



WINDSOR & DISTRICT CANOE CLUB

Welcome Pack

Welcome to our Club. As a member of this Club, you are always welcome to use the facilities of the Club House as either a base from which to enjoy canoeing on the river or simply socialising with people who share your interest in canoeing.

All members are welcome as long as they obey the rules of the Club, which are enclosed, and published on the notice board at the Club House. They are written for your benefit so that you can enjoy the sport of canoeing in relative safety.

Our apologies, and we know this is boring but you do need to read through ALL the documents enclosed and then sign them to confirm that you understand them all and will accept the obligations and responsibilities and abide by all the rules. Until the enclosed acknowledgement is signed and returned, unfortunately you are not a member of the Club. In the case of Junior members a parent or guardian must sign as well as the Junior member.

After the boring rules and regulations, which are important, life should become more interesting as you involve yourself with the Club, so please bare with us for the enclosed.

The Chairman & Committee
Windsor & District Canoe Club

WINDSOR & DISTRICT CANOE CLUB

CLUB CONSTITUTION AND RULES - 2012

1. NAME

The club shall be known as Windsor & District Canoe Club, hereinafter known as **THE CLUB**.

2. OBJECTS

The objects of the Club are to promote the sport and recreation of canoeing.

3. COLOURS

The Club colours shall be Yellow/Gold background with a black motif/logo on the front left breast.

4. MEMBERSHIP

- 4.1 **Qualification:** Any person who undertakes to behave in the best interest of canoeing shall be eligible for membership

Classes of Membership:

- a. Full Members - over the age of 18 years - currently £60.00.
- b. Family Members - children under 14 years must be accompanied at all times by their parent(s) or guardian(s) who accept full responsibility as full member - currently £60.00 per year and for each child £15.00 per year.
- c. Junior Members - are those over 14 years but less than 18 years of age - currently £30.00.
- d. Social Membership - at the discretion of the committee, Social membership may be conferred on a person who does not use club sporting equipment (including boats and gym), so they can participate in the social aspect of the club - currently £15.00 per year. Social members may not apply for a key, they may not stand for the committee and do not have voting rights.
- e. For new members joining part-way through the year, full fees shall be charged until the 31st of December. From the 1st January until the 30th April adult members will be charged £20, juniors will be charged £10 and family members (children under 14) at £5.00.
- f. Visitors Fee is currently £3.00 per visit and they must be signed in by a full member. Visitors are permitted to use sporting equipment a maximum of three visits in any one year. Members are permitted to sign in a maximum of two visitors to use sporting equipment at any one time. Visitors are not permitted to use sporting equipment on a Wednesday Club Night.
- g. One boat rack space in the boathouse may be available to regular, active paddling members for a fee of £10.00 per annum subject to space being available. Boat spaces will not be allocated on the basis of a member having previously or historically held a boat space. A second boat may be kept in the boathouse only with the agreement of the Committee and at extra costs payable in advance.
- h. Life Membership may be conferred at the discretion of the Committee.
- i. Club Keys are issued to Full Adult Members and coaches only, subject to availability. A sum, currently £20.00 is charged for a key - made up of £10.00 hire of key for one year and £10.00 refundable deposit when a member leaves the Club. The key hire fee is paid year on year. The lock will be changed annually. All keys must be returned and keys for the new lock applied for on an annual basis.

5. ELECTIONS

Candidates for election to membership shall make written application to the Secretary of the Club on the form provided. The power of election shall rest with the General Committee, who may refuse to elect to membership any applicant without assigning a reason for so doing.

6. **RESTRICTIONS**

A person who has been expelled from, or refused membership of, the British Canoe Union, shall not be eligible for membership.

7. **ACCEPTANCE**

The *General Committee* may at its sole discretion, decline to accept renewal of membership, from any person, without disclosing the reason.

8. **SUBSCRIPTIONS**

The rates of subscription shall be proposed by the *Committee* and ratified at the Annual General meeting and shall be due on the 01 May each year. Members must pay their subscriptions on demand. In the event that subscriptions are not paid within 2 months of demand (i.e. by 01 July) membership will be terminated, along with the use of Club facilities. If any Member is unable to pay the subscription, they should apply to the Membership Secretary as soon as possible after the due date for hardship relief.

9. **CESSATION OF MEMBERSHIP**

- 9.1 Any member may resign giving one month's clear notice in writing to the Membership Secretary.
- 9.2 Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the *General Committee*, be suspended or expelled. Any member so suspended or expelled may appeal to a Special General Meeting if such an appeal is sponsored by not less than 3 members who are entitled to vote.
- 9.3 A member shall be deemed to have resigned from the Club if, after due notice in writing, he/she has not paid the annual subscription which became due on 01 May. He/she may, however, rejoin at any time during that year
- 9.4 The *Committee* reserves the right to dispose of, by any means they think fit, any property left on Club premises for more than 90 days without payment of applicable fees to The Club.

