

# REGENTS CANOE CLUB MANAGEMENT COMMITTEE HANDBOOK

This handbook was first produced by the members of the 1993/4 Management Committee and updated in 1995/1996, to fill a gap they identified in the hand-over process from one Committee to the next. It aims to provide the incoming Committee members with up-to-date information on role of the Committee, who does what, and how and when things get done. It has now been updated again by the Committee of 2007/2008 with additional minor revisions by the committee of 2008/2009.

It is by no means definitive, however for it to be of any lasting benefit future Committees will need to take responsibility for adding to or amending the handbook each year.

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**THE CONSTITUTION OF REGENTS CANOE CLUB**

**1. Name**

The club shall be known as Regents Canoe Club ("the Club").

**2. Objects**

The objects of the Club shall be to promote and encourage the sport of canoeing and associated activities and any other activities organised by Club members.

**3. Membership**

- (a) The Club may admit as members any persons aged 18 or over who are willing to comply with the Club rules as from time to time determined by the Management Committee and posted on the website.
- (b) Each member shall pay an annual subscription to be determined at the Annual General Meeting.
- (c) A member shall cease to be a member if s/he gives written notice to the Secretary of his/her resignation.
- (d) A member whose subscription is more than two months in arrears shall be deemed to have resigned.

**4. The Management Committee.**

- (a) The following officers shall constitute the Management Committee:
  - (i) Chairperson;
  - (ii) Secretary;
  - (iii) Treasurer;
  - (iv) Membership Secretary;
  - (v) Equipment Officer;
  - (vi) Newsletter Editor;
  - (vii) IBC Liaison Officer;
  - (viii) Safety and Training Officer;
  - (ix) Events Co-ordinator.
  - (x) Website and Publicity Officer.
  
- (b) Election of the Management Committee:
  - (i) Any fully paid-up member may stand for election to the Management Committee if s/he gives notice in writing, where possible, of her/his willingness to be elected and is nominated by two other fully paid-up members and such notice is delivered to the Secretary prior to the appointed time for the holding of the election of the officers.

- (ii) Any person may stand for more than one office on the Management Committee but on election to an office s/he shall become disqualified from standing for any other office unless there is no other volunteer for either of the offices concerned when called for at the Annual General Meeting.
- (iii) All members of the Management Committee appointed at the Annual General Meeting shall hold office until their successors are elected at the next Annual General Meeting. All positions on the Management Committee are honorary.

## **5. General meetings**

- (a) The Club shall in each year hold a general meeting at its Annual General Meeting and shall specify the meeting as such in the notices calling it; and not more than 15 months shall elapse between the date of one Annual General Meeting and that of the next. The Annual General Meeting shall be held at such a time and place as the Management Committee shall appoint.
- (b) All general meetings other than the Annual General Meeting shall be called Special General Meetings.
- (c) A Special General Meeting shall be convened by the Secretary either on the instructions of the Management Committee or upon the request of not less than 10 fully paid-up members.

## **6. Notice of General Meetings**

- (a) An Annual General Meeting and a Special General Meeting shall be called by the posting of the notice calling such a meeting on the Club website at least 21 days before the date of the meeting.
- (b) The notice shall be exclusive of the day on which it is served or deemed to be served and on the day for which it is given, and shall specify the place, the day, the hour of the meeting and, in the case of special business, the general nature of that business.

## **7. Proceedings at the General Meeting**

- (a) All business shall be deemed special that is transacted at a Special General Meeting, and also that it is transacted at an Annual General Meeting, with the exception of the consideration of the accounts, balance sheets and reports of the Chairperson, the Secretary, and the Treasurer, the determination of the subscriptions, the election of the Management Committee and the appointment of, and fixing of the remuneration of, the Auditors.
- (b) The Chairperson shall at his/her discretion, and with the consent of a single majority of members present and voting, have the power to accept any resolution to be put to the meeting of which insufficient notice has been given, unless the motion shall involve any alteration to this constitution.
- (c) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business; 10 members present in person shall be a quorum.
- (d) The Chairperson, if any, of the Management Committee shall preside as Chairperson at every General Meeting of the Club, or if there is no such Chairperson, or if s/he shall not be present within 15 minutes after the time appointed of the holding of the Meeting or is unwilling to act, the Management Committee present shall elect one of their members to be the Chairperson of the Meeting or if no such member of the Management Committee is present or willing to act the members present shall choose one of their number to be Chairperson of the Meeting.

- (e) A resolution shall be treated as being passed if it is approved by the simple majority of members being entitled to vote.
- (f) Only fully paid-up members shall be allowed to vote at any General Meeting.
- (g) In the case of equality of votes, the Chairperson of the Meeting shall be entitled to a casting or second vote.
- (h) The business at the Annual General Meeting shall include:
  - (i) The receiving of reports from the Chairperson, Secretary and Treasurer;
  - (ii) The approval of the accounts;
  - (iii) The election of the Management Committee;
  - (iv) The appointment and remuneration of Auditors; and
  - (v) The determining of the level of annual subscription to the Club.
- (i) Any member entitled to attend and vote at a meeting of the Club is entitled to appoint another member as his/her proxy to attend and vote instead of him/her. The instrument of proxy must be in writing and must be delivered to the Chairperson of the meeting immediately prior to the commencement of the meeting.

