UNIVERSITY OF BATH CANOE CLUB CONSTITUTION

March 2023

# Mission Statement

The Canoe Club’s aim is to allow any University of Bath student to enjoy the benefits of paddle sport; improving fitness, building confidence, competition, increasing personal skills, teamwork and sociality; and to do this in a safe, appropriate atmosphere at minimal cost – an opportunity unavailable elsewhere. We provide coaching and support as much as possible to enable individuals and teams to reach their potential in both recreational and competitive paddle sport. The Club caters for complete beginners, offering an introduction to the sport; through progressing novices and intermediates, providing opportunities and support for improvement; to advanced paddlers, helping to further experience and qualifications. We hope to spread the word that kayaking (and canoeing) is an enjoyable, exciting, and challenging sport that can offer enjoyment for all.

Roles of Committee Members
Committee members are expected to read and respond to emails, to check the website <https://www.thesubath.com/canoe/> and Facebook page regularly, and attend committee meetings.

# Chair

## General

* Organisation of the summer Alps or alternative trip (June).
* Overseeing general running of the club.
* Being a representative and the first point of contact of the club when dealing with the Students Union (SU), Bath Canoe Club, etc.
* Provide suitable training and support to new committee members.
* Coordinate subsidy requests with coaching sec, and treasurer.

## Meetings

* Running of club meetings and setting action points.
* Checking club meeting minutes after meetings and ensuring tasks are being carried out.

## Finances

* Approving expense requests in conversation with the Treasurer.

## Communications

* Providing weekly communications with members via email and/or Facebook.
* Ensuring that they remain up to date with the activities of the committee.
* Responsible for receiving and dealing with emails to su-canoe@bath.ac.uk.
* Responsible for ensuring messages to the social pages are replied to.

## Annual

* Managing promotion of the Club at the Sports Fair at the beginning of the year and Refresh Fair in February if required.
* Aiding Kit Sec in Alumni Fund application.
* Ensure that all committee members have website powers on thesubath.com.
* Filling out and sending of annual handover club-wide documents.

# Treasurer

## Meetings

* Running of club meetings in the absence of the Chair.

## Finances

* Being aware of current financial situation and keeping the committee updated as required.
* Keep adequate records of club finances.
* Filling out/assisting others with filling out finance forms/expense365.
* Reviewing expense claims within the SU system.
* Support trip organisers for budgeting for trips as required.
* Resolving any finance issues.
* Ensuring all trips are paid for in advance.
* Upkeep of thesubath.com products.
* If the club goes over membership target, claiming the extra money available (if a membership target has been set).

## Communications

* Chasing non-payees for trip costs, etc.

## Annual

* Assist with the “Budget” section in the annual handover form.
* Point of contact for all subsidy requests, to be coordinated with the chair and coaching .

# Secretary

## General

* Organisation of a Whitewater trip during ISB.
* Investigating sponsorship opportunities before the summer vacation.

## Meetings

* Calling of club meetings at least once a fortnight.
* Booking of rooms for committee meetings and producing an agenda.
* Running of club meetings in the absence of the Chair and the Treasurer.
* Recording and distributing minutes to all members within 2 days of the meeting.
* Recording and distributing ‘action points’ after each meeting, summarising what each position should do before the next meeting.
* Advertise meetings to the whole club.
* Publish meeting minutes to SU bath website.

## Finances

* Organising fundraising events and grants (not including Alumni fund).

## Annual

* Renewal of BC Affliation
* Updating constitution after AGM/EGM and passing to SU

# Welfare and Inclusivity Officer

## General

* Organisation of an intermediate Whitewater trip in Semester 1 (e.g. Teifi Tour in November).
* Leading campaigns related to welfare and inclusivity within the club.
* Attending Welfare and Inclusivity Training provided by the SU.
* Actively promoting the role to members so that they are aware of how they can raise concerns or issues within the club.
* Working with the Sport Executive Welfare and Inclusivity Officer and the Sport Officer to ensure appropriate committee members attend training provided by the SU.
* Being a reporting point for students in their club who wish to report welfare-related incidents and work with committee or teams to resolve or signpost to relevant support.
* Encouraging the club to participate in the Inclusivity Award and coordinating involvement.
* Working along the Social Secretary to organise socials and runs non drinking socials.
* Working as “Health and Safety Champion” for the club.
	+ Ensure all first aid incidents requiring professional treatment are reported to the SU.
	+ Ensure all first aid incidents requiring professional treatment are investigated internally and the findings used to implement changes to prevent reoccurrence.
	+ Ensuring Risk Assessments are reviewed by a competent team every 24 months, or immediately following an incident.

## Communications

* Moderating posts on the Facebook page as required.

