



## 1. CONSTITUTION

## 2. MANAGEMENT COMMITTEE HANDBOOK

## 3. POLICIES

- Training policy
- Safety and Liability policy
- Equality policy
- Equipment Hire policy



# CONSTITUTION

RCC Constitution and Management Committee Handbook 27 April 2022

## Updates

Date amended	Description of amendments made
27/04/2022	<ul style="list-style-type: none"><li>• Creation of a Trip officer role</li><li>• Update of latest dates and chairperson name</li></ul>
15/04/2019	<ul style="list-style-type: none"><li>• Improvements to document format and presentation</li><li>• Membership subscription arrears duration changed from two months to one month.</li><li>• Proxy voting limited to two per member.</li><li>• Payment approvals only two authorised signatories required if amount over £100.00.</li><li>• New section 'Approval' added.</li></ul>

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# THE CONSTITUTION OF REGENTS CANOE CLUB

## 1. NAME

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

## 2. OBJECTS

2.1 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. The Club is non-profit making and organised on an amateur basis.

## 3. MEMBERSHIP

3.1 The Club is open to the whole community and may admit as members any persons aged 18 or over who will comply with the Club rules and policies as determined and amended from time to time by the Management Committee and posted on the Club website.

3.2 Membership types are defined as being:

3.2.1 Full Membership - full access to club facilities. Can attend any club session. Can attend club trips and can hire club kit. Can apply for subsidies (if any are in place at the discretion of the Management Committee at the time).

3.2.2 Associate Membership - predominantly for people who have been members already and moved away but wish to remain in contact with the club. Can attend any club session. Can attend club trips and can hire club kit. Can apply for subsidies (if any are in place at the discretion of the Management Committee at the time). The Management Committee has the discretion to grant or deny applications for Associate Membership.

3.2.3 Life Membership - full access to club facilities. Can attend any club session. Can attend club trips and can hire club kit. Can apply for subsidies (if any are in place at the discretion of the Management Committee at the time). Can only be granted at the discretion of a Management Committee proposal to an Annual General Meeting for ratification.

3.3 All membership types are considered to be members of the club and as such will be granted

access to all club communications (web, email, post etc.).

- 3.4 Each member shall pay an annual subscription to be determined at the Annual General Meeting.
- 3.5 A member shall cease to be a member if they give written notice to the Secretary of their resignation.
- 3.6 A member whose subscription is more than one month in arrears shall be deemed to have resigned.
- 3.7 Subject to due process and a right of appeal, the Management Committee reserves the right to withdraw membership for any member who is found to be in breach of the Club's rules and/or policies.
- 3.8 The Management Committee reserves the right to refuse membership of any person who is believed to have views contrary to the Club's objects or whom has previously been found in breach of the Club's rules and policies.
- 3.9 For safety and currency of all club policies and procedures, all new members must attend either a New Members Evening or a Regents Canoe Club run Introduction to White Water Kayaking course. This includes members who have previously resigned their membership or have had their membership withdrawn.
- 3.10 Any member who resigns or whose membership is withdrawn will not be entitled to a refund in whole or in part of the annual subscription fee.

## **4. THE MANAGEMENT COMMITTEE**

4.1 The following officers shall constitute the Management Committee:

1. Chairperson
2. Secretary
3. Treasurer
4. Membership Secretary
5. Equipment Officer
6. Safety and Training Officer
7. Communications Officer
8. Trip Officer
9. Non Portfolio Officer 1
10. Non Portfolio Officer 2

4.2 Election of the Management Committee:

- (i) Any fully paid-up member may stand for election to the Management Committee if they give notice in writing, where possible, of their 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 they 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**

- 5.1 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.
- 5.2 Not more than 15 months shall elapse between the date of one Annual General Meeting and that of the next.
- 5.3 The Annual General Meeting shall be held at such a time and place as the Management Committee shall appoint.
- 5.4 All general meetings other than the Annual General Meeting shall be called Special General Meetings.
- 5.5 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**

- 6.1 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.
- 6.2 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 GENERAL MEETINGS**

- 7.1 All business shall be deemed special that is transacted at a Special General Meeting.
- 7.2 All business shall be deemed special that 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.
- 7.3 The Chairperson shall at their discretion, and with the consent of a simple 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.

7.4 Quorum for every General Meeting shall be ten fully paid-up members present in person.

7.5 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.

7.6 The Chairperson of the Management Committee shall preside as Chairperson at every General Meeting of the Club, or if there is no such Chairperson, or if they 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.

7.7 A resolution shall be treated as being passed if it is approved by the simple majority of members being entitled to vote.