## **8. Functions and Duties of the Management Committee**

- (a) The Management Committee shall direct and manage the affairs of the Club.
- (b) The Management Committee shall be deemed to have delegated to them all necessary authority for the purpose set out in paragraph 2 of this constitution.
- (c) The quorum for the Management Committee shall be three members present in person.
- (d) The Management Committee may appoint such sub-committees for general and specific purposes as it shall see fit and delegate to them such authority as it considers necessary.
- (e) The Management Committee shall have the power to co-opt any person on to the Management Committee or any sub-committee as required. Such co-opted members shall hold office for such time as the Management Committee shall determine but, in any event, shall retire at each Annual General Meeting of the Club. Co-opted members are not allowed a vote on the Management Committee.
- (f) If an office becomes vacant during the year, the Management Committee may convene a Special General Meeting in order to fill the vacant position. The provisions of the Constitution applicable to the appointment of officers at an Annual General Meeting shall also be applicable to the appointment of such officers at any Special General Meeting. Members elected at a Special General Meeting will be allowed to vote at subsequent meetings of the Management Committee. Such members shall hold office until the next Annual General Meeting.
- (g) In the case of an equality of votes, the Chairperson shall have a second casting vote.
- (h) If the Chairperson is not present within five minutes after the time appointed for holding the meeting, the members of the Management Committee present may choose one of their number to be Chairman of the meeting.
- (i) A member of the Management Committee or a sub-committee shall cease to be a member of such committee:
  - (i) Upon giving the Secretary written notice of his/her intention to resign;
  - (ii) Upon failing to attend three consecutive meetings of the Management Committee or sub-committee without giving reason approved by the Management Committee;

- (iii) Upon the passing of a resolution at a General Meeting terminating his/her membership of the Management Committee or of the Club.
- (j) Notice of a meeting of the Management Committee meetings or any sub-committee meetings shall be posted by the Website and Publicity Officer on the Club website at least seven days before the meeting.
- (k) Copies of the minutes of the Management Committee meetings and sub-committee meetings shall be available on the Club website for members to examine.

## **9. Finance**

- (a) All monies received by on behalf of the Club shall be devoted to the objects of the Club.
- (b) The financial year of the Club shall end on the 31st March in each year or such other date as shall be approved at any General Meeting.
- (c) The Treasurer shall be responsible for receiving, issuing receipts and safe keeping of all monies on behalf of the Club.
- (d) All cheques paid on behalf of the club will be signed by two of the three Signatories. One of these Signatories will be the Treasurer and the remaining two are to be members of the Management Committee, usually the Chair and Secretary although the Management Committee may select signatories as appropriate.
- (e) Large items of capital expenditure (e.g. boats, infrastructure), other than those relating to the replacement of existing equipment as and when it becomes necessary, must be approved as special business at a General Meeting.
- (f) Expenditure on medium priced items (e.g. paddles, buoyancy aids), must be approved by the committee.
- (g) Expenses for the day-to-day running of the club (minor equipment purchases, trip costs etc) should be made at the discretion of the appropriate committee member or trip/event organizer, who should pass an invoice or receipt to the treasurer before payment is made.
- (h) The Treasurer shall keep proper accounts of all monies received and paid by him on behalf of the Club, recorded in cash book/bank ledger.
- (i) As soon as practicable, after the end of each financial year the accounts of that financial year shall be prepared by the Treasurer and submitted for audit by the Auditors of the Club within one calendar month.
- (j) The Auditors shall audit such accounts and report thereon to the Annual General Meeting. Copies of the accounts as so audited shall be available for inspection at the Annual General Meeting.
- (k) The Treasurer may with the authority of the Management Committee invest in the name of the Club any monies held in account.

## **10. Liability**

- (a) The Management 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 Management Committee, but shall be the responsibility of the Club as a whole and members of the Management Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and liabilities properly incurred by them in the management of the affairs of the Club.

- (b) All members or other persons who attend Club trips 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's headquarters or while on a Club trip or meet.

## 11. Alteration of Rules

This constitution shall not be altered, amended or rescinded except by a General Meeting of the Club.

## 12. Dissolution

- (a) A resolution to dissolve the Club shall only be proposed at a Special General Meeting and shall only be carried by the majority of at least three-quarters of members present.
- (b) The dissolution shall take effect from the date of the resolution and members of the Management Committee shall be responsible for winding-up of the assets and liabilities of the Club.
- (c) Any property remaining after the discharge of the debts and liabilities of the association shall be given to an association with a like purpose or to a charity or charities nominated by the last Management Committee.

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### Section 2

## THE ROLE OF THE COMMITTEE.

The Committee exists to direct and manage the affairs of the Club. It has delegated to it all the necessary authority to ensure that the Club promotes and encourage the sport of canoeing and associated activities and any other activities organised by Club members.

## THE MANAGEMENT PROCESS

### 1. Committee meetings.

**Frequency:** Held somewhere between monthly and 6 weekly depending on the issues arising.

**Attendance:** Officers of the Committee should attend all meetings unless apologies for absence are tendered. Non-attendance at three consecutive meetings, without apologies for absence, may result in the Officer being asked to resign from their post. A quorum for any meeting is three members, which must include either the Secretary, Chair or Treasurer.

Club members may attend meetings as spectators; they have no right to speak unless specifically invited to by the Committee.