## Annual

* Administrating of committee elections on thesubath.com.
* Resetting the “Personal & Medical Details” form and deleting historical data in line with GDPR.
* Responsible for ensuring an annual Social Media handover is completed.

# Coaching Secretary

## General

* Organisation of a Beginners’ Whitewater trip (October).
* Arranging coaches for all pool and river sessions (excluding polo).
* Managing the progression of individual skills through pool and river sessions (may include keeping a log of individual progress).
* Ensuring that there is a range of trips covers all skill levels within the club.
* Providing there is interest, organising a WWSR course and one Whitewater Leader training course.
* Providing there is interest, organising one official First Aid course of at least 8 hours.
* Actively promoting and demonstrating good and safe practice with regards to paddle sport.
* Ensuring that sufficient club members are first aid qualified so that there is a first aider on every trip.
* Encouraging use of the Coach Education subsidy.
* Managing the BUCC “List of Competent Coaches” and ensuring a competent coach or leader is present for every session/ paddling event.
* Works with chair and treasurer to allocate subsidy.

# Kit Secretary

## General

* Organisation of an October surf trip (October).
* Maintaining an up-to-date inventory for insurance purposes.
* Maintaining all club tangible assets (boats, decks, club kit, ropes in pool, goals etc…) and encouraging care of equipment by members.
* Promptly arranging repair of damaged kit and club boats.
* Ensuring that all club kit is marked as belonging to ‘University of Bath’, ‘Bath University Canoe Club’, ‘su-canoe@bath.ac.uk’ etc.
* Working with trip organisers to organise kit for trips and ensuring that kit is counted out and in.
* Researching and purchase of new and replacement kit.
* Keeping the Club first aid kits stocked and in date.
* Ensure knowledge on kit repair is transferred to the next generation of the club.

## Annual

* Applying for the Alumni Fund alongside the Chair.
* Ensuring all equipment is checked/tested for safety and functionality at the start of the year, including destroying/disposing of defunct and unwanted equipment by appropriate means

# Polo Rep

## General

* Organisation of the South West Universities Canoe Polo league alongside other universities, collection of fees and payment boat fees.
	+ Changing and management of SWUPL rules (including distribution to all participants following any changes)
	+ Ensuring each university has its own first aider present for each event
	+ Checking for the attendance of at-risk individuals, and making mitigations to ensure that either they can take part safely, or are not allowed to participate.
* Ensuring each SWUPL fixture has a suitably experienced person present to act as a manager for the day.
* Responsible for the training of the B-team.
* Organising the Cardiff Universities Canoe Polo tournament (CUCP) trip (Spring)

## Communications

* Communicating with the Polo Captains regarding which tournaments they want to enter.
* Organising and publicising polo-related to training, in conjunction with the Polo Captains.
* Attending Bristol Canoe Polo Pitch monthly committee meetings as frequently as possible and reporting to BPP AGM
* Communicating with Bristol Canoe Polo Pitch Secretary and Harbour Master for booking of pitches and access

## Annual

* Organisation of at least one “Derby” match at a Tuesday pool session against a local university.

# Publicity Officer

## General

* Organisation BUCS Events.
* Work along the Social Secretary to organise socials, including advertising socials and events online if requested.

## Communications

* Updating and general control of club social media (Facebook, Instagram).
* Replying to messages through club social media.
* Advertising club events, activities, tasters, etc. on public pages.
* Ensuring thesubath.com is up to date with news, photos, trip reports, etc.
* General maintenance of the subath website.
* Maintaining and updating the club calendar.
* Replying to messages via social media.

## Annual

* Organising club clothing (e.g. hoodies and hats) throughout the year
* Purchasing club rash vests

# Social Secretary

## General

* Organisation of Woolacombe (May)
* Organising, promoting at least 1 social every other week of term time (including non-drinking).
* Maintaining a sociable atmosphere within the club

## Annual

* Organising the Freshers’ BBQ
* Organising the Christmas social event(s), i.e. Christmas meal and Snow Ball

# Transport Officer

The Transport Officer will preferably be an SU driver.

## General

* Ensuring any hired transport is booked in plenty of time.
* Making amendments to transport bookings when needed.
* Ensuring correct (and enough) drivers are present on each trip if requested by the trip organiser
* Encouraging new drivers to register (and not permitting driving without this) and encouraging drivers to have breakdown cover.
* Ensuring trailers are in a road-worthy condition for all trips
* Organisation of an accessible river trip at the start of the academic year (Symonds yat in 22)

Non-Committee Members
As of the 2020/21 academic year the Open Team Polo Captain and Ladies Team Polo Captains are no longer committee positions but are strongly encouraged to attend committee meetings and take the responsibilities of a general committee member.

