

Amended and agreed, 26 July 2021 at the AGM

1.0 GENERAL

- 1.1 The name of the club shall be **UPPER HAMBLE CANOE CLUB - (UHCC)**
- 1.2 The main centre of activities shall be from the Barkstore (18, Church Lane, Botley SO30 2EJ) on the River Hamble
- 1.3 The Club shall be a members club affiliated to British Canoeing (BC). It shall consist of those classes of members specified in Article 1.5.
- 1.4 The objectives of the club are “the promotion of community participation in healthy recreation in particular by the provision of facilities for various paddlesport activities for all age groups and with special emphasis on families”
- 1.5
 - a) Membership of the club will be open to Full members or Associate members and each of the foregoing may be Single or Family. Full Membership is available to those who paddle any type of paddle craft (eg open canoe, rigid closed cockpit kayak, inflatable kayak, sit on top kayak, stand up paddle board) with the club and their family members whether or not they paddle. Associate membership is available to people who wish to be associated with the Club but, either individually or as a family, do not intend to paddle with the club. In all social events and other matters, Full members will take precedence over Associates. The latter shall not be entitled to vote at Annual General Meetings and shall not be elected to the Management Committee. For the purposes of voting at an AGM or SGM, single members will carry one vote, and, family members two votes
 - b) Student membership is available to single paddlers, whilst in full time education. They will have the same rights as full single memberships.
 - c) The maximum number of club memberships shall be set by the Management

Committee. Note - for the purposes of this article, a club membership may be 'single' or 'family'.

d) The minimum age and Competence for membership shall be determined by the Management Committee.

1.6 a) The business of the club shall be directed by a Management committee, which shall normally include a Chairperson, Deputy Chairperson Secretary, Treasurer and four others. Additional members to Management committee may be elected at the discretion of the Chairperson.

b) The members of the Management Committee and four others shall be elected at each Annual General Meeting.

a. The Management Committee shall also have the power to appoint Sub-Committees and to co-opt Club members onto such committees.

b. All Sub-Committee business must be reported back to, and sanctioned by the Management Committee before it is implemented

1.7

TRUSTEES - The club shall nominate four members as 'Charity TRUSTEES' and these will normally be the **Chairperson, Deputy Chairperson, Secretary, and Treasurer**. Should any of these members be unable to accept the position of Trustee, then another Management Committee member shall be elected by the Management Committee. Charity officer to be current club treasurer. Trustees shall serve for a period of two years and retire by rotation such that the Chairperson and Secretary will retire in alternate years to the Deputy Chairperson and Treasurer.

1.8

ENTRANCE FEE

Each applicant for membership shall, if his/her application be accepted, pay an entrance fee, the amount of which shall be determined annually by the members in General meeting.

SUBSCRIPTION

The rates of subscription shall be determined by the members annually in General meeting and shall be due on election.

Boat Storage Fee

The rate for storage shall be determined annually by the members in General meeting.

External coaches, who provide training courses for the Upper Hamble Canoe Club are welcome to paddle with the club without condition or charge.

1.9 **Boat storage**

Kayak, canoe and small boat storage, within the Bark store, shall be permitted by specific agreement of the Management Committee.

- 1.10 a) The Annual General Meeting (AGM) shall be held in the