**Recording the meeting:** The minutes of all Committee meetings should be published in the Club website.

**Helpful hints:** It's worth taking time at the first meeting to discuss how the committee will operate during the coming year. For example you may need to agree:

- Which is the best evening for a Committee meeting?
- Do people want to paddle first? If so, how late can they stay behind for a meeting?

- Should the agenda be circulated in advance of the meeting?
- How do items get on to the agenda for discussion?
- Who should be notified about apologies for absence?

You may also like to consider identifying some form of objectives to be achieved by the Committee during their year of office. Although this may sound a bit over processed it does help people to focus on their collective responsibility and makes them feel part of the team rather than just answerable for their particular job.

**Co-opting members to the Committee:** The Committee doesn't need to do all the work itself, it can co-opt members or form sub-groups to carry out specific tasks as required.

**Watch points:** If you have your Committee meetings on a Thursday evenings during school term time you will have to wait until after 7.30pm when the Boat Club closes.

## 2. Annual General Meetings

**Timing:** The AGM should be held towards the end of April or early May to allow the Treasurer time to complete the year end accounts and forward to the auditors. The auditors normally require between 2 - 3 weeks to prepare their report.

**Notification of the AGM:** The members must be advised of the date, time and place of the AGM, via the Club website and newsletter/email communication, at least 21 days before the meeting. The notice should also indicate the procedure to be employed for the election of officers and explain how members can get an issue discussed at the meeting.

**The agenda:** The agenda should follow a standard format as detailed below:

- i. Apologies for Absence
- ii. Reading and Approval of the previous year's minutes of the AGM.
- iii. Reports from Committee members.
- iv. Auditors Report and Approval of Accounts
- v. Matters arising from the previous years minutes.
- vi. Review of the membership fee for Regents Canoe Club
- vii. Motions for consideration by the members
- viii. Election of Officers
- ix. Any Other Business

**Voting at the meeting:** Only fully paid-up members, including concessions, can vote at the meeting. Proxy votes can only be accepted if the Chairperson is notified in writing in advance of the meeting. A quorum for the AGM is 10 fully paid up members in addition to members of the Committee

**Helpful hints:** Motions for consideration can get quite heated and take up a lot of time if the meeting is not controlled; spare a thought for the poor Secretary who has the task of trying to keep up with the notes!

Consider insisting that motions are submitted, in writing to avoid any misunderstanding, to the Secretary at a set time before the meeting. This will allow the Chair to allocate sufficient time to each item to be discussed and ensures that there are no "surprises" during the actual body of the meeting.

Consider asking that nominations for the election of officers also be submitted in writing to the secretary before the meeting starts. All posts on the Committee are subject to annual election with

the exception of the Auditors who remain in post until such time as they resign. In the event of more than one person being nominated for a post then a vote should be held.

The outgoing Chair and Secretary should remain in post until the end of the AGM to retain continuity at the meeting. The outgoing Secretary is responsible for writing up the minutes of the meeting which should then be passed to the in-coming Secretary for publication.

### **3. Special General Meetings.**

**Frequency:** An SGM can be convened at any time by the Committee or upon the written request of 10 fully paid up members.

**Notification:** As for the AGM, 21 days minimum. The notice must include the reason for the meeting being called.

**Voting:** As for the AGM. The Chair has a casting vote.

**Recording the meeting:** Minutes of the meeting should be published in the newsletter and on the Club website.

**Helpful hints:** Issues such as the purchase of equipment or amendments to the safety and training policies tend to stimulate considerable debate, often requiring more time than is generally available at the AGM. Deferring items like this to an SGM gives the members chance to discuss and consider the all the various points of view, and amend the proposal if necessary, before being asked to vote.

## **SUGGESTED ACTIVITY CHECKLIST FOR THE COMMITTEE**

**As soon as possible:** Change signatories for club account.

**First Committee meeting:** Inform IBC of the names of the new Chair, Secretary, IBC liaison officer and, where applicable, new key holders. Check outstanding actions from the previous Committee and decide how to progress.

**June/July:** Plan the annual reviews of the safety and training policies. Update policies as required.

**October:** Ensure that the equipment audit has been completed.

**December:** Check Christmas opening arrangements with IBC

**February:** Set the date for the AGM. Inform the Auditors and, if necessary, IBC

**March:** Ensure that the date of the AGM has been publicised.

**April:** Check that the BCU club affiliation has been completed and returned with appropriate fee (due 30th April).

**Last meeting before the AGM:** Ensure that all outstanding points are either assigned or well documented for handing over to the new Committee.  
Check that all the action points from the last AGM have been addressed.  
Update this handbook as necessary.

## Section 3

### REGENTS MANAGEMENT COMMITTEE

Generic responsibilities of all committee members:

- To attend Committee meetings as convened.
- To participate in all Committee matters as delegated to the Committee by Club members at the AGM or SGM.
- Encourage all members to take an active interest in the Club.
- Represent the views and opinions of Club members at Committee meetings.
- To welcome new members and show them around the site as required.

**Time commitment:** Approximately one evening per month and odd hours as required.

### SPECIFIC JOB DESCRIPTIONS.

#### 1. CHAIR

**Broad outline of the post:** To co-ordinate the business and general activities of the Club and provide a forum for debate and discussion for all Club members.

