



RULES

The following rules or bye-laws for the conduct of Brecon Canoe Club's business have been agreed by the trustees in accordance with Article 26 of the Club's Constitution (adopted on 25th September 2017).

Adopted by the trustees on 25th September 2017.

Signatures

Original signed..... Name **S RAYNER**.....

Original signed..... Name **J DUNNE**.....

Original signed..... Name **E BOLT**.....

1 General Requirements

- 1) The club shall be affiliated to Canoe Wales which is the association governing the sport and recreation of canoeing in Wales.
- 2) In furtherance its objects the club is committed to treating everyone equally regardless of:
 - (a) gender, ethnicity, nationality, sexual orientation, religion or other beliefs; or
 - (b) age or disability insofar as the club's activities are suitable and facilities can reasonably be used by people of particular ages or with a disability.

2 Membership Classes and Subscriptions

- 1) The membership of the club shall consist of:
 - (a) Adult members who are over the age of 18 and not in full-time education, who shall be voting members of the club, shall be elected and/or admitted as such by the trustees, shall pay the subscription applicable thereto and shall be entitled to exercise all the rights and shall be subject to all the liabilities conferred by the constitution or specified in these Rules;
 - (b) Student members who are aged over 16 and under 25 on the first date of the membership year, who shall be voting members of the club, shall be elected and/or admitted as such by the trustees, shall pay the subscription applicable thereto and shall be entitled to exercise all the rights and shall be subject to all the liabilities conferred by the constitution or specified in these Rules;
 - (c) Junior members who are aged under 16 on the first date of the membership year, who shall be non-voting members, shall be elected and/or admitted as such by the trustees, shall pay the subscription applicable thereto, shall be entitled to participate in the club's activities but shall not have any right to request the holding of a general meeting, to vote at general or committee meetings, or to be appointed as trustees and shall be subject to all the obligations contained in the constitution or specified in these Rules; and
 - (d) Occasional members who shall be non-voting members, shall be elected and/or admitted as such by the trustees, shall pay the subscription applicable thereto, shall be entitled to participate in the club's activities provided that they participate in less than one paddling event per month (averaged over the duration of membership) but shall not have any right to request the holding of a general meeting, to vote at general or committee meetings, or to be appointed as trustees and shall be subject to all the obligations contained in the constitution or specified in these Rules;
- 2) An annual subscription shall be payable by all members except occasional members, trustees and other persons as agreed from time to time by the trustees.
- 3) An annual affiliation fee to Canoe Wales shall be payable for all members except those holding individual membership of Canoe Wales at the start of the membership year.

- 4) The membership year shall start on 1st September each year and finish on 30th August the following year.
- 5) Annual subscriptions and affiliation fees shall fall due at the start of each membership year.
- 6) The amount of the annual subscription for each class of member, including reduced rates where appropriate for members joining after 1st September and for multiple members of a single family shall be proposed annually by the trustees and approved at a general meeting.

3 Activity Fees and Payment

- 1) Members shall pay a fee for participation in all activities provided by the club, except where these are provided free of charge. Fees may be charged by the club to cover the cost of coaching, equipment, facilities, overheads and other incidental costs but shall be set at the minimum level necessary to cover the club's costs so as to maximise participation by members.
- 2) Fees may be requested either in advance or on the day of the activity for individual activities or for a series of activities (e.g. a course of training) and may be paid by Direct Debit, online bank payment, cheque or cash.
- 3) Members may be refused access to the club's activities if they have not paid in full the fees relating to activities in which they have already participated.
- 4) It is not the club's intention to deny access to its activities to those members who are genuinely unable to pay the fees associated with those activities, so members who are unable for whatever reason to pay the fees due for an activity should contact the trustees who shall have the discretion to waive or agree reduced fees in exceptional circumstances. Such requests shall be considered by the trustees in the strictest confidence.