7.8 Only fully paid-up members shall be entitled to vote at any General Meeting.

7.9 In the case of equality of votes, the Chairperson of the Meeting shall be entitled to a casting or second vote.

7.10 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
- (v) The determining of the level of annual subscription to the Club

7.11 Any member entitled to attend and vote at a meeting of the Club is entitled to appoint another member as their proxy to attend and vote instead of them. 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. No member can be appointed more than two proxy votes.

## **8. FUNCTIONS AND DUTIES OF THE MANAGEMENT COMMITTEE**

8.1 The Management Committee shall direct and manage the affairs of the Club.

8.2 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.

8.3 The quorum for the Management Committee shall be three officers present in person. At least one of these three must be any of the Chairperson, Secretary or Treasurer.

8.4 The Management Committee may appoint sub-committees for general and specific purposes as it shall see fit and delegate to them such authority as it considers necessary.

8.5 The Management Committee shall have the power to co-opt any member 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.

8.6 Co-opted members are not allowed a vote on the Management Committee.

- 8.7 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.
- 8.8 In the case of an equality of votes, the Chairperson shall have a second casting vote.
- 8.9 If the Chairperson is not present within five minutes after the time appointed for holding the meeting, the officers of the Management Committee present may choose one of their number to be Chairperson of the meeting.
- 8.10 An officer of the Management Committee or a sub-committee shall cease to be an officer of such committee:
- (i) Upon giving the Secretary written notice of their 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 their membership of the Management Committee or of the Club.
- 8.11 Notice of Management Committee meetings or any sub-committee meetings shall be posted on the Club website at least seven days before the meeting.
- 8.12 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**

- 9.1 All monies received by or on behalf of the Club shall be devoted to the objects of the Club.
- 9.2 The financial year of the Club shall end on 31st March in each year or such other date as shall be approved at any General Meeting.
- 9.3 The Treasurer shall be responsible for receiving, issuing receipts and safe keeping of all monies on behalf of the Club.
- 9.4 All cheques and other outgoings paid on behalf of the club of a value over £100.00 will be authorised by two of the three Signatories. One of these Signatories will be the Treasurer and the remaining two are to be officers of the Management Committee, usually the Chair and Secretary although the Management Committee may select other signatories as appropriate.
- 9.5 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.
- 9.6 Expenditure on medium priced items (e.g. paddles, buoyancy aids), must be approved by the Management Committee.
- 9.7 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 officer or trip/event organiser, who should pass an invoice or receipt to the Treasurer before payment is made.
- 9.8 The Treasurer shall keep proper accounts of all monies received and paid by them on behalf of the Club, recorded in cash book/bank ledger.



9.9 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.

9.10 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.

9.11 The Treasurer may with the authority of the Management Committee invest in the name of the Club any monies held in account. For the avoidance of doubt, any surplus made by the Club cannot be distributed to members or third parties but must either be reinvested back into the Club or donated to registered charity(s).

## **10. LIABILITIES**

10.1 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 officers 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.

10.2 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 THE CONSTITUTION**

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

## **12. DISSOLUTION**

12.1 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. 12.2 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.

12.3 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.

## **13. APPROVAL**

The Constitution was last amended and approved on the date of: 27/4/2022.

Signed by the Chairperson: O Auger

Full Name (Capital letters): OCTAVE AUGER



## MANAGEMENT COMMITTEE HANDBOOK

Last updated: 27 April 2022

# MANAGEMENT COMMITTEE HANDBOOK

What is the handbook?

The Management Committee ('the Committee') exists to direct and manage the affairs of the Club. It is delegated all the necessary authority to ensure that the Club promotes and encourages the sport of canoeing and associated activities and any other activities organised by Club members.

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 the role of the Committee, who does what, and how and when things get done. It was updated again by the Committee of 2007/2008 with additional minor revisions by subsequent Committees. The 2013/14 Committee made significant changes to the constitution to include an Equalities Policy, revisions to the membership section and changes to the Committee members section amongst housekeeping improvements. This current version dated 27 April 2022 was updated by the 2021/22 Committee.

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.

## THE MANAGEMENT COMMITTEE PROCESSES

### 1. Committee meetings

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

*Attendance:* Officers of the Committee should attend all meetings unless apologies for absence are tendered in advance. 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 officers, which must include at least one of the Chairperson, Secretary or Treasurer.

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

*Recording the meeting:* Minutes of all Committee meetings should be published on 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? 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.

## 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/e-mail 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 year's 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

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 Secretary who has the task of trying to keep up with the notes. Consider insisting that motions are submitted in writing in advance of the meeting to the Secretary to avoid any misunderstanding. 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.