**Specific tasks/responsibilities:**

- To be available for all Club members and the Management Committee.
- To listen, discuss and act upon, as necessary, any ideas, concerns and criticism voiced by Club members.
- To be unbiased, impartial and ensure that all Club members views are adequately represented.
- To be conversant with the constitution and procedure for running Club meetings.
- To chair Club meetings and ensure that they are short, succinct, effective and that actions are assigned as necessary.
- To ensure that any planning or budgeting for the future is carried out in accordance with the wishes of the Club members.
- To ensure the Committee remains focused on the needs and requirements of the whole Club.
- To provide leadership to the Committee and support for individual officers in their specific jobs.
- Responsible to IBC for the assignment of key and general security of the site.
- Represents the Club at local, regional and national events as required.
- Generic responsibilities as a member of the Committee.

**Approximate time commitment:**

Approximately 2-3 hours per month.

## 2. SECRETARY

**Broad outline of the post:** To provide a link between Club members, the Committee and external bodies (such as the BCU, other clubs and prospective new members). To provide administrative support to the Committee.

**Specific tasks/responsibilities**

- To prepare and circulate minutes of all Club meetings
- To reply to mail addressed to the Club.
- To provide administrative support for the Management Committee.
- To keep the Club notice board up-to-date, if required.
- To ensure the Club affiliation to the BCU is up-to-date.
- To ensure the Secretary's folder is up to date with BCU, YHA, copy of IBC agreement
- Generic responsibilities as a member of the Committee

**Approximate time commitment.**

1-2 hours per month preparing and circulating minutes and dealing with other correspondence (post).

## 3. TREASURER.

**Broad outline of the post:** To maintain accurate financial records and safeguard Club funds.

**Specific tasks/responsibilities:**

- To keep up-to-date records of all financial transactions.
- To collect all money due to the Club from other Committee members and trip/course organisers and issuing receipts.
- To ensure that all cash and cheques are promptly deposited into the Club account.
- To report regularly to the Committee on the Club's financial position.
- To advise the Committee on the financial implications of any decisions/recommendations.
- To prepare a year-end statement of accounts to present to the Auditors.
- To liaise with the auditors to ensure their report is prepared in time for the AGM.
- To present an end-of -year financial report to the AGM.
- To provide support and advice for members who are collecting or spending money on behalf of the Club; for example training course organisers, equipment officers, fund-raisers, trip organisers etc.
- Generic responsibilities as a member of the Committee

**Approximate time commitment:**

30 minutes per week book keeping and dealing with funds.

30 minutes preparing for each Committee meeting.

16 hours per annum to prepare the accounts.

## 4. MEMBERSHIP SECRETARY

**Broad outline of the post:** Maintain accurate records of membership and provide lists of paid-up members as required.

***Specific tasks/responsibilities:***

- To reply to new member enquires.
- To issue membership forms, collect membership fees and up-date membership records.
- To forward fees to the Treasurer.
- To hassle people who continue to use the site but haven't paid their membership fees.
- To mail out to last years members who have not re-joined in the current year.
- To produce regularly updated membership lists for use by the Committee, Training Co-ordinator, Club rota co-ordinator and others as requested.
- To produce an up-to-date list of members contact details for publication in the newsletter
- To produce list for the Newsletter Editor and other mail outs as required.
- To produce statistics on membership for the AGM.
- To update the membership form and the Club information leaflet as required.
- Generic responsibilities as a member of the Committee.

***Approximate time commitment:***

4-5 hours per month (peak period tends to be the first couple of weeks just after membership year end at the end of June.)

## **5. NEWSLETTER EDITOR**

***Broad outline of the post:*** To produce and distribute the Club newsletter.

***Specific tasks/responsibilities:***

- To liaise with Club members regarding events and other matters for publication in the newsletter.
- To produce and distribute a newsletter at least 4 times per year.
- Generic responsibilities as a member of the Committee.

***Approximate time commitment.***

Approximately 10 hours every 3 months

## **6. EQUIPMENT OFFICER**

***Broad outline of post:*** To administer club equipment.

***Specific tasks and responsibilities:***

- To report to committee advising on the state of equipment, including damage and loss.
- To organise equipment audits, suggest thorough annual check with regular checks of condition of items.
- To secure, supervise or undertake all necessary repairs to equipment as required.
- To make recommendations for replacement/ updating purchases as required and organise SGM if necessary to discuss significant purchases.
- To arrange for the purchase of new/ replacement of equipment, as agreed by SGM/ committee.
- To purchase and ensure the availability of spare items, eg airbags, bungs, footrest nuts as required.
- To ensure someone is available at fixed times during club hours to administer equipment hire and returns

- To ensure the consistent implementation of equipment hire rules/guidance.
- To maintain accurate records of hiring and fees collected and forward hire fees to the treasure on a regular basis.
- To produce annual report summarising equipment hire over the year, to be presented at AGM
- Generic responsibility as member of the committee.

## **HIRE OFFICERS (as required) Non committee posts.**

**Broad outline of the post:** To assist Equipment Officer in non-committee roles.

**Specific tasks/responsibilities:**

- To be available at fixed times during Club hours to administer equipment hire to members.
- To implement the equipment hire rules.
- To maintain accurate records of hirings and fees collected and forward hire fees to the Treasurer on a regular basis.
- To secure, supervise or undertake all necessary repairs to equipment as required.

