

# UNIVERSITY OF BATH CANOE CLUB CONSTITUTION

February 2024 (applies from 1<sup>st</sup> August 2024)

## 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

All committee members are expected to read and respond to email every day during term-time and frequently during vacations, 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 Student Union (SU), Bath Canoe Club (BCC), British Canoeing (Paddle UK), etc.

### Meetings

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

### Finances

- Signing finance forms in conversation with the Treasurer

### Communications

- Providing weekly communications with members via email and/or Facebook and/or WhatsApp
- 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

### Annual

- Managing promotion of the Club at the Sports Fair at the beginning of the year and Refresh Fair in February
- Ensure that all committee members have website powers on thesubath.com
- Completing annual handover form

## Treasurer

### General

- Organisation of an intermediate level Whitewater trip in Semester 2 (around Easter)

### 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
- 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

- Liaising with the Kit Secretary to apply for the Alumni Fund
- Assist with the "Budget" section in the annual handover form

## Vice chair

### Meetings

- Calling of club meetings once a fortnight during term time
- Booking of rooms for committee meetings and producing an agenda
- Running of club meetings in the absence of the Chair
- Recording and uploading minutes within 2 days to the website for all members to view
- Recording and distributing 'action points' to those they apply to after each meeting, summarising what each position should do before the next meeting
- Advertise meetings to the whole club

### Communications

- Updating and general control of club social media (Facebook, Instagram, WhatsApp)
- Replying to messages through club social media
- Advertising club events, activities, tasters, socials 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

### Finances

- Organising fundraising events and grants (not including Alumni Fund)
- Attempt to gain sponsorships (either to provide funding or to provide a service or goods) and ensure any relationships are maintained to be passed on to the next years committee. This must be done in accordance with the SU
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### Annual

- Renewal of British Canoeing (Paddle UK) Affiliation
- Updating constitution after AGM/EGM and passing to SU

## Welfare and Inclusivity Officer

### General

- Organisation of an intermediate Whitewater trip in Semester 1
- 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
- Organising and promoting at least one non-drinking social per term (i.e. Ice skating, pudding social, pot luck, movie nights etc.)
- Working with Health and Safety officer (non-committee role) to ensure any concerns raised are spoken about at committee meetings

## Communications

- Moderating posts on the Facebook, WhatsApp and Instagram page as required

## Annual

- Administrating of committee elections on thesubath.com
- Resetting the “Personal & Medical Details” form and overseeing that all historical data is deleted from any saved locations in line with GDPR
- Responsible for ensuring an annual Social Media handover is completed
- Coordination of internal elections for non-committee positions

## Coaching Secretary

### General

- Arranging coaches for all pool and river sessions, and ensuring they have suitable experience for the planned session
- Managing the progression of individual skills through pool and river sessions
- Managing the progression of leadership skills in the club's leaders
- Ensuring that there is a range of trips covers all skill levels within the club
- Providing there is interest, organising one paddlesport instructor course and prerequisites (PSRC)
- Providing there is interest, organising a WWS course (Whitewater safety)
- Providing there is interest, organising a WWL training course (Whitewater Leader)
- Providing there is interest, organising an official outdoor First Aid course of at least 16 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 are a sufficient number of first aiders on every trip
- Encouraging use of the Coach Education subsidy
- Managing the BUCC “List of Competent Leaders” and ensuring a competent coach or leader is present for every session/paddling event

## Kit Secretary

### General

- Organisation of an October surf trip (probably Polzeath/Rest Bay) (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
- Responsible for ensuring first aid kits are checked regularly by someone holding a first aid qualification. The first aid kits must be stocked and all contents in date
- Ensure knowledge on kit repair is transferred to the next generation of the club (e.g. through the use of kit fixing days)

## Annual

- Applying for the Alumni Fund alongside the Treasurer if required
- 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
- Organising club clothing throughout the year after consultation with the club
- Purchasing club rash vests

## SWUPL coordinator

### General

- Organisation of the South West Universities Canoe Polo league alongside other universities, collection of fees and payment of pitch hire
- Changing and management of SWUPL rules (including distribution to all participants following any changes)

### Management of health and safety of SWUPL:

- 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

### Communications

- 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

## Social Secretary

### General

- Organisation of summer beach trip (likely Woolacombe in May)
- Organising and promoting at least 2 socials per term
- 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 and it is strongly advised that they are a DO (driver observer) or DAT (driver assessor trainer).

