

1. Name of Club

The Club will be called Hinckley Water Activities Club (hereinafter referred to as The Club), and may also be known as HWAC.

HWAC will be affiliated to the national governing body British Canoeing

2. Aims & objectives

- To offer coaching and recreational opportunities in canoeing and kayaking
- To promote the club within the local community by recreational canoeing and kayaking
- To manage the club site in conjunction and with the participation of all site users
- To ensure a duty of care to all members of the club
- To provide all club services in a way that is fair to everyone whilst upholding the core principle of recreational canoeing and kayaking
- To work in partnership with other organisations and persons using the club site for the betterment of the community
- To uphold the principle of the club being a non profitable organisation

3. Membership

- (a) Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in canoeing/kayaking regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) The membership shall consist of the following categories:
 - Adult member (age 18 or over, weekly or annual fee)
 - Junior member (under 18 years, weekly or annual fee)
 - Family member (family group, weekly or annual fee)
- (c) All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.
- (d) Members in each category will pay membership fees, as determined at the Annual General Meeting.
- (e) Adult members and the parents of junior members shall be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.

4. Sports Equity

- (a) This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

- (b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

5. Committee

- (a) The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Treasurer, Secretary, Welfare Officer, Coach Coordinator, Site Manager, Booking & Website Manager, who shall be elected at the Annual General Meeting.
- (b) All Committee members must be members of the Club.
- (c) If required, the Committee shall elect a Vice Chair from among its number.
- (d) The term of office shall be for one year, and members shall be eligible for re-election.
- (e) If the post of any officer or ordinary committee member should fall vacant after such an election, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (f) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- (g) The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- (h) The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (i) The Committee meetings will be convened by the Secretary of the Club and be held no less than 4 times per year.
- (j) Only the posts listed in (a) above will have the right to vote at Committee meetings.
- (k) The quorum required for business to be agreed at Committee meetings will be 3 members of the Committee.

6. Finances

- (a) The club treasurer will be responsible for the finances of the club.
- (b) The financial year of the club will run from 1st August and end on 31st July.
- (c) All club monies will be banked in an account held in the name of the club.
- (d) An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- (e) Any cheques drawn against club funds should hold the signatures of the treasurer plus up to two other officers.
- (f) Financial or legal liability incurred in the rightful exercise of their office shall not, be the personal liability of the Committee members but shall be the responsibility of the Club as a whole.

7. Annual General Meetings and Extraordinary General Meetings

- (a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- (b) The Club shall hold the Annual General Meeting (AGM) in the month of October to:
 - Approve the minutes of the previous year's AGM.
 - Receive reports from the Chairman and Secretary.
 - Receive a report from the Treasurer and approve the Annual Accounts.
 - Receive a report from those responsible for certifying the Club's accounts.
 - Elect the officers on the committee.
 - Agree the membership fees for the following year.
 - Consider any proposed changes to the Constitution.
 - Deal with other relevant business.
- (c) Notice of the AGM will be given by the club secretary with at least 14 days' notice to be given to members.
- (d) Nominations for officers of the committee will be sent to the secretary prior to the AGM.
- (e) Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate this at least 7 days before an AGM.
- (f) All adult members and the parents of junior members (as representatives of their children) have the right to vote at the AGM.
- (g) The quorum for AGMs will be 11.
- (h) The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
- (i) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members (or, if junior, their adult representatives) of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.
- (j) All procedures shall follow those outlined above for AGMs.

8. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

9. Complaints, safeguarding, discipline and appeals

- (a) Initially all complaints will be dealt with under the club's Complaints Procedure (see Appendix A).
- (b) If the officer nominated to handle a complaint advises that it concerns the behaviour or conduct of a member, then the procedure in Appendix B will be followed.
- (c) If the complaint has child welfare and safeguarding implications then it will be handled by the Welfare Officer. All concerns, allegations or reports of poor practice/abuse relating to the welfare and safeguarding of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's safeguarding procedure. The Club Welfare Officer is the lead contact for all members in the event of any safeguarding or child protection concerns.