## 3. Voting at the meeting

All posts on the Management Committee are subject to annual election. In the event of more than one person being nominated for a post then a vote will be held. Nominations for the election of officers must be submitted in writing to the Secretary at least forty-eight hours before the meeting starts.

The minimum posts required for the Management Committee to function are Chairperson, Secretary and Treasurer. All other posts can remain vacant if there are no candidates nominated or selected into post. The duties of those vacant posts will then fall upon all those posts that have been filled. Any and/or all duties other than those of the Chairperson, Secretary and Treasurer can be delegated to any Club member if required but that member will not have any voting rights on the Management Committee.

If no members are nominated, either in advance or at the meeting, for the posts of Chairperson, Secretary and Treasurer, the current Management Committee will remain in post and a new General Meeting will be called when nominations to the three minimum posts can be achieved. This is subject to compliance with Sections 5 and 6 of the Constitution.

In the event of a contested position each candidate will be informed of whom they are nominated against no later than twenty-four hours before the meeting. Nominations will only be taken during the meeting for positions where no nomination has been received in advance.

In the event of a contested position, each candidate will be given the opportunity to address the meeting, followed by questions being taken from the floor. The vote will then be taken by secret ballot. Only fully paid-up members, can vote at the meeting. The ballot papers will be counted by three outgoing officers of the Management Committee selected by the Chairperson. The count can be observed by any candidate or their representative. In the case of a draw, the Chairperson will make a casting vote. The meeting will be informed of the result of the election by announcing the name of the successful candidate. The number of votes for each candidate will not be disclosed. The ballot papers can be inspected after the close of the meeting by any candidate or their representative.

Any candidate may revoke their own nomination at any point up to and including cessation of the business of Election of Officers. If this results in a Management Committee post then becoming vacant at the meeting, nominations to fill that role can be taken from the floor and must include any member who was originally nominated for the post if they were in contest with the candidate who has revoked their nomination.

Other resolutions (for example motions submitted for consideration at the meeting, or election to an uncontested committee position) are approved by a vote using the same procedure or a simple show of hands, at the Chairperson's discretion.

The instrument of Proxy may be used by any full paid-up member. Proxy can only be accepted if the Chairperson is notified in writing, by email or post, before the meeting commences. The member giving their Proxy accepts that their Proxy will vote in the meeting according to their own conscience. The Proxy nominator has no right to instruct their Proxy to vote a certain way on any item - they are simply giving their opportunity to vote to their Proxy.

The Auditors remain in post until such time as they resign. Appointment of replacement Auditors occurs at an Annual General Meeting as a standard resolution, with the candidates put forward by the outgoing Auditors and/or Management Committee.

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 incoming Secretary for publication.

#### 4. 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 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 all the various points of view, and amend the proposal if necessary, before being asked to vote.

## **MANAGEMENT COMMITTEE RESPONSIBILITIES**

## ALL COMMITTEE

Generic responsibilities of all committee officers:

- To attend Committee meetings as convened
- To participate in all Committee matters as delegated to the Committee by members at an 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.

## CHAIRPERSON

*Broad outline of the post:* To coordinate 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 they are succinct, effective and that actions are assigned as necessary
- To ensure planning or budgeting for the future is carried out in accordance with the wishes of the members
- To ensure the Management Committee remains focused on the needs and requirements of the whole Club
- To provide leadership to the Management Committee and support for officers in their specific jobs
- To act as represent of the club to IBC and oversee any contract, agreement and partnership
- Responsible to IBC for the assignment of keys and general security of the site
- Represents the Club at local, regional and national events as required
- Manage the production and distribution of the club's regular newsletter, called *Notes from Canalside*
- Generic responsibilities as a member of the Management Committee

*Approximate time commitment:* Approximately 8-10 hours per month

## SECRETARY

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

*Specific tasks/responsibilities*

- To prepare and circulate agendas and minutes of all Club meetings
- To reply to mail addressed to the Club
- To provide administrative support for the Management Committee
- To ensure affiliations are up to date with BC and YHA, and the IBC rental agreement
- Generic responsibilities as a member of the Management Committee

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

## 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 respective sources and issuing receipts
- To ensure that all monies are promptly deposited into the Club account
- To report regularly to the Management Committee on the Club's financial position
- To advise the Management 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 e.g. Equipment Officer, training course organisers, fund-raisers, trip organisers etc.
- Generic responsibilities as a member of the Management Committee

*Approximate time commitment:* 1-2 hours per week book keeping and dealing with funds. Potentially up to 2 hours preparing for each Committee meeting - dependent on any requirements. 16 hours per annum to prepare the accounts.