**Approximate time commitment:** 4 hours per month (remember this can be shared between equipment officer and hire officers). Maintenance/inspection: 2 days per year.

## **7. IBC LIAISON OFFICER**

**Broad outline of the post:** To provide a point of contact between Regents and the Islington Boat Club Management Committee.

**Specific tasks/responsibilities**

- To represent Regents at the monthly IBC Management Committee meetings (currently held once every 8 weeks and report back to the Regents Management Committee.
- Generic responsibilities as a member of the Committee.

**Approximate time commitment:** One evening every other month to attend the IBC Management Committee meeting (which lasts approx. 2 hours).

## **8. SAFETY AND TRAINING OFFICER**

**Broad outline of the post:** To have overall responsibility for ensuring that the Clubs safety policy is adhered too.

**Specific tasks/responsibilities:**

- To have overall responsibility for the duty person rota.
- To maintain the duty person file.
- To review the safety plans for Club trips and courses.
- To maintain an accident book, to include details of equipment failures in conjunction with the equipment officer.
- Overall responsibility for safety training
- To recommend amendments to the Club safety policy and disaster plan.

- To organise and chair an annual safety and training meeting for the Club.
- To agree specific safety precautions for a non swimmer as required.
- To oversee the organisation of an annual training meeting for all club members.
- To facilitate training courses
- To provide information and publicity on training.
- To recognise members needs and give direction.
- To maintain a diary of courses.
- To identify members interests and training requirements.
- To maintain records of club courses.
- S/he is NOT responsible for organising courses.
- Generic responsibilities as a member of the Committee

**Approximate time commitment:** 2-3 hours per month.

## 9. EVENTS CO-ORDINATOR

**Broad outline of the post:** To encourage Club members to undertake social activities and, if appropriate funding activities, either directly for the Club or on behalf of other charitable institutions.

**Specific tasks/responsibilities:**

- Arrange 3-4 social activities per year
- If needed, to identify opportunities for fund-raising activities and coordinate and support organisers.
- To encourage Club members to organise and carryout activities.
- To ensure that all social activities are self-funding.
- To organise the Christmas dinner, including annual awards and prizes
- Other activities may be assigned by the committee, such as organisation of branded goods (e.g. t-shirts and sweatshirts)
- Generic responsibilities as a member of the Committee.

**Approximate time commitment:** 1 hours per month, depending upon the number and type of activities planned.

## 10. WEBSITE AND PUBLICITY OFFICER

**Broad outline of the post:** To maintain and update the RCC website so that it is a useful resource to RCC members and potential members.

**Specific tasks/responsibilities:**

- To regularly update the calendar and ensure minutes of meetings are available on the site.
- To ensure that the RCC website maintains an up-to-date list of useful links with other kayaking and related websites.
- To ensure that other websites link to the RCC website. To optimise the site and weblinks so that the website is recognised by search engines and receives good placement during relevant searches.

- To ensure that the RCC website is registered and that all necessary payments are made to the Domain Host and Internet Service Provider (currently Fasthosts.co.uk) to enable full site functionality.
- To respond to enquiries received by email, unless such enquiries are to be directed to other committee members or specified club members (e.g. club member organising a course or trip).
- To respond to media enquiries received by email, or to pass such enquiries to another committee member or specified club member if they are better able to respond on behalf of the club.

**Approximate time commitment:** approx 3-4 hours a month. Uploading photographs can take longer.

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#### Section 4.

### RELATIONSHIP WITH THE ISLINGTON BOAT CLUB AND THE RENTAL AGREEMENT

***Brief background:***

IBC was founded in 1970 by Crystal Hale. It was originally established to supplement the limited play areas in Islington and was housed on the other side of the canal in a series of old sheds. Open to young people over the age of seven, it was a unique venture in it's day, depending upon borrowed or improvised equipment in order to provide the "outdoor experience" for inner city kids.

Following some very energetic fund-raising by Crystal, IBC was soon able to employ a full time worker and by 1985 had raised enough money to fund the development of the specially designed site on which the club is now situated.

IBC is a registered charity; it receives a small grant each year from Islington Council but relies upon donations from various bodies to survive. The IBC Management Committee runs the Club and employs a Club leader and numerous other staff to deal with the daily operation

***Why Regents share the IBC site:***

When the Boat Club was first established the majority of it's members were under 16, but, as the membership grew, IBC realised that it needed to cater for the young people over 16, and so in 1978 Regents Canoe Club was formed. Subsequently IBC has been able to cater for those up to 18 and in 2007 Regents Canoe Club raised their entry age to 18.

For a number of years Regents "lived" rent free on the IBC site, but following the demise of the Inner London Education Authority, IBC found themselves in financial difficulty and asked Regents to formalise the sharing of the facilities. Regents signed an agreement with IBC to put us on a more commercial arrangement (copy of the rental agreement is held by the Secretary).

***The rental agreement:***

The rental agreement covers:

- Sole use of the site on Monday evenings and shared use on Thursday evenings;
- Access to the changing rooms, the barge, project room and paddle store;
- Heating and lighting;
- On site use of the IBC fleet of boats;

- On site use of the IBC buoyancy aids and paddles;
- Storage facilities, maintained by IBC, for Regents club equipment;
- Use of the City basin and the permanent slalom facility (IBC lease the basin from British Waterways);
- With advance permission, use of the Committee room, workshop and rescue launches;
- Space on the Water Gypsy barge for the Club notice board;
- With advance permission, off-site use of IBC boats.