4 Provision of Activities

- 1) Club activities shall only be provided by activity leaders who have been authorised to do so by the trustees, who shall operate in accordance with the terms of an activity leader authorisation agreed by the trustees and the activity leader and in accordance with the club's Safety Policy, Procedures & Risk Assessments dated 3rd September 2015.
- 2) Club activities shall whenever appropriate be advertised, with adequate notice, to all members. Where appropriate, notice may be limited to those members appropriately trained, qualified or experienced to participate in an activity but shall not be limited to certain members by virtue of the medium or timing of the notice. Wherever possible notification of activities shall be provided using media available 'instantly' to all members such as e-mail, websites or social media.
- 3) Participation in the club's activities shall where necessary be limited by the number of participants or to those members appropriately trained, qualified or experienced to participate in those activities, but wherever possible, subject to such limitations, activities will be provided on a fair and equal basis to all members regardless of: gender, ethnicity, nationality, sexual orientation, religion or other beliefs; or age or disability insofar as the activities are suitable and facilities can reasonably be used by people of particular ages or with a disability
- 4) Any activities provided by members who have not been authorised to do so in accordance with sub-clause (1) above or which have not been advertised in accordance with sub-clause (2) above shall be deemed not to be club activities and the club shall not accept any liability arising from such activities howsoever caused.

5 Use of Club Equipment

- 1) Unless agreed specifically by the trustees, club equipment may only be used by members for participation in club activities.
- 2) A hire fee, determined as part of the activity fee, shall generally be payable for the use of club boats for club activities, except where the boat is being used in a competition by a paddler representing the club or where the trustees have agreed otherwise.
- 3) Use of the club's boats shall be limited to the following conditions as defined in British Canoeing Environmental Conditions:
 - (a) General purpose/white water kayaks: moderate water
 - (b) Slalom kayaks and canoes: moderate water, Division 2 competitions and below

- (c) Racing kayaks: sheltered water of sufficient depth to avoid damage to rudders
- 4) Where activity leaders provide their own equipment for use by members in club activities, except where a private arrangement exists between that activity leader and a specified paddler for the use of that equipment it shall be treated as if it were club equipment and shall be maintained and tested to the same standards and be subject to the conditions defined in this Article, except such alternative environmental limitations that the activity leaders may impose in place of those defined in sub-clause (3).
- 5) Where members have been entrusted with the custody of the club's property (including equipment and keys belonging to the club), those members shall accept full liability for any loss of or damage to such property and for any consequential loss occurring as a result of such loss of or damage to that property, except during such time as it is being used for club activities.

6 Management of Keys

- 1) Keys to the club's premises shall be issued only to persons authorised by the trustees. Such persons shall not loan those keys to any other person or make duplicate keys without the express written permission of the trustees.
- 2) The trustees shall maintain a register of keys issued,

7 Safeguarding of Young People and Vulnerable Adults

- 1) Members shall comply in all respects with the club's Child Protection Policy dated 8th October 2015.

8 Complaints

- 1) Complaints about any aspect of the club's business should be made to the trustees on a Complaint Form available from the trustees. All complaints will be investigated by the trustees and a response provided to the complainant.

9 Repair and insurance

The trustees:

- 1) must keep in repair and insure to their full value against fire and other usual risks all the buildings of the club (except those buildings that are required to be kept in repair and insured by a tenant);
- 2) must also insure suitably in respect of public liability and employer's liability; and
- 3) should keep in repair and insure to their full value against fire and other usual risks all the material property of the club.