## 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 provide membership registration and renewal function and maintain membership records
- To manage the Regents Canoe Club Emergency Contacts list
- To liaise with Treasurer on membership fees paid via new members joining and renewals to ensure bank transfers and sumup payments are reconciled on membership records and club accounts
- To follow up people who continue to use the site but haven't paid their membership fees
- To manage the membership renewal process with the support of the Communications officer and mail out last year's members who have not re-joined in the current year
- To produce regularly updated membership lists for use by fellow Management Committee members
- To produce details of valid members for use in the Notes from Canalside mail out and other mail outs as required
- To arrange for and support a New Members Evening Coordinator
- To produce statistics on membership for the AGM
- Generic responsibilities as a member of the Management 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)

## EQUIPMENT OFFICER

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



*Specific tasks and responsibilities:*

- To report to the Management 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 equipment, as agreed by AGM / SGM / or Management Committee
- To purchase and ensure the availability of spare items, e.g. airbags, bungs, footrest nuts as required
- To ensure someone is available at fixed times during club hours to manage 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 Treasurer on a regular basis
- To produce annual report summarising equipment hire over the year, to be presented at AGM and SGM
- Generic responsibility as member of the Management Committee

*Approximate time commitment:* 4 hours per month (this can be shared between Equipment Officer and their Deputy/ies). Maintenance/inspection: 2 days per year

## SAFETY AND TRAINING OFFICER

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

*Specific tasks/responsibilities:*

- To review the safety plans for Club trips and courses
- To maintain an accident book, to include details of equipment failures in liaison with the Equipment Officer
- Overall responsibility for the Club's safety training
- To recommend amendments to the Club Safety and Liability 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 provide information and publicity on training
- To maintain a diary of club run courses
- To identify members' interests and training requirements and give direction as required
- To maintain records of club courses
- Record log and bring to Committee Training Subsidy requests for review
- Record log and bring to Committee Incident Reports for review
- Responsible for ensuring that planned/agreed club training/courses happen but NOT responsible for the running/organisation of them
- Generic responsibilities as a member of the Management Committee

Approximate time commitment: 2-3 hours per month

## COMMUNICATIONS OFFICER

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

*Specific tasks/responsibilities:*

- To regularly update the Club calendar and ensure minutes of meetings are available on the site
- To ensure that the Club website maintains an up-to-date list of useful links with other kayaking and related websites
- To optimise the website and web links so that the website is recognised by search engines and receives good placement during relevant searches
- To ensure that the Club 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, or to pass such enquiries to another Management 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 Management Committee member or specified club member if they are better able to respond on behalf of the club
- To oversee Club social media and where appropriate manage social media content
- To oversee Club online secure payment systems
- To ensure that Club activities are effectively communicated to target audiences, within and outside of the Club
- Assist the Chairperson in the management of *Notes from Canalside*
- Generic responsibilities as a member of the Management Committee

*Approximate time commitment:* 3-4 hours a month

#### TRIP OFFICER

*Broad outline of the post:* To be the main point of contact between the committee and trip organisers.

*Specific tasks / responsibilities:*

- To research various accommodation options for trips, and book suitable accommodation. Manage the deposits and full payments with liaising with treasurer.
- Research and log / track accommodation refund/cancellation policies
- Maintain relationships with accommodation options
- Ensure all organising information is available and given to trip organisers
- To liaise with trip organisers, offer advice, and support as required. Assist with chasing trip payments.
- To receive the trip reports after the trips have taken place.
- Create follow up where required, and liaise with safety officer and other committee members, where necessary following trip reports

*Approximate time commitment:* 1-2 hours per month

#### NON-PORTFOLIO OFFICER x2

*Broad outline of the post:* To provide additional relationship with Club members.

*Specific tasks/responsibilities*

- To encourage Club members to be involved in Club activities e.g. canal/pool sessions
- To promote and assist the setup of trips, training and social events
- To help ensure the smooth running of the club e.g. managing the duty rota for club sessions
- To support other Management Committee members where required and when

needed

- Generic or specific responsibilities as a member of the Management Committee

*Approximate time commitment:* 1-2 hours per month

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

*ASAP:* Change signatories for club bank accounts. Organise the duty rotation list, with committee members taking the first few dates.

*First meeting:* Inform IBC of the names of the new Chairperson, Secretary, 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.

Check that the BC club affiliation has been completed and returned with appropriate fee (due August)

*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

*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.

## **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 its day, depending upon borrowed or improvised equipment in order to provide the "outdoor experience" for inner city kids.

