 25% of the adult membership submitting a signed request to the Chairman.

Dissolution

A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, all assets held in its name shall be transferred to the local youth committee of Surrey Youth and Adult Education Service for future use for canoeing for young people in Tandridge.

Amendments to the Constitution

The Constitution shall only be changed through agreement by majority vote at an AGM or EGM.

Declaration

Tandridge Canoe and Kayak Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

Signed Date:

Debbie Stitt (Chairman)

Signed Date:

Kirsty Spicer (Secretary)

Safeguarding Children Policy

The Club's aim is that, when taking part in paddlesport, both children and young people's experience should be positive and enjoyable. Canoeing and kayaking are assumed risk activities and whilst these risks cannot be totally eliminated, they can be managed to acceptable levels. Parents should be aware that it is not possible to guarantee absolute safety and should speak to a coach if they have any concerns.

The Club recognises that it has a responsibility for the safety and welfare of the minors in its care and seeks to protect children and young people from all types of harm (physical, sexual, emotional and neglect) whilst they are with the Club's coaches and other regular helpers.

- TCKC policy is that coaches are responsible for juniors during coaching sessions, whereas parents/guardians are responsible for juniors when they are not being coached (unless specific alternative arrangements have been made)
- TCKC ensures that activities are led by suitably qualified BCU coaches
- The Club is fully committed to identifying the risks involved with all the sessions that it runs and to putting measures in place to safeguard the well-being of all its members
- The Club has defined lines of responsibility and authority for safety within this policy
- The Club has adopted and asks helpers to implement the BCU Duty of Care – Child Protection Policy and procedures, which give very detailed guidance
- The Club has a team of Child Welfare Officers who have attended the Sportscoach UK Safeguarding and Protecting Children workshop and are encouraged to attend additional workshops

The Club's Constitution, Policies and Guidelines are posted on the website, www.tandridgecanoe.co.uk.

Contact details for the Club Child Protection Officer, Child Welfare Officers and Section Leaders will be on the website and included in the Membership Pack.

- New members will be made aware of the above in the Club Membership Pack
- Existing members will be reminded of them annually in the Club Membership Pack
- Coaches will be reminded of them annually on their Club Coach Registration Form
- All members and coaches will be asked to sign their acceptance on the annual Membership/Registration Form

Anyone with a concern or who receives an allegation about any child should contact our Child Protection Officer Frosa Cooney 01342 326886 frosa@btinternet.com, who will investigate the issues and ensure that the appropriate actions are taken.

In the event that Frosa is unavailable, contact a Coach or the Child Welfare Officer for your section. Details are on the website.

The BCU template for recording concerns is available on www.bcu.org.uk and from the Club Child Protection Officer. Following the report of an allegation, the members who have been involved with processing the allegation should review the incident with the Club Chairman and Child Protection Officer.

Note that the NSPCC provides a free 24-hour Child Protection Helpline for anyone who has general concern about a child – Telephone 0808 800 5000 or online at www.childline.org.uk

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Safeguarding Children Policy

PARTICIPANT RESPONSIBILITIES

- TO behave in a safe manner
- TO communicate any problems, fears or doubts to the coach
- TO respond immediately to requests or commands
- TO observe a duty of care to all other participants
- TO tell the coach before withdrawing part way through a coaching session, camp or event
- TO follow the Club's Constitution, Policies and Guidelines

CLUB MEMBER, VOLUNTEER AND PARENT/GUARDIAN RESPONSIBILITIES

- TO tell the coach of any relevant medical conditions or disabilities of those in their care
- TO report any concerns regarding the welfare of a child, as detailed above
- TO supervise their children when they are not being coached
- TO tell the coach before withdrawing part way through a coaching session, camp or event
- TO follow the Club's Constitution, Policies and Guidelines

COACH RESPONSIBILITIES

- TO be clear about responsibilities and lines of authority for every activity session that they attend and to ensure that everyone involved knows who to contact and what to do if things do not go to plan
- TO provide a suitable first aid kit for all sessions that they run
- TO provide or refer to a written risk assessment or SOP for each venue they use regularly, including:
 - measures for reducing risk to an acceptable level
 - guidance over appropriate supervision ratios, referring to BCU Terms of Reference 9 Jan 09
 - controls for checking that kit is appropriate and in suitable condition
 - who provides and stocks first aid kits
 - whether a parent/guardian/adult must remain present throughout (and if not, whether a sign in/sign out procedure and late collection procedure is required for minors left in their care)
- TO educate paddlers to ensure that any equipment they use is in good order and appropriate for the user, with all relevant safety requirements fulfilled
- TO have emergency contact details and medical details for each minor in their care
- TO keep in mind the Club and BCU guidelines "Supervision of Away Trips" for any trip that they organise and take actions accordingly
- TO be conversant with Child Protection issues and current legislation and follow the guidance of the Club Safeguarding Children Policy and use it in conjunction with the BCU CPP in the event of any concerns or allegations
- TO follow the BCU guidelines on bullying of children and address any incidents of inappropriate behaviour amongst peers
- TO follow the Club Code of Conduct and be aware of the BCU Photography Guidelines
- TO report all incidents / near misses to the Committee
- TO ensure that participants in taster activities become Club Members for the duration of the activity
- TO use the BCU Incident Report Form to report any serious incident or injury to the Committee, regardless of activity or location. Copies can be downloaded from the Club website as required

