

# BRITISH CANOEING FREESTYLE COMMITTEE

## Introduction

This constitution contains the working guidelines for the Freestyle Canoeing Committee of Great Britain and Northern Ireland under British Canoeing (BC). Here after referred to as the British Canoeing Freestyle Committee.

## Constitution

### **Name**

The committee shall be called the British Canoeing Freestyle Committee.

### **Definitions**

See appendix 1.

### **Purpose**

The British Canoeing Freestyle Committee is established to be open and democratically responsible for the promotion, development and administration of Freestyle Canoeing in the United Kingdom.

### **Key Functions:**

- To represent the views and interests of the freestyle paddlesport at national/ International level on the appropriate BC and ICF committees
- To administer and maintain the competition rules for UK based events
- To manage the national event calendar for Freestyle
- To control and manage specific national events, such as the British Open Championships, Inter Clubs Championships and age related Championships as appropriate.
- To provide strategic direction for the development of Freestyle across all Home Nations.
- To manage the national appointment, education and standards of Technical Officials, providing recommendations to the BC for Officials to be appointed for World/European Level events. This includes the appointment of judges and officials at national events to ensure consistent standards across the Home Nations.
- To provide strategic direction for the development of Team GB, working closely with GB Team Staff in operationalising the performance pathway, aligned with funding targets agreed with the British Canoeing.
- To provide provision of technical support and timing/scoring systems for use within ranking competitions.
- To promote a consistent national approach to Marketing and Publicity for Freestyle Paddlesport.
- To encourage the development of suitable new and existing UK Freestyle sites.
- To ensure that the sport of Freestyle has a consistent approach to recognising and valuing the contributions of volunteers.
- To develop an integrated approach to development within the UK Home Nations

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through good communication channels with other key regional volunteers and British Canoeing staff.

- To produce and deliver a 4 year plan for Freestyle in alignment with the 4 year strategy and annual plans of BC.
- To represent the Freestyle Committee views at an English Level through an elected officer to English Council.

### 1. The Committee

All officers and members of the UK Freestyle Committee must be Full Members of BC.

- The General Committee shall conduct the affairs as a whole and shall consist of a Chairperson, Secretary, Treasurer and other officers as detailed below.
- Nominations for the position of the Chairperson, Secretary, Treasurer and other officers shall be put forward in a motion for election at a General Meeting. Co-opted members will be invited to join the Committee by Committee consensus.
- The General Committee shall elect a Vice-Chairperson from among its number.
- The term of office for Chairperson, Secretary and Treasurer will be two years, with the Chairperson being alternate years to Secretary and Treasurer. Other Committee members shall be eligible for re-election every year.
- The committee shall seek, wherever possible, representation that reflects the diversity of their members in *Freestyle*. In particular to encourage a minimum of 20% representation by each sex.
- Each member of the British Canoeing Freestyle Committee shall have one vote.

### 2. Duties of the Committee

**Chairperson:** The Chairperson will preside at all general meetings of the British Canoeing Freestyle Committee and be responsible for guiding the activities of the Committee 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 Committee at BC and ICF level, but cannot be a member of those committees. He/She can, by virtue of their position, be a member of any other sub-committee. The Chairperson will only vote in the case of a tiebreak.

**Secretary:** The Secretary will be responsible for the organisation of meetings of the general committee, and the recording of minutes relating to such meetings and all correspondence relating to the general business of the committee. The secretary will receive copies of the minutes relating to the meetings of section or sub committees.

**Treasurer:** The treasurer will be responsible for the collection and distribution of all monies and shall keep such books of accounts as required by the general meeting. He/She shall produce at the ACM audited balance sheets showing the financial state of the committee funds accompanied by the Hon Auditors report. Cheques need only have one signature. The treasurer must make the General Committee aware of any existing or potential financial or cash flow issues.

Further Committee Officers:

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**Vice-Chair:** Their role is to act as the link between the UK Freestyle Committee, BC, ICF and the other canoeing bodies. They are also responsible for providing the four-year plan and strategy of the committee. In the absence of the chairperson, they will chair meetings.

**Safety, Child & Vulnerable Adult Protection Officer:** Their role is to promote safety at UK Freestyle venues and provide DBS checks. Note that ensuring the safety plans and DBS checks are in place is a responsibility of the committee as a whole, not that solely of this role.

**Competition Officer:** Their role is to act as a co-ordinator UK National competitions, competition rules, judges and judge training.

**Four additional co-opted members:** Additional positions should be available for general members. These positions have full committee voting rights. These members may choose to take on specific projects as dictated by the four-year plan.

**Athlete Representative:** Their role is to represent the athletes' views, be this GB team or recreationally competitive paddlers, on the committee. This position should be held by one of the other members however if there are no actively competitive other members on the committee this must be a position in itself.

### General Committee

- The General Committee is responsible for the general conduct of the committees business and activities and authorises committee expenditure.
- The General Committee shall ensure that BC Terms of Reference for Committees are adopted and adhered to.
- The General Committee shall meet at regular intervals during the year, as required by the business to be transacted.
- Special Meetings of the General Committee shall be called by the secretary on instructions from the chair person, or not less than 3 committee members.
- Meetings of the section or sub-committees shall be called on instruction from the relative chair person, or on instruction of twenty per cent of the members of the section or subcommittee.
- A Quorum shall consist of not less than forty percent of the members of the general or section/sub committees.
- In the case of a casual vacancy among the general committee, the said committee shall appoint another eligible person to act until the next ACM.
- A Committee member may abstain from a vote if they feel they have a conflict of interest.
- Any British Canoeing Freestyle procedural issues occurring that are not covered in this constitution will be resolved initially using the BC articles of memorandum and then by a majority vote of the whole committee.