Following some very energetic fundraising 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 IBC and employs a Club leader and numerous other staff to deal with daily operations.

### **Why Regents share the IBC site**

When the Boat Club was first established the majority of its members were under 16. As the membership grew, IBC realised it needed to cater for 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 RCC 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 Chairperson).

### **The rental agreement**

The rental agreement covers:

- Sole use of the site on Monday and 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 (with prior permission)
- Storage facilities maintained by IBC for RCC equipment
- Use of the City basin and the permanent slalom facility

The rent is paid quarterly, running from April to March. The Secretary of IBC will forward a bill to the RCC Treasurer. The RCC Management Committee reviews the rental agreement when it expires and negotiation takes place with IBC Trustees.

### **The IBC Management Committee**

The IBC Management Committee is made up of parents of Club members, people from the local community the Club leader, and the IBC Board of Trustees.

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

All IBC Management Committee contact details are held within the RCC Emergency Contacts database which is accessible by all RCC Management Committee officers.

### **The flat above the main building**

The flat above the main building is leased to a private tenant. The tenant is not an employee of IBC, nor do they 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.

## **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.

Four sets of site keys are held by the Club.

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

- Members and visitors are reminded on a regular basis that valuables should not be left in the changing room or unattended onsite
- Members should be advised to utilise the lockers provided onsite
- The Chairperson should draw up a list of Club members who will act as duty person and ensure they all understand their responsibilities
- A Duty Checklist including security details should be made available for the Duty person to act as a reminder
- The Duty Checklist should be updated regularly

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 local tenants.

## **AFFILIATION TO THE BRITISH CANOEING AND INSURANCE INFORMATION**

### **1. British Canoeing Affiliation**

*Who are British Canoeing, and what is club 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 or boat insurance.

*Payment details:* The annual charge is calculated on a set affiliation fee plus a fee per Club member who is not an individual BC member.

Affiliation and payment is due in August of 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 BC Handbook and on Regional information lists. The Club can enter BC run events, such as tours and competitions.

### **2. Insurance information**

*2.1. Club boats:* The club has insurance with BluefinSport to cover the loss or damage of club boats.

*2.2. Club equipment:* The club has insurance with BluefinSport to cover the loss or damage of club equipment.

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

*2.4. Third party liability:* The policy is involved when negligence has occurred causing the injury or death or damage to the property of a third party. It includes worldwide cover for any BC activity or canoeing or social activity of a BC affiliated club. 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 BC 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 BC 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 it is 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 BC or their brokers.



## **POLICIES**

# REGENTS TRAINING POLICY

## 1. OVERVIEW

1.1. This Training policy 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 Safety and Training Officer and the 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 cannot guarantee that all of the courses detailed below will be available every year.

1.3. This policy should be read in conjunction with the Safety and Liability policy.

## 2. INTRODUCTION TO WHITE WATER KAYAKING (IWWK) 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. IWWK courses using other boats (non-kayak) will be organised as follow-on courses depending upon demand. Open boat skills can be introduced as deemed relevant by the course Lead Coach.

2.3. The Coaching Ratio on IWWK Courses will match that of the BC Guidelines at the time of the course.

2.4. Each day trip and weekend trip of the IWWK Courses should have an appropriately qualified BC coach to ensure safety and provide overall leadership and coaching.

## 3. POOL SESSIONS

3.1. The Club will organise and run regular indoor swimming pool sessions in order to maintain beginners' interest in the sport.

## 4. DEVELOPING WHITEWATER SKILLS AND WHITEWATER LEADERSHIP

4.1. The Club will provide a system of training which allows paddlers to develop and advance in a structured manner.

4.2. All courses must include group awareness skills and safety and rescue skills as an integral part of the course programme.

4.3. All Club members will be given the opportunity to attend courses, both internal and



external, to develop group awareness and safety and rescue skills.

## 5. THE PROVISION OF SPECIALIST TRAINING

- 5.1. It is recognised that Regents Canoe Club is primarily a white water club, however, it will promote and develop other areas of the paddle sports.
- 5.2. Wherever possible, training should be carried out using internal resources.
- 5.3. The Club will actively promote and encourage members to participate in external courses.

## 6. COACHING TRAINING AND PERSONAL SKILLS DEVELOPMENT

- 6.1. The Club will encourage members to gain coaching qualifications, particularly the BC White Water Kayak Coach or equivalent and above.
- 6.2. Subject to budget constraints and at the discretion of the Management Committee, financial incentives may be made available for Club members wishing to obtain coaching qualifications and personal skills deemed appropriate to the Club such as but not limited to, Wilderness First Aid, White Water Safety & Rescue and White Water Leader.
- 6.3. 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 Certification, coaching and leadership qualifications and white water safety and safeguarding.