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Safeguarding Children Policy

COMMITTEE RESPONSIBILITIES

- **Permitted Coaches & Criminal Records Bureau Disclosure**
TO ensure that all our over-18 members who coach, assist or act in a supervisory capacity and those over-16 who act in a coaching capacity have a current enhanced CRB disclosure. Where an enhanced CRB disclosure has either expired or has been newly applied for, that member will only be allowed to take part in activities involving children if they are with another CRB-cleared member
- **Coaching Qualifications**
TO require Coaches to hold current BCU Coaching and First Aid Qualifications. The Committee will encourage and support adult helpers to gain qualifications and assist adult coaches to stay updated
- **Child Protection / Welfare Officer**
TO appoint a Lead Child Protection Officer for the club and, ideally, a Child Welfare Officer for each Youth Section of the Club to deal with any issues concerning child protection
TO publicise these names and contact details to all members via both the Club website and on the membership joining information
- **Child Protection Training**
TO encourage our over-18 members who coach, assist or act in a supervisory capacity and those over-16 who act in a coaching capacity to attend a recognised Child Protection Course that has been approved by the BCU/Canoe England
- **Allegations or Incidents**
TO ensure that any allegations or incidents reported are neither trivialised nor exaggerated, but handled sensitively, confidentially and promptly
TO ensure that the person reporting any incident is given the support of the Child Protection Officer
TO report any and all incidents whether child protection or not to the BCU, in line with their policy
TO collaborate fully with the statutory and voluntary authorities, such as the Police, the Social Services and the NSPCC, in line with BCU policy
TO encourage and help coaches to remain fully conversant with CP issues and legislation
- **Safeguarding Children Policy**
TO review our Safeguarding Children policy annually
TO circulate our Safeguarding Children Policy to all members, helpers and coaches with Annual Membership Registration, and keep the current version available on the Club Website

CHILD PROTECTION / WELFARE OFFICER RESPONSIBILITIES

- TO control and administer the CRB disclosure applications and renewals and keep the records
- TO monitor the attendance and validity of Child Protection Courses
- TO administer all allegations, ensuring that the committee / BCU are kept fully briefed and will involve any outside agency that the circumstances require

This Policy has been ratified by the Management Committee of the Tandridge Canoe and Kayak Club and takes effect from January 2010.

Signed: Date:
Debbie Stitt, Chairman

Code of Conduct

TCKC wants all paddlers to improve performance and have fun.

It is Club Policy that all paddlers, parents, volunteers and coaches show respect and understanding for each other and conduct themselves in a way that reflects the guidelines and policies of the Club.

Paddlers

- Take care of all property belonging to the club or members of the club
- Treat all club members with respect at all times, on and off the water
- Treat other paddlers as you would like to be treated yourself
- Control tempers and avoid behaviour which may inconvenience or upset others
- Follow the appropriate safety rules for the activity being undertaken
- Listen to and co-operate with Coaches and Club officials

Parents/Guardians

- Tell the Coach about your son/daughter's medical conditions that may affect participation
- Help your son/daughter to recognise good performance, not just results
- Never force your son/daughter to take part in sport
- Never punish or belittle a child for losing or making mistakes
- Publicly accept coaches/officials' judgments
- Support your son/daughter's involvement and help them to enjoy the sport
- Use the correct and proper language at all times
- Set a good example by applauding good performances of all paddlers
- Ask permission from the session leader before taking photographs
- Ensure that you are present at agreed session start and finish times

Coaches/Volunteers

- Consider the well-being and safety of participants before the development of performance
- Develop an appropriate working relationship with participants, based on mutual trust and respect
- Make sure that all activities are appropriate to the age, ability and experience of those taking part
- Encourage paddlers to value their performance, not just results
- Promote the positive aspects of the sport (eg fair play)
- Display consistently high standards of behaviour and appearance
- Follow TCKC and BCU guidelines and policies
- Hold appropriate updated qualifications and insurance
- Never condone rule violations, rough play or the use of prohibited substances
- Encourage and guide participants to accept responsibility for their own performance and behaviour

Discipline and Appeals Policy

All concerns, allegations or reports of bad behaviour, poor practice or safety/welfare issues regarding children and young people shall be recorded and responded to swiftly and appropriately in accordance with the Club's and the BCU Child Protection Policy and procedures. The Club Child Protection Officer is the lead contact for all members in the event of child protection concerns.

Serious misbehaviour or breach of safety guidelines at an event may be dealt with by a Coach or Section Leader who has the power to take immediate disciplinary action or exclude a member from any further participation in that activity.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary. The Committee will meet to hear complaints within 15 days of it being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 5 days of the hearing.

There will be a right of appeal to the Management Committee following disciplinary action being announced. The Committee should consider the appeal within 15 days of the Secretary receiving the written appeal. The outcome of an appeal hearing shall be notified in writing to the person who made the appeal within 5 days of the hearing.