The rent is paid quarterly, running from April to April. The Secretary of IBC will forward a bill to the Treasurer. Regent's rent will be reviewed when the current licence lapses.

***The IBC Management Committee:***

The Management Committee is made up of parents of Club members, people from the local community and the Club leader. The Regents IBC representative is invited to attend the monthly meetings but has no voting rights.

The Secretary to the Management Committee is a permanent member of staff and can be contacted Monday to Friday between 10am and 4pm.

**The flat adjacent to the main building is leased to a private tenant. The Tenant is not an employee of IBC, nor does s/he have any responsibility for the security or maintenance of the site. Their privacy should be respected at all times especially when removing/returning boats outside of normal Club hours.**

Section 5

**SECURITY OF THE SITE AND KEYS**

The Management Committee is responsible for overseeing the security of the site on Club nights and at all other times when Club members are removing or returning boats or equipment.

3 sets of keys are held by Regents

It is recommended that Committee ensure that the following precautions are taken:

- Members and visitors are reminded on a regular basis that valuables should not be left in the changing room.
- All key holders should sign for the keys at the start of their term of office.
- The safety officer should draw up a list of Club members who will act as duty person and ensure they all understand their responsibilities.
- A security checklist should be available for the duty person to act as a reminder.
- The checklist should be updated regularly.

**Please remember that the Club has no automatic right of access to the site outside of the agreed opening hours. Members should avoid making any unnecessary noise that may disturb the local tenants.**

## REGENTS TRAINING POLICY

### 1. OVERVIEW

- 1.1. This policy document was developed by a committee of Regents members and approved by the Club at a Special General Meeting.

The purpose of the policy is:

- i) To establish a framework to ensure that the Club continues to promote, encourage, support and maintain consistent high standards of training for all its members;
  - ii) To outline the roles and responsibilities of course organisers, the training co-ordinator and the Club's management committee, and;
  - iii) To aid the development of potential Club Instructors and encourage the sharing of best practise among Club members.
- 1.2 The Club relies upon its members to organise training courses and, in the majority of cases, to provide all the instruction. This is time given freely to the Club in order to maintain the excellent standards of training achieved to date. While this policy details the ideal number of courses it must be recognised that the Club can not guarantee that all of the courses detailed below will be available every year.
- 1.3 This policy should be read in conjunction with the Club Safety policy.

### 2. BEGINNERS COURSES

- 2.1. Regents Canoe Club will run beginners courses to encourage new members to the club. The courses will primarily teach kayak skills, however, introductory sessions in other boats may be incorporated into the course framework to allow the students more choice.
- 2.2. Open Boat beginners courses may be run after the kayak beginners courses depending on demand. Beginners courses using other boats (non-kayak) will be organised as follow-on courses depending upon demand.
- 2.3. The Club will organise and run winter pool sessions in order to maintain beginners interest in the sport.

### 3. DEVELOPING WHITEWATER SKILLS AND WHITEWATER LEADERSHIP

- 3.1. The Club will provide a system of training which allows paddlers to develop and advance in a structured manner.
- 3.2. All courses must include group awareness skills and safety and rescue skills as an integral part of the course programme.
- 3.3. All Club members will be given the opportunity to attend courses, both internal and external, to develop group awareness and safety and rescue skills.

#### **4. THE PROVISION OF SPECIALIST TRAINING**

- 4.1. It is recognised that Regents Canoe Club is primarily a whitewater club, however, it will promote and develop other areas of the sport.
- 4.2. Wherever possible, training should be carried out using internal resources.
- 4.3. The Club will actively promote and encourage members to participate in external courses.

#### **5. INSTRUCTOR TRAINING AND DEVELOPMENT**

- 5.1. The Club will encourage members to gain teaching qualifications, particularly the Level 3 Coach award and above.
- 5.2. Members who hold the Level 3 Coach qualification and above, and are actively involved in teaching on club courses, will be entitled to pay a reduced membership fee. The committee will agree on the amount to be deducted.
- 5.3. Financial incentives may be made available for Club members wishing to obtain teaching qualifications, subject to budget constraints and at the discretion of the Committee.
- 5.5. The Club will promote and encourage the development of instructors personal skills. In particular, it is desirable that all instructors maintain, and where necessary renew, qualifications such as, but not limited to, the First Aid Certificate and the RLSS Bronze Medallion.

#### **6. RESPONSIBILITIES OF COURSE ORGANISERS**

- 6.1. Course organisers must notify the management committee, via the training co-ordinator, prior to publicising the course.
- 6.2. Organisers must take steps to guarantee quality assurance for the course and assist the training co-ordinator to maximise the effective use of club resources.
- 6.3. The course organiser is responsible for carrying out a course review and forwarding a brief summary to the training co-ordinator.
- 6.4. All courses should be self-funding. Instructors costs may be met from the course fees.
- 6.5. Club courses have precedence over equipment hire, but course organisers must ensure that the equipment officers are informed of their requirements in good time.