## 7. RESPONSIBILITIES OF COURSE ORGANISERS

- 7.1. Course organisers must notify the Management Committee through the Safety and Training Officer prior to publicising the course.
- 7.2. Course organisers must take steps to guarantee quality assurance for the course and assist the Safety and Training Officer to maximise the effective use of club resources.
- 7.3. The Course Organiser is responsible for carrying out a course review and forwarding a brief summary to the Safety and Training Officer.
- 7.4. All courses should be self-funding. Instructor costs may be met from the course fees.
- 7.5. Club courses have precedence over equipment hire, but Course Organisers must ensure that the Equipment Officer is informed of their requirements in good time.

## 8. RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

- 8.1. The Management Committee will support the Safety and Training Officer in carrying out training duties.
- 8.2. The Management Committee will not unreasonably refuse permission to run courses.
- 8.3. The Management Committee will ensure that any boats purchased by the Club will be low maintenance, of sufficient number and appropriate to the current storage facilities.

## 9. REASSESSMENT OF TRAINING REQUIREMENTS AND REVISIONS TO THE POLICY

- 9.1. The Club will hold an annual training meeting, open to all members, to discuss training issues and forward training plans.
- 9.2. This meeting will be the forum for considering the effectiveness of training carried out in the previous year and for reassessing the members' requirements for the coming year.
- 9.3. Actions arising from the annual training meeting may be delegated to a sub-group or working party that reports back to the Management Committee through the Safety and Training Officer.

# REGENTS SAFETY AND LIABILITY POLICY

## 1. RISK ASSESSMENTS

2.1 The Management Committee set out Risk Assessments as deemed appropriate for activities that the Club undertakes.

2.2 These Risk Assessments will be reviewed annually and published on the Club website. 2.3 All Club members should act in accordance with this Safety and Liability Policy and associated Risk Assessments. Failure to do so should be treated as a breach of the Club's policies and acted upon accordingly by the Management Committee.

2.4 The current (as at 27 April 2022) Risk Assessments are:

- Canal Sessions (June 2015)
- Equipment (June 2015)
- Events & trips (June 2015)
- Introduction to White Water Kayaking and other courses (June 2015)
- Locking Up (June 2015)
- Cash Handling (June 2015)
- Pool Sessions (June 2015)
- Lee Valley hire risk assessments (Legacy and Olympic) (2021)

## 2. CLUB CANAL SESSIONS

3.1 Club will use its best endeavours to ensure that there will be someone on duty during Club evenings which take place on the canal at the club's location (Islington Boat Club) throughout the year. In practice and in addition, there are usually several experienced paddlers on the water, effectively increasing safety cover.

3.2 Chairperson will draw up a Duty Person rota. All Club members will be expected to do at least one duty night throughout the year. Unless previously an experienced paddler, new club members should not be Duty Persons in their first year. As such, in some cases two duty nights may have to be undertaken. This amounts to a maximum commitment of four hours per year for each member. The Duty Person is expected to be "on duty" from club opening to club closing on the night of their Duty.

3.3 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.
- 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.
- g) Ensure guests are logged and reported to Treasurer.

3.4 The Duty Person will have the use of a folder, maintained by the Safety Officer, including:

- a) Name, address and telephone number of the Club for emergency use.

- b) Location of the nearest casualty department.
- c) Location of first aid box on site.
- d) List of the current Management Committee members and their contact numbers.
- e) Note paper and pen etc.
- a) Accident book.

3.5 A list of Duty Persons will appear in Notes from Canalside and on the Club website.

3.6 During Club nights, paddlers must inform the Duty Person of their intention to paddle past the first lock by indicating so in the Signing On book.

### 3. EQUIPMENT

4.1 The Equipment Officer will carry out, or delegate, annual safety checks on all Club equipment and ensure that necessary repairs are carried out before the equipment is available for hire again.

4.2 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.

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

### 4. TRAINING

5.1 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

6.1 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 2 Coach with MWE or person of equivalent or higher experience)
- e) Whether or not any instruction will be given
- f) Any incidents arising from the trip that require hospitalisation must be reported to the Safety & Training Officer as soon as possible

### 6. CLUB COURSES

7.1 The course details, syllabus, qualifications and experience of instructors and summary details relating to safety aspects are to be lodged with the Safety and Training Officer prior to the start of the course.