10. **SECTIONS**

- 10.1 The Club may organise various sections to cover the various activities of canoeing.
- 10.2 The affairs of each section shall be conducted by a Sub-Committee of up to 3 members of whom the Chairperson or his/her deputy shall serve on the *General Committee*.

11. **DISQUALIFICATION FROM HOLDING OFFICE**

- 11.1 Only members entitled to vote are eligible to hold office, except that a Junior Section Chairperson may be elected by the Junior members of the Club, and be entitled to vote at *General Committee* meetings.
- 11.2 Any member who is under the age of 16 years, shall not be eligible for election to the *General Committee* of the Club.
- 11.3 Any member whose main income is derived from the sale or manufacture of canoes and/or accessories, or who is disqualified as an amateur under the rules of the British Canoe Union, will not be eligible for election to the *General Committee* of the Club, but such a person may be co-opted without voting rights.

12. **GENERAL COMMITTEE**

12.1 The *General Committee* shall conduct the affairs of the Club as a whole and shall consist of a Chairperson, Secretary, Treasurer, Membership Secretary, Club Welfare Officer and eight elected members. Additionally, the *General Committee* may co-opt members of the Club to its number as required, based on a majority vote.

- 12.2 Nominations for the position of Chairperson, Hon Secretary, Hon Treasurer, Membership Secretary and other officers shall be put forward in the form of a motion under the terms of Rule 15.
- 12.3 The term of office shall be for one year, and members shall be eligible for re-election.
- 12.4 Committee members are expected to attend meetings on a regular basis and send apologies with a reason for non-attendance in advance if they are unable to attend. If a committee member fails to attend three consecutive meetings, without their apologies being accepted by the committee, they shall be deemed to have stepped down.

13. DUTIES OF COMMITTEE

- 13.1 **Chairperson:** The Chairperson will preside at all General Meetings of the Club and at all meetings of the General Committee. He or she shall be responsible for guiding the activities of the club 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 Club at BCU regional level and at meetings of other organisations. He/she shall ex officio be a member of any other committee of the Club.
- 13.2 **Hon Secretary:** The Hon Secretary will be responsible for the organisation of meetings of the General Committee and of the Club, and the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club. He/she shall also be responsible for transmitting to the section secretaries all correspondence relating to the particular activities of the section concerned at the earliest opportunity. The Secretary will receive copies of the minutes relating to the meetings of section committees & regularly inform members.
- 13.3 **Hon Treasurer:** The Hon Treasurer will be responsible for the collection of all monies and shall keep such books of account as required by the General Meeting. He/she shall have the power to examine, after giving one week's notice, the books of any section, and shall report any discrepancies to the General Committee. The Hon Treasurer shall provide a finance report and evidence as to the state of all club bank accounts to the committee on at least a quarterly basis, and shall produce at the AGM balance sheets showing the financial state of each section and of the general funds, accompanied by the Hon Treasures report. Cheques should have two signatures. The Hon Treasurer must make the committee aware of any existing or potential financial or cash flow problems.
- 13.4 **Membership Secretary:** The Membership Secretary shall be responsible for the collection of all subscription monies, keep an accurate register of members and issue a receipt of monies received and control boat storage in the boathouse
- 13.5 **Duties of other Officers:** Officers may be elected to be responsible for adhoc duties as may be necessary from time to time.

14. GENERAL COMMITTEES

- 14.1 The General Committee is responsible for the general conduct of the Club's business and activities.
- 14.2 The General Committee shall meet at regular monthly intervals during the year, as required by the business to be transacted.
- 14.3 Special meetings of the General Committee shall be called by the Hon Secretary on instructions from the Chairperson, or not less than 4 committee members.
- 14.4 Meetings of the section committees shall be called by the secretaries of the sections concerned, on instruction from the Section Chairperson, or on the instructions of twenty percent of the members of the Section Committee.
- 14.5 A quorum shall consist of not less than four members in the case of the General Committee, and not less than three members in the case of the Section Committees.
- 14.6 In the case of casual vacancy among the General Committee, the said Committee shall appoint another eligible person to act until the next AGM.