#### **7. RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE**

- 7.1. The committee will support the training officer in carrying out training duties.
- 7.2. The committee will not unreasonably refuse permission to run courses.
- 7.3. The committee will ensure that any boats purchased by the Club will be low maintenance, of sufficient number and appropriate to the current storage facilities.

#### **8. RE-ASSESSMENT OF TRAINING REQUIREMENTS AND REVISIONS TO THE POLICY.**

- 8.1. The Club will hold an annual meeting, open to all members, to discuss training issues.
- 8.2. This meeting will be the forum for considering the effectiveness of training carried out in the previous year and for re-assessing the members requirements for the coming year.
- 8.3. Actions arising from the annual meeting may be delegated to a sub-group or working party.

## SAFETY AND LIABILITY POLICY

### 1. DUTY PERSON

- 1.1. The Club will use its best endeavours to ensure that there will be someone on duty during Club evenings throughout the year; during winter months this may vary by committee arrangement. In practice and in addition, there are usually several experienced paddlers on the water, effectively increasing safety cover.
- 1.2 The Safety Officer will draw up a duty person rota. All Club members will be assigned at least one duty night throughout the year; in some cases 2 duty nights may have to be undertaken. (This amounts to a maximum commitment of 4 hours per year for each member). The duty person will be expected to be "on duty" from 18.30 until 20.30 hrs.
- 1.3 The Duty Person's function is to:
  - a) Ensure that everyone on the water / pontoons is wearing a buoyancy aid.
  - b) Ensure all paddlers sign on and off the water.
  - c) Act as the focal point for new members / visitors, give out the information leaflets, collecting fees where necessary and passing monies collected onto the Treasurer.
  - d) Carry out any water supervision needs for new members.
  - e) Act as focal point in case of accidents / emergencies arising.
  - f) Ensure paddlers are aware of their responsibilities regarding paddling past the first lock.
- 1.4 The Duty Person will have the use of a folder, maintained by the Safety Officer, including:
  - a) Name and address / telephone number of the Club for emergency use
  - b) Location of the nearest casualty department
  - c) Location of first aid boxes on site
  - d) List of the current Management Committee members
  - e) Membership forms and Club leaflets
  - f) Note paper and pen etc.
  - g) Accident book.

### 2. RESPONSIBILITY OF MEMBERS PADDLING PAST THE FIRST LOCK.

- 2.1 During Club nights, paddlers must inform the Duty Person of their intention to paddle past the first lock and inform them of their safe return. A list of Duty Persons will appear in the newsletter and on the Club website.

### 3. EQUIPMENT

- 3.1 The equipment officer will carry out annual safety checks on all Club equipment and ensure that necessary repairs are carried out before the equipment is available for hire again.
- 3.2 In addition, the Club will endeavour to ensure that all equipment used on Club courses is fit for its purpose and is checked accordingly by the Course Organiser.

3.3 Generally, equipment borrowed by Club members for use other than on courses will be at the paddlers own risk.

#### **4. TRAINING.**

- 4.1 The Club believes that training in safety awareness and practice is essential and will endeavour to organise appropriate courses from time to time during the year to include:
- a) Safety aspects of personal equipment
  - b) Rescue skills
  - c) First aid skills
  - d) Securing boats and general boat handling.

#### **5. CLUB TRIPS.**

- 5.1 Club trips, as opposed to courses, are defined as any trip which uses Club equipment. Club trips will be advertised on the Club website and incorporate a checklist to include:
- a) Name of the Organiser
  - b) Rivers to be paddled, including grade
  - c) Level of paddling ability required
  - d) Whether any river leading is to be provided (by Level 3 Coach or person of equivalent experience)
  - e) Whether or not any instruction will be given.

#### **6. CLUB COURSES.**

- 6.1 The course details, syllabus, qualifications / experience of course leaders and summary details relating to safety aspects are to be lodged with the Safety Officer and Training co-ordinator prior to commencement of the course.

#### **7. DISASTER PLAN**

- 7.1 In the event of a serious accident occurring, the Club will immediately appoint someone to organise an agreed statement of events, deal with the media, BCU and other relevant bodies.

#### **8. OVERSEAS TRIPS.**

- 8.1 Organisers of overseas trips should be aware that in the event of an accident, criminal proceedings may be brought under English law or local law. All participants should ensure that they have:
- a) Relay insurance for their vehicle
  - b) Personal insurance (extended to cover canoeing activities)
  - c) Emergency contact numbers.
  - d) Additional insurance to cover loss or damage to any Club equipment.