### 7. DISASTER PLAN

9.1 In the event of a serious accident occurring, the Management Committee will immediately appoint someone to organise an agreed statement of events, deal with the media, BC and other relevant bodies

## 8. OVERSEAS TRIPS

10.1 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 at the appropriate level)
- c) Emergency contact numbers

Additional insurance to cover loss or damage to any Club equipment

# EQUALITY POLICY

## 1. EQUALITY POSITION STATEMENT

1.1 Regents Canoe Club have adopted the British Canoeing / Canoe England Equality Policy. The policy is set out below and is followed by Regents Canoe Club's process and sanctions for breach of the policy.

## 2. What is Sports Equality?

2.1 Sports Equality is about fairness in sport; equality of access; recognising inequalities and taking steps to address them. It involves changing the culture and structure of sport to ensure it becomes equally accessible to all members of society and ensuring that everyone has the opportunity to realise their talent and full potential.

## 3. Equality Policy Statement

3.1 The Club is fully committed to the principles of equality of opportunity and aims to ensure that everyone has a genuine and equal opportunity to participate in Paddlesport at all levels and in all roles of the sport, irrespective of age; disability; gender identification; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. In addition, the Club will endeavour to ensure that all are given the same opportunities regardless of their socio-economic background. This includes members, volunteers, participants, supporters, coaches, officials, job applicants and employees (together known as Stakeholders).

3.2 The Club recognises that unlawful discrimination is unacceptable and will not tolerate direct or indirect discrimination. The Club will take, or support, positive action to eliminate individual and/or institutional discrimination:

- ✓ The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport.
  - ✓ The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, victimisation, harassment and abuse.
- ✓ All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity and the club's management committee is responsible for implementing, maintaining and dealing with any breaches of this policy.
- ✓ The Club regards any incidence of discriminatory behaviour as serious misconduct and will deal with this according to club disciplinary procedures.

## 4. Legal Responsibilities

- 4.1 The Club is required by law not to unlawfully discriminate against its Stakeholders and recognises its legal obligations under, and will abide by the requirements of, the Equality Act 2010, and any equivalent legislation (as amended) in any UK jurisdiction, Jersey, Guernsey or the Isle of Man and any later amendments to such legislation or subsequent equality related legislation that may be relevant to the Club. The Club will seek advice each time this Policy is reviewed to ensure it continues to reflect the current legal framework and good practice.
- 4.2 The Club considers that canoeing is a gender affected sport under the Equality Act 2010 and will adhere to the BC/Canoe England guidance and policy in relation to participation by transgender athletes. The BC/Canoe England do not currently have a policy for transgender in place however any queries should be directed to the Lead Officer for Equality in the first instance.

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## 5. Implementation

- 5.1 A copy of the policy will be available to all members and employees of The Club. All persons shall respect, act in accordance with, and thereby support and promote the spirit and intentions of this policy.

## 6. Reasonable Adjustments

- 6.1 The Club recognises that it has a duty to make reasonable adjustments for people with disabilities. The Club will consider all requests for adjustments and where possible will accommodate reasonable requests and will work with disabled Stakeholders to implement any adjustments that will enable them to participate more fully in all Club activities.

## 7. Types of Unlawful Discrimination

- 7.1 The Club regards any form of unlawful discrimination as serious misconduct and any employee, volunteer or member who unlawfully discriminates against, harasses or victimises any other person will be liable to appropriate disciplinary action. Unlawful discrimination can take the following forms:
- *Direct Discrimination* - treating a person less favourably than others would be treated in the same circumstances on the grounds of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation.
  - *Indirect Discrimination* - occurs when a job requirement or condition is applied equally to all, which has a disproportionate and detrimental effect on one sector of society, because fewer from that sector can comply with it and the requirement cannot be justified in relation to the job.
  - *Harassment* - described as inappropriate actions, behaviour, comments or physical contact that are objectionable or cause offence to the recipient or any other individual affected by such conduct.
  - *Bullying* - described as the misuse of power, the act of criticising persistently or to humiliate and undermine an individual's confidence.
  - *Victimisation* - described as when one person is treated less favourably than others because he or she has taken action under one of the relevant Acts / Regulations or provided information about discrimination, harassment or inappropriate behaviour.

## 8. Declaration of Intent

- 8.1 The Club hereby declares that this policy is adopted by the members and committee of The Club and will implement this policy into the club environment:

Name (print): Octave Auger Position in Club: Chair Signed on behalf of the Committee: (scanned

copy held) Dated: 27<sup>th</sup> April 2022

## 9. PROCESS & SANCTIONS FOR BREACH OF EQUALITY POLICY

9.1 Any person who believes they have been treated in a way that they consider to be in breach of Regents Canoe Club Equality Policy, by a member of the club, or the club itself, should discuss it with a committee member, who will notify the Chair of the committee, or another committee member if appropriate. Any person witnessing such treatment can also discuss with a committee member.