10. GDPR (General Data Protection Regulation)

The HWAC Privacy Policy, approved by committee on 16/8/18, follows national GDPR guidelines and appears on the club's website.

11. Third party hire and use of HWAC site and equipment

HWAC committee will formulate a hire and charging policy, with charges varying according to:

- whether the hiring organisation is charitable or commercial;
- the level of equipment used;
- the size of the group using the site and equipment.

Charges will be set by the club committee and confirmed annually at the AGM. The club expects other organisations using HWAC facilities to be clear and transparent when detailing the charges they make to individuals regarding hire of site, use of equipment, etc.

12. Dissolution

- (a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- (b) In the event of dissolution, all debts should be cleared with any clubs funds. All efforts will be made to transfer remaining club assets to a similar organisation.

13. Declaration

HWAC hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Nick Wolverson, Chairman

Lyndon Vaughan Prosser, Secretary

23 December 2022

Club Constitution Version 23/12/22

HWACconstitution23dec22.odt

Appendix A

HWAC Complaints Procedure

NB HWATC reserves the right not to respond to communications which are in any way offensive, abusive, aggressive or threatening.

1. We are committed to providing high-quality and appropriate training and activities to all our members. When something goes wrong, we need to be informed. This will help us to improve our standards.
2. If you have a complaint, please put this in writing to the chairperson (or secretary if the complaint is about the chairperson), explaining your cause for complaint.
3. The chairperson (or secretary if the complaint is about the chairperson) will appoint a member of our committee to investigate your complaint, for example the Welfare Officer for child welfare matters.
4. The person investigating your complaint may contact you in writing and/or request to meet or telephone you to clarify your complaint if necessary.
5. The investigation should be concluded within a reasonable timescale, ideally within 14 days. However, some complaints may require more time, particularly if they need to be referred to an external agency, eg British Canoeing. If matters require more time, the person investigating the complaint will, if possible, keep you informed. If you wish you can contact the person investigating the complaint at any stage to clarify progress or inform him/her of any new or changed circumstances.
6. You should receive a written outcome for your complaint when matters are concluded. (Please note that in some circumstances it may not be possible for HWATC to respond to a complaint, eg if the complainant has been asked to provide further clarification and not provided it, or if the complaint has been handled by an external agency.)
7. If you are still not satisfied, you should contact the chairperson (or secretary if the complaint is about the chairperson) to arrange for another member of the committee to review the complaint and outcome.
8. We will aim to write to you within 14 days of receiving your request for a review, confirming our final position on your complaint and explaining our reasons.
9. If you are still not satisfied, you may wish to contact British Canoeing, to which the club is affiliated.

Appendix B

HWAC Procedure for handling complaints involving the conduct of members

NB If the complaint relates to conduct of the Chairman, all actions below for the Chairman become actions for the Secretary to undertake.

1. All complaints regarding the behaviour of members should be presented and submitted in writing to the Chairman.
2. The Chairman should consider whether or not the person against whom the complaint has been lodged should have his/her membership suspended pending the outcome of the process below.
3. The Chairman will appoint a Discipline Sub-Committee of 3 members of the Committee (see note below), who will aim to meet to hear a complaint regarding the behaviour of members within 7 days of the complaint being lodged. The Discipline Sub-Committee has the power to recommend (to the Chairman) appropriate disciplinary action including the termination of membership.
4. The Discipline Sub-Committee will aim to convey the outcome of a disciplinary hearing in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
5. There will be the right of appeal following the outcome of the Discipline Sub-Committee. Appeals must be lodged within 14 days of the notification from the Discipline Sub-Committee, and addressed to the Chairman. The Chairman will appoint an Appeal Sub-Committee of 3 different people (see note below) to hear the appeal. The Appeal Sub-Committee should aim to consider the appeal within 7 days of the appeal being received. The Appeal Sub-Committee's decision is binding.

(Note: Ideally the three people in a sub-committee formed under this section should all be members of the Committee. However, if there are not enough members of the Committee available, then a volunteer may be sought from adult members of the club or from officials of other sporting organisations. There must be at least two members of the Committee on a sub-committee of three people.)