15. GENERAL MEETINGS

- 15.1 An Annual General Meeting 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 the month of June immediately preceding.
- 15.2 An Extraordinary General Meeting shall be called on the instructions of a simple majority of the General Committee, or on a requisition signed by not less than 25 % of the members of the Club entitled to vote. Notice of an Extraordinary General Meeting shall be called by at least 14 days clear notice.
- 15.3 Not less than 21 days clear notice shall be given for the Annual General Meeting and an Extraordinary General Meeting for the passing of a special resolution, specifying to all members the time and business of the General Meeting.
- 15.4 Motions for discussion at Annual General Meetings, not of origin from within the General Committee, shall be lodged with the Hon Secretary at least 30 days preceding the AGM, and be signed by 1 member entitled to vote.
- 15.5 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.
- 15.6 At all General Meetings the Chairperson will preside or, in his/her absence, a Chairperson for the meeting will be elected by the voting members present.
- 15.7 At all General Meetings not less than ten percent of the voting members of the Club shall constitute a quorum.

16. ABSENCES OF QUORUM

If after half an hour from the time appointed for the meeting, a quorum is not present, the meeting, if called at the request of the members, shall be dissolved. In any other case, the meeting shall be adjourned. If anyone is not present within half an hour from the time appointed for an adjourned Meeting, the members present shall be a quorum.

17. ACCIDENTAL OMISSIONS

Accidental Omission to give notice of a meeting to, or the non-receipt of notice of, a meeting by any member shall not invalidate the proceedings of a meeting. Any member present at a meeting whether in person or by proxy shall be deemed to have received notice of the meeting.

18. LIABILITY

- 18.1 The General Committee shall manage the affairs of the Club. 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 the Club as a whole.
- 18.2 All members or other persons who attend club tours or meets do so at their own risk, and neither the Club nor its officers can accept any liability for any loss or injury of any kind sustained at the club premises or whilst on a Club tour, meet or other activity.

19. VOTING

Only full and junior members over the age of 14 years who have paid their Membership subscription for the current year are entitled to vote at Annual General Meetings.

20. ALTERATION OF CONSTITUTION

- 20.1 This constitution shall not be altered, amended, or rescinded except by a General Meeting of the Club.
- 20.2 A resolution to give effect to a change must be passed by at least 75% of the members present at the General Meeting, and voting on this behalf.

21. INSPECTION OF ACCOUNTS

The Hon Treasurer shall provide a finance report and evidence as to the state of all club bank accounts to the committee on at least a quarterly basis, and shall produce at the AGM balance sheets showing the financial state of each section and of the general funds, accompanied by the Hon Treasures report.

22. DISTRIBUTION OF PROFITS

In no circumstances can any profit be distributed to members, but any profits earned shall be contributed to a General Fund for furthering the objects of the Club.

23. TERMINATION

The Club shall not terminate except by a resolution of a Special General Meeting convened for the purpose and, in such an event, any surplus assets shall be handed over to a body or bodies with similar objects or to a charity or charities agreed by the meeting which formally terminates the Club. Any matter not provided for in this constitution, or any question over the interpretation of it shall be dealt with by the General Committee whose decision shall be final.

24. RULES

The General Committee shall be empowered to draw up rules for the safe conduct of canoeing activities, to include the following:

24.1 No Junior member may canoe alone from the Clubhouse

24.2 No Junior member may take a boat from the Clubhouse unless a responsible adult is present.

24.3 All novices must wear C.E. approved buoyancy aids.

24.4 Juniors must wear C.E. buoyancy aids at all times unless exempted at the express permission of their coach.

24.5 Juniors may not paddle without a competent adult present until they have passed their BCU 1 Star (or) Paddle Power Passport. Juniors must paddle in groups of not less than three.

24.6 All members must behave in a courteous and considerate manner towards fellow members. Any anti-social behavior on the part of one member to another or to any of their guests will not be tolerated and disciplinary action will be taken against them.

24.7 All members must behave sensibly when in the vicinity of the water or whilst practicing their sport and must not behave or act in any manner which is intended to cause injury or endanger the personal safety of themselves or others, or is reckless as to whether such behavior or action may cause such injury or danger.

24.8 All members acknowledge that the sport of canoeing is a hazardous one and that their own behavior impacts dramatically on the safety of the sport. Should any member contravene the safety rules, notices and any other instructions given by Coaches or the Club Committee, they recognise that they do so at their own risk and that should any adverse consequence arise, they recognise their own culpability in such consequences and hence their contributory negligence.

24.9 Upon attending the Club House all members must take notice of the Notice Boards and sign in. The coaches and/or the Committee will try to ensure that any necessary notices are displayed there. All members must take full note of these notices and bear them in mind during their canoeing. The Floodline phone number is available 24 hours a day on 0845 988 1188.