9.2 The Chair will ensure the matter is investigated; either in person, or by appointing another committee member to do so.

9.3 The investigation will be conducted impartially, confidentially, and without avoidable delay.

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9.4 Any person against whom a complaint of inequality has been made will be informed of what is alleged and given the opportunity to present their side of the matter.

9.5 The outcome of the investigation will be notified to the parties.

9.6 If the investigation reveals unacceptable discriminatory behaviour on the part of the party in question the committee may impose sanctions on that person.

9.7 If concerns relate to a committee member; they shall not be included in the investigation or decision making regarding sanctions.

9.8 Sanctions may range from a written notice concerning future conduct up to and including temporary or permanent expulsion from Regents Canoe Club.

9.9 In deciding what sanction is appropriate in a particular case the Committee will consider the severity of the matter and take account of any mitigating or material circumstances.

9.10 Any documents relating to the investigation and discussion, will be filed by the Committee but not published on the club website. The fact that an investigation was concluded and its outcome will be minuted in the appropriate Committee minutes. The names of all members involved will be redacted from all published minutes.

# REGENTS CANOE CLUB EQUIPMENT HIRE POLICY

This is a policy of Regents Canoe Club ([www.regentscanooclub.co.uk](http://www.regentscanooclub.co.uk)). This policy will be reviewed by the Management Committee each year.

Any amendments proposed to the policy must be approved by Regents Canoe Club members at a club General Meeting.

The policy was adopted on: 16 September 2019

## 1. Overview

This policy sets out the process for hire of Regents Canoe Club equipment including the responsibility of the Equipment Officer and hirers.

## 2. Club Rules

- 2.1 Equipment for hire includes kayaks, canoes, paddles, buoyancy aids, spray decks, helmets and cagoules. Some safety equipment, e.g. split paddles, is available for use on club trips free of charge.
  - 2.2 Boats, spray decks and buoyancy aids are available for members to use on the canal during club nights, free of charge.
  - 2.3 Equipment can only be hired by fully paid up members of Regents Canoe Club for their personal use.
  - 2.4 Only the Equipment Officer, or their nominated deputy(s), may issue equipment and collect payment.
  - 2.5 Hiring of Club equipment is at the discretion of the Equipment Officer.
  - 2.6 Equipment can only be hired or returned during the hours specified on the Club website.
  - 2.7 All equipment hire charges must be paid before any equipment leaves the premises. Hire charges are published on the Club website.
  - 2.8 Pre-arranged Club courses have priority over normal hiring.
  - 2.9 Equipment can be hired for a week (Thursday to Thursday). Additional days for early collection or late return may incur an extra fee.
  - 2.10 Additional days hire can only be arranged by prior agreement with the Equipment Officer. The hirer is responsible for checking that the equipment hired is safe to use.
  - 2.11 All equipment must be checked in with the Equipment Officer or their deputy(s), not just left on Club premises, unless otherwise agreed with Equipment Officer. Equipment not checked in correctly may incur a penalty charge.
  - 2.12 Equipment returned late may incur an additional penalty charge.
  - 2.13 Any member who has outstanding hire charges, penalty charges, or outstanding trip fees will not be allowed to hire further equipment until all monies due have been paid in full.
  - 2.14 Equipment may be booked in advance with the Equipment Officer. Only payment at the time of booking guarantees that the boat /gear will not be rented to someone else.
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- 2.15 Buoyancy aids, cagoules, spray decks and helmets must be returned clean and dry. Salty or dirty boats should be rinsed out before being returned to the cage.
  - 2.16 Damaged equipment must be reported to the Equipment Officer, including loss of footrest nuts or bungs.
  - 2.17 Club boats are insured for normal use but not insured if left unlocked or unattended. The hirers will not be liable for losses during normal use of equipment.
  - 2.18 Club members will be liable for any damage, loss theft of equipment which the Management Committee considers has been caused by negligence on the part of the equipment hirer.
  - 2.19 'Rack Guard' security cables for locking boats to cars are available free of charge.
  - 2.20 IBC boats and equipment may not be used nor taken off site without prior permission from the IBC Club Leader or their nominated deputy(s).

2.21 Any Club member who fails to comply with the Equipment Hire Policy will be reported to the Management Committee and may be banned from hiring equipment in the future.

2.22 Amendments to hire fees are subject to agreement by the Club members at a General Meeting.