### General

- Ensuring any 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
- Liaising with SU Transport about any transport problems
- Encouraging new drivers
- Ensuring trailers are in a road-worthy condition for all trips
- Making sure all personal cars used on trips are registered with the SU
- Encouraging registered car owners to have breakdown cover

## Trip Secretary

### General

- Organisation of an accessible polo trip at the start of the academic year (October)
- Organisation of Beginners Whitewater trip (November)
- Organisation of a whitewater trip in ISB (January/February typically the Lake District, North Wales or Exmoor)
- Organisation of a trip attending Cardiff University Canoe Polo tournament (March)
- Assisting chair with the organisation of the summer trip (June)

## Activities Secretary

### General

- Coordination of training for other Canoe disciplines (e.g. Slalom, Sprint, Freestyle, Wildwater racing, Open canoe, Squirt boating) using external local clubs where necessary
- Coordinating (with the SU) the club's entries into Canoe BUCS events. Includes working with the SU and Treasurer to agree funding
- Coordination of B team polo, in conjunction with the polo captains
- Communicating with the Polo Captains regarding which tournaments they want to enter

## Non-Committee Members

### Polo Captains (Open and Ladies)

Polo captains will be elected with the elections process managed by the Welfare Sec (or a delegate from committee 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.

#### General

- Planning of polo sessions for their respective teams (both wet and dry), including finding coaches (either club members or external coaches)
- Ensuring sufficient responsible paddlers attend all polo pool sessions alongside coaching sec
- Providing analysis after tournaments for teams
- Provide feedback on the teams to committee if needed
- Organising friendlies with other universities during our/their training sessions
- Selecting polo teams for all polo tournaments and matches
- Setting sign-ups for tournaments and encouraging the team to attend matches
- Support Activities Secretary where needed with coordination of B team polo

### Health and Safety officer

This position is not a committee position, so committee members may vote in anyone with enough experience for the role. They will be elected with the elections process managed by the Welfare Sec (or a delegate from committee if Welfare cannot remain impartial). Any club member may vote.

#### General

- Encourage and champion the club's safety culture
- Ensure all incidents or near misses are reported through the correct processes
- Ensure all incidents or near misses 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
- Ensuring the Normal Operating Procedures are up to date, and being adhered to

## Further information

### General Committee Members' Duties

#### General

- 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

### Club Members' Duties

#### General

- 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 in advance of the session or trip
- 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 products 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 (to be superseded by NOPs)
- 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 (Paddle UK) 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.



## 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. Committee positions that must be held by current students include the Chair, and Treasurer.

## Club Meetings

The Committee are to hold an Ordinary General Meeting (OGM) (Club meeting) each fortnight in term time. An OGM must also be held at the request of 10 or more club members.

The Chair will preside over all meetings. If the chair is not present, then the vice chair will preside over that meeting.

Any member of the Club may, attend a committee meeting to raise a point of order to the committee or to observe the proceedings. Such a member is entitled to partake in any debate (at the chair's discretion), but is not entitled to vote.

When agreement on an issue is not unanimous between committee members, decision is reached by voting, with a majority required. Voting will be by show of hands of those entitled to vote, or if necessary, a secret ballot. Only a final result is to be shown in the minutes. All committee members count as equal when voting.

An Annual General Meeting (AGM) is held once a year where 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.

At an AGM, amendments to the Constitution may be made. Constitution amendments have different majorities required - they must be passed by two thirds of those present and two thirds of the committee present at the AGM.

Constitution changes may also exceptionally be changed at an Extraneous General Meeting (EGM), with the same majority needed as changes at the AGM.

Both EGMs and AGMs must be held within term time (outside of exams) and require two weeks' notice with the agenda shared at least two weeks before the meeting. At least 6 committee members must be present at an AGM/EGM

Any abstention in any vote shall be excluded entirely from the vote.

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

<b>Position</b>	<b>Name</b>	<b>Signature</b>
Chair		
Vice Chair		
Treasurer		
Welfare and Inclusivity Officer		
Trip Secretary		
Social Secretary		
Activities Secretary		
Coaching Secretary		
Kit Secretary		
Transport Officer		
SWUPL Coordinator		