24.10 All members are responsible for checking the speed of the river before paddling, this should be by both visual inspection and checking the Environment Agency website <http://riverconditions.environment-agency.gov.uk>. No club equipment may be used, at any time on the water, when the EA are showing the river as on yellow or red boards unless the member has three star competency or the equivalent.

- 24.11 Members using their own equipment when the river is flowing quickly do so at their own risk, and should still assess whether they have sufficient skill and experience before paddling. If in any doubt members should not get on the water "Under no circumstances must any member canoe into any area of the river notified on the Notice Board as being Out of Bounds. Any member so doing is entirely at their own risk, the Club's (BCU) Insurance may not be valid in such cases and any damage or injury will not be covered.
- 24.12 Upon finishing canoeing or using the Club's facilities all members must sign out of the Club House.
- 24.13 All Club Members must be able to swim 50 metres in normal canoe clothing and learn to capsize and rescue themselves.
- 23.14 It is recommended that no fewer than three people should go out on the water together.
- 24.15 No Junior (aged under 16 years) or inexperienced member is to paddle below the Railway Bridge during the Winter Months (October to March) or in flood conditions.
- 24.16 Members should be aware that Romney Weir, which is situated below Windsor Town Bridge, is an 'anti scour' weir and is recognised as being extremely dangerous. As the river narrows the water flows faster and becomes more turbulent. Members are advised to avoid paddling near the bridge and when the river is in 'flood conditions'. The Committee recommends that members paddle upstream of Windsor Town Bridge nearer to the Club premises.
- 24.17 A current Thames (Environment Agency) Licence or BCU Licence must be displayed on all vessels used on the Thames, or BCU membership card should be carried.

BOATHOUSE RULES

- 24.18 Any breakage of equipment is to be reported to the Committee as soon as possible after the event.
- 24.19 No Member is to use another Member's equipment without the owner's permission.
- 24.20 Members leaving private property on Club premises do so at their own risk - this includes canoes/paddles as well as personal possessions - the club is not liable for any loss or damage to equipment.
- 24.21 A Member is responsible for the behaviour of visitors whom he/she invites onto the Club premises.
- 24.22 There shall be No Smoking within the Club Premises.
- 24.23 Any member becoming aware of any breach of these rules by any other member must bring such breach to the attention of the Club Committee.
- 24.24 Windsor Canoe Club is a volunteer club. It has no paid staff. All members of the club are expected to contribute time, skills and/or labour towards the running of the Club.

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WINDSOR & DISTRICT CANOE CLUB
Acknowledgement of Compliance with Club Rules

I,(Name)

Date of Birth/...../..... Gender...M/F/other...

of (Address)

..... Tel nos.....

E-mail address

Confirm that I have read the contents of the Welcome Pack given to me and that I agree to abide by the Rules & Regulations of the Club.

I also confirm that I am prepared to accept the duties & responsibilities of Membership of the Club.

I confirm that I can swim 50 metres in light clothing.

Upon acceptance into membership of Windsor & District Canoe Club, I understand that canoeing is undertaken at my own risk. I confirm that I do not suffer from any disability or medical condition which may render me unfit for strenuous exercise.*

[] I am under 18 and understand all of the documents read. My Parents/Guardians agree to the Rules of the Club and have completed the Parental Declaration overleaf.

I understand that Membership data will be stored electronically and used solely for the purposes of the club in accordance with General Data Protection Regulations as set out in the club's Data Privacy Policy.

Signed..... Date:

If you are a member of BC, please indicate your membership number here. British Canoeing membership is recommended to all paddlers

[] I am a BC Member. My number is

*Should a medical condition exist, this will not necessarily preclude you from membership/ participation, but it must be declared. Should you be in any doubt, advice should be sought from your family doctor.

Capsize Drill / BC 1* or above evidence seen Date:..... Signature
(Coach/Committee member)

Kayak key assessment passed Date:..... Signature
(Coach)

Canoe key assessment passed Date:..... Signature
(Coach)

WINDSOR & DISTRICT CANOE CLUB
Acknowledgement of Compliance with Club Rules (Cont)

Parental Declaration

I, (Name)

Confirm that I have read the Rules of Membership and understand the obligations and responsibilities placed upon my child/children and me with the risks of the sport.
I confirm that they can swim 50 metres in light clothing.

Name of Child..... Date of Birth..... Gender.....

Name of Child..... Date of Birth..... Gender.....

Name of Child..... Date of Birth..... Gender.....

Name of Child..... Date of Birth..... Gender.....

Signed.....
Parent/Guardian.

Date:.....