Polo captains will be elected with the elections process managed by the Welfare Sec (or deputy if Welfare cannot remain impartial). Only members of the relevant team may vote for the captain. A “Member of the Team” is any member of BUCC that has competed with the team in the past 12 months.

# Polo Captains (Open and Ladies)

## General

* Planning of polo sessions for their respective teams (both wet and dry), including finding coaches (either club members or external coaches).
* Providing analysis after tournaments.
* Organising friendlies with other universities during our/their training sessions.
* Selecting polo teams for all polo tournaments and matches, encouraging the team to attend matches.

Further information

# General Committee Members’ Duties

## General

* Running of trips; each committee member should aim to run at least one per year.
* Helping with the maintenance of club kit (managed by Kit Secretary).
* Presenting a good example to members.
* Fulfilling any duties as reasonably assigned by the committee.

## Annual

* Promoting of the Club at the Sports Fair and Refresh Fair if applicable (managed by the Chair).
* Writing a handover pack containing all the information required for their position and conducting a one-to-one handover meeting with their successor.

# Trip Organisers’ Duties

* Liaising with the Transport Officer to book appropriate transport with sufficient notice.
* Checking the existing risk assessments cover the trip in question, and making any amendments as required.
* Submitting an SU Event planner at least 3 weeks in advance of the trip.
* Submitting a trip form with attendees a week before the trip.
* Ensuring enough kit is available and brought.
* Informing the Kit Secretary of any losses and breakages.
* Liaising with the event organisers/ campsites etc.
* Informing trip attendees of recommended kit, leaving times and general instructions in adequate time.
* Organising the logistics of the trip while it is running to ensure minimal confusion (or appointing a competent deputy if the organiser is not attending the trip).
* Pass over responsibility to the water-based leader with their acknowledgement, making sure that all members of the trip are briefed appropriately.

# Club Members’ Duties

* Disclosing (in confidence if preferred) all medical information relevant to own and/or others’ safety on the water.
* Signing up for pool sessions and trips on the website on thesubath.com, completing all relevant details.
* Attending all activities they have signed up for and notifying the relevant event organiser(s) ASAP if this is not possible.
* Paying for all club trips in advance where possible and, if dropping out of a trip, informing the trip organiser ASAP, and if no replacement can be found, complying with the club’s refund policy as stated in the Trip Policy.
* Complying with the club’s normal operating procedures, particularly safety measures (see website for details).

# Affiliation

The Club shall form part of the University of Bath SU Sport and as such, shall adhere to all its guidelines and policies.

The Club pays a yearly fee equivalent to 20 memberships to Bath Canoe Club for use of their boathouse and facilities.

The Club may choose to be affiliated to British Canoeing with membership number 86066.

# Membership

Membership of the club shall be open to all members of the SU

At the discretion of the committee and the SU, other people may join the club as associate members provided they contribute to the club.

The membership fee shall be determined annually by the SU and must be paid on thesubath.com.

The club shall allow its members to store their boats and kit in the Bath Canoe Club’s boathouse on a first-come first-served basis for a fee decided by the committee prior to the start of the year. This is on the condition that if an item remains in the boathouse for six months without the owner renewing membership, it shall become the property of the club.

# Club Meetings

A club meeting may be suggested by any member and can be approved and organised by the Chair, the Treasurer or the Secretary. All committee members are expected to attend except where agreed otherwise at the previous AGM and shall have voting and speaking rights. Ordinary club members may suggest items for the agenda and attend without speaking or voting rights, but may speak with permission. There shall be a Committee meetings atleast once a fortnight during term time.

# Annual General Meeting (AGM) and Committee Elections

The election of committee members shall take place via thesubath.com. All new committee members shall sign a copy of this constitution to declare they will fulfil their role including (but not limited to) the items mentioned in this document. Speaking and voting rights are granted to all members at the AGM. The total voting power of ordinary members on policy issues shall not exceed that of half the present committee. With regard to voting members for committee positions all votes count as equal. Committee positions that must be held by current students include the Chair, and Treasurer.

# Declaration

We, the Committee of Bath University Canoe Club, do undertake to fulfil the roles as described above, to the best of our ability.

# Amendments to the Constitution

Amendments to the Constitution must be passed by two thirds of those present and two thirds of the old committee present at the AGM (or at an EGM with the same majorities). It may also be exceptionally changed at an ordinary club meeting where the Chair is present with a 100% committee vote.

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| **Position** | **Name** | **Signature** |
| Chair |  |  |
| Treasurer |  |  |
| Secretary |  |  |
| Welfare and Inclusivity Officer |  |  |
| Polo Rep |  |  |
| Social Secretary |  |  |
| Publicity Officer |  |  |
| Coaching Secretary |  |  |
| Kit Secretary |  |  |
| Transport Officer |  |  |