## Section 8

### **EQUIPMENT HIRE RULES.**

1. Equipment can only be hired by fully paid up members of Regents Canoe Club for their personal use.
2. Only the equipment officers, or their nominated substitute, may issue equipment and collect payment.
3. Equipment can only be hired or returned during the hours specified on the back page of the newsletter and on the Club website.
4. All equipment hire charges must be paid before any equipment leaves the premises.
5. Pre-booked Club courses have priority over normal hiring.
6. Equipment can be hired for a week (Thursday to Thursday). Additional days for early collection or late return may incur an extra payment.
7. Additional days hire can only be arranged by prior agreement with the equipment officers.
8. Equipment must be returned in sufficient time to enable the equipment officers to carryout checks before re-hiring to other Club members.
9. All equipment must be booked in with an equipment officer, not just dumped on Club premises. Equipment not booked in correctly will incur a penalty charge.
10. Equipment returned late will incur an additional penalty charge.
11. Any members who has outstanding hire charges (including penalty charges) will not be allowed to hire further equipment until all monies due have been paid in full.
12. Equipment may be booked in advance with the equipment officers. Only prepayment at the time of booking guarantees that the boat /gear will not be rented to someone else.
13. Buoyancy aids, cagoules, spray deck and helmets must be returned clean and dry. Salty or extremely dirty boats should be rinsed out before being returned to the cage.
14. Any damaged equipment must be reported to the equipment officers, including loss of footrest nuts or bungs.
15. Locking straps for securing boats to the roof racks of cars are available free of charge from the equipment officers and must be used at all times. Club boats are not insured.
16. Club members will be liable for any damage or loss which the Committee considers has been caused by negligence on the part of the hirer.
17. IBC boats and equipment may not be taken off site without specific permission from the Boat Club Leader or his nominated substitute.
18. Any Club member who fails to comply with the rules will be reported to the Committee and may be banned from hiring equipment in the future.
19. Amendments or alterations to the equipment hire rules or hire fees are subject to agreement by the Club members at a general meeting.

#### ***Helpful hints for the equipment officers:***

- Make sure the times that you intend to be available to issue or receive returned equipment are published clearly in the newsletter and on the notice board.

- Having set your opening times stick to them or you won't get chance to paddle for yourself.
- You will need to be consistent. Take time to agree a common approach for advanced booking, dealing with members who persistently return equipment late or wet etc.
- Make arrangements with the Treasurer to hand over hire fee money on a regular basis.
- Plan your equipment audits and repair sessions so that you involve other club members and don't end up doing it all yourself.
- You will never please everyone so don't bother trying; just be consistent in your approach
- and make sure that you don't show any favouritism.

More information about the role of the equipment officer is detailed in the job description.

### ***Use of IBC equipment:***

Sometimes in the past IBC equipment has been borrowed by Regents members by mistake; people can't tell the difference between IBC boats and Regents boats! Unfortunately this has caused some problems as the Club has no right to take IBC equipment off site without the specific permission of the IBC leader.

IBC boats are easy to identify. If you look at the area immediately behind the cockpit or on the back deck you will see the letter "B" or "L" followed by a number; for example B87 or L115.

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## Section 9

### **AFFILIATION TO THE BRITISH CANOE UNION AND INSURANCE INFORMATION**

#### **1. BCU affiliation**

***What it covers:*** Third Party Insurance (Public Liability Insurance) for the Club and all registered Club members.

***What it does not cover:*** Personal accident insurance, boat insurance.

***Payment details:*** The charge is calculated on the number of Club members who are not BCU members plus an annual club affiliation fee.

**Payment is due on 30 April each year. Failure to return the affiliation form and fee before the expiry date negates the third party insurance policy.**

***Other benefits:*** The club is registered in the BCU Handbook and on Regional information lists. The Club can enter BCU run events, such as tours.

#### **2. Insurance information**

***2.1. Club boats:*** The cost of insuring club boats has proven prohibitive and not financially viable. The club has taken the decision to bear the cost of any loss or damage.

***2.2. Club equipment:*** The cost of insuring other Club equipment, including paddles, has proven to be prohibitive. The Club has taken the decision to bear the cost of any loss or damage.

***2.3. Premises:*** The rental agreement with IBC also covers building insurance for the site.

**2.4. Third party liability:** (See 1 above: Affiliation to the BCU). The policy is involved when negligence has occurred causing the injury or death or damage to the property of a third party. It includes world-wide cover for any BCU activity or canoeing or social activity of a BCU affiliated club is provided to a maximum. The cover includes all legal costs and damages awarded if negligence is proven or accepted by the insurance company. Member to member liability is included, which means that the third party can be another BCU member.

The Third Party Liability policy also covers the Club for leased, hired, rented or borrowed premises - such as swimming pools.

**The Club must maintain accurate and up-to-date membership records so that a claimant's membership on the date of an incident can be verified and cover confirmed. The insurers reserve the right to scrutinise the Club records at any time.**

**The Club must register the correct number of members, as detailed in the accounts for the financial year most recent to the BCU affiliation renewal date, in order to maintain insurance cover. New members joining the Club during the year are covered providing they are entered correctly on the Club membership records and have paid their subscription in full before the incident.**

**2.5. "Volenti non fit injuria":** Where an adult participates voluntarily in an activity which involves known and obvious hazards, then he or she is unlikely to succeed in a claim for compensation against those leading the activity, if the injury sustained is the result of falling victim to a known and obvious danger e.g. Canoeist pinned against a rock in white water.

This principle may have some bearing for Regents members who take part in activities which are not defined as Club trips or courses; for example a group of friends from the Club paddling together. While its not known how the court might view a given set of circumstances, it would seem unlikely that an adult with personal experience compatible with the type of trip being undertaken would succeed in a claim either against the individual presumed to be the leader, or the Club's Management Committee, where injury or death results from a "canoeing" accident.

Obviously there would be a case to answer if the accident arose from some other circumstances, but the Third Party Liability policy would still protect the Club's Management Committee and/or a Club member as long as the member's details are entered correctly on the membership records. (See 2.4 above)

**2.6. Further information** about the Third Party Liability policy can be obtained from the BCU or their brokers.