10 Trustees, Officers, Advisers and Committees

- 1) The club may have the following officers who shall be trustees and shall be elected to these positions at an annual general meeting or appointed by the trustees from among their number in accordance with the procedures in the constitution for the appointment of trustees. These officers shall retain their position until they retire from the position or retire (voluntarily or by rotation) or are removed as a trustee. No one person may hold at any time more than one of these positions:
 - (a) The chair, who shall be the person appointed, in accordance with the constitution, to chair meetings of trustees and general meetings of the club and who shall be responsible for ensuring an efficient and well-managed club by acting as an ambassador for the club; leading the trustees in making decisions for the benefit of the whole club; and ensuring the club is represented at Canoe Wales regional level and at meetings of other relevant organisations. He or she shall ex officio be a member of any other committee of the club.
 - (b) The secretary, who shall be responsible for ensuring the club's communications and administration (including the minutes, records and reporting) function efficiently and in accordance with the requirements of the Charities Commission.
 - (c) The treasurer, who shall be responsible for producing accounts and monitoring finances to ensure the club remains solvent and complies with accounting requirements.
- 2) If a secretary or a treasurer are neither elected nor appointed, the chair shall be responsible for ensuring that the duties of these officers are carried out collectively by the trustees. The club shall have the following officers, who may be trustees or may be advisers to the trustees, who shall be elected to these positions at an annual general meeting or appointed by the trustees in accordance with the procedures

in the constitution for the appointment of trustees. Persons appointed as advisers who are not trustees shall be subject to the same terms of appointment, retirement and removal as if they were trustees and shall have the right to attend and speak but not to vote at meetings of trustees; and their opinions shall be taken into account by the trustees in making their decisions. These officers shall retain their position until they retire from the position or retire (voluntarily or by rotation) or are removed as a trustee or adviser. These positions may be combined with one another or with the positions of officers defined in sub-clause (1) of this clause.

- (a) The welfare officer who shall advise the trustees and coordinate action within the club relating to safeguarding and protecting children and vulnerable adults.
 - (b) The safety officer who shall advise the trustees and coordinate action within the club relating to all aspects of health and safety.
 - (c) Other officers as shall be deemed necessary from time to time by the trustees.
- 3) No-one may be elected a trustee, an officer or an adviser at any annual general meeting unless prior to the meeting the trustees are given a notice that:
- (a) is signed by a member entitled to vote at the meeting;
 - (b) states the member's intention to propose the appointment of a person as a trustee, an officer or an adviser;
 - (c) provides evidence that the person who is to be proposed is properly able to carry out the duties of the position as may be defined from time to time by the trustees; and
 - (d) is signed by the person who is to be proposed to show his or her willingness and eligibility to be appointed.
- 4) The club may have the following committees, whose terms of reference shall be agreed by the trustees in accordance with the requirements of the constitution and which shall be deemed to form part of these bye-laws:
- (a) The operations committee, which shall be accountable to the trustees and shall be responsible for overseeing the day-to-day operation of the club's paddlesport operations and advising the trustees on broader, strategic issues relating to paddlesport operations.
 - (b) The fundraising and public relations committee, which shall be accountable to the trustees and shall be responsible for overseeing the club's fundraising and public relations activity.
 - (c) The slalom and polo discipline committee, which shall be accountable to the operations committee and shall be responsible for implementing day-to-day activity in the disciplines of canoe slalom and canoe polo and for advising the operations committee on matters relating to these disciplines.
 - (d) The racing discipline committee, which shall be accountable to the operations committee and shall be responsible for implementing day-to-day activity in the canoeing disciplines of sprint racing, marathon racing and wild-water racing and for advising the operations committee on matters relating to these disciplines.
 - (e) Other committees as shall be deemed necessary from time to time by the trustees.

11 Other Matters

- 1) These rules or bye-laws shall be deemed to incorporate the rules and regulations as set out from time to time by Canoe Wales. In the event that such rules and regulations set out by Canoe Wales are inconsistent with this constitution the terms of this constitution shall prevail and the trustees shall notify Canoe Wales of the inconsistency.
- 2) The trustees shall from time to time add such rules or bye-laws or amend these rules and bye-laws as they see fit to ensure proper conduct of the club's business, including such rules and bye-laws as may be necessary to address the conduct of members of the club in relation to one another. The trustees shall seek approval for any such changes to the rules and bye-laws at the next general meeting following their adoption.