### Sub Committees

- A Subcommittee may be created if required.
- A Subcommittee may nominate other members or non-members of the BC to serve if their experience or professional abilities warrant inclusion.

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- A Subcommittee shall meet at such intervals as are required to satisfactorily conduct the business of the subcommittee or upon a request of not less than twenty per cent of the members of the subcommittee.

### **Team Manager and Performance Director**

- The Team Manager and Performance Director are not committee positions, there are however appointed by the committee for the purpose of selecting and developing a GB team to represent the nations at international events. They will be elected by a majority vote of the whole committee after a suitable application process.

### **General Meetings (See appendix 1)**

- An annual consultative meeting (ACM) shall be held in the autumn of each year. There shall be laid before the meeting a statement of accounts made up to the last day of September immediately preceding.
- An Extraordinary general meeting shall be called on the instructions of a simple majority of the general committee, or as requested by not less than ten BC members.
- Not less than 40 days clear notice shall be given in writing, specifying to all members the time and business of the general meeting. (Writing also includes email or via the UK Freestyle website forum)
- Motions requiring a vote at the ACM shall be lodged with the secretary at least 30 days preceding the ACM. Any items for discussion may be raised under "any other business".
- These motions and candidates for election will be published at least 21 days before the general meeting.
- A motion may be dropped from the general meeting if it is deemed by a committee majority to be not in the interest of UK Freestyle.
- 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 case voting will be by secret ballot.
- At all general meetings the chairperson will preside or, in his/her absence, the voting members present will elect a chairperson for the meeting.
- At all general meetings a quorum shall constitute a number of non committee members greater than the committee present.
- Absence of quorum: if after half an hour from the time appointed for the meeting, a quorum is not present, the meeting cannot vote on matters and the meeting may be adjourned.
- An adjourned meeting will be held, having given 21 days notice. The members present shall be a quorum.

### **Liability**

The General Committee shall manage the affairs of British Canoeing Freestyle Committee. 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 BC as a whole.

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### Voting

Only members over the age of 14 years are entitled to vote.

Postal Voting will be allowed at general meetings. The postal vote must arrive with the secretary at least 7 days before the vote. The postal vote must indicate which motion is being voted on, and be accompanied by a photocopy of the persons valid BC Card. E-mail is a suitable form of Postal Vote.

### Alteration of Constitution

This constitution shall not be altered, amended or rescinded except by the general meeting of the members. A resolution to give effect to change must be passed by at least 75% of the members present at the general meeting.

### Auditor

BC will appoint a Hon auditor who shall at least once in every year examine the accounts of the committee and ascertain the correctness of the income and expenditure accounts and of the balance sheet.

### Distribution of funds

The committee may not make payment to members for participation in the sport which would contravene amateur status nor can any profit be distributed to members. Any surplus funds shall be contributed to a general fund for furthering the objectives of British Canoeing Freestyle.

### Termination

British Canoeing Freestyle committee shall not terminate except by resolution of a special general meeting convened for the purpose.

In the event of termination, any surplus assets and funds shall be deemed to be the property of BC.

### Rules

The general committee shall be empowered to draw up guidelines for the safe conduct of UK Freestyle canoeing activities, without reference to the ACM.

### Constitution Version

Version	Comment	Date
Draft 1	First Version for comment written by Peter Meares	23 July 2007

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Draft 2	Revisions after input from committee and Tim Rowlands and James Reeves. Written by Peter Meares	7 <sup>th</sup> Aug 2007
Draft 3	Corrected an error	8 <sup>th</sup> September 2007
Version 1	Period of duty on the committee agreed at the AGM	Nov 2007
Draft 4	Update change of name to British Canoeing and minor revisions	October 2016
Draft 5	Revisions after input from Dennis Newton & Joshua Wedgwood	November 2016
Draft 6	Revisions after input from the committee	5 <sup>th</sup> November 2016
Version 2	Agreed at the ACM with minor alterations.	5 <sup>th</sup> November 2016

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## Appendix 1

### Definitions

- References to UK Freestyle are deemed to include Kayaking, Open Canoeing and Squirt and any other related canoeing activities
- References to the BC are related to British Canoeing
- References to ICF are related to the International Canoe Federation
- References to ECA are related to the European Canoe Association
- References to SCA, WCA and CANI are related to the Scottish, Welsh and Northern Irish Canoe Associations.

### Annual Consultative Meeting Guidelines

- Approve the minutes of the previous ACM
- Receive the British Canoeing Freestyle Committee's annual report, Chairperson, Treasurer, Secretary, and Competition.
- Adopt the annual accounts
- To Elect or approve Committee officers or representatives
- Determine British Canoeing Freestyle Committee policies and objectives for the coming year
- Discuss any correctly submitted motions relating to British Canoeing Freestyle Committee policy or proposed amendments to this constitution
- Positions of Chair, Treasurer and Secretary are held for 2 years. Chairperson is nominated on alternate years to Treasurer and Secretary.

### Timescale to be followed

40 days from ACM - publish ACM date, agenda and seek committee nominations with members standing for re-election

30 days from ACM - Nominations and motions must have been lodged with the Secretary

21 days from ACM - Secretary must publish the Nominations and Motions

7 days from ACM - remind members of the ACM

Remind that BC Membership cards are required to vote.

Nominations at an ACM will be for the following positions:-

- Chairperson
- Treasurer
- Secretary
- Vice-Chair
- Safety, Child and Vulnerable Adult Protection Officer
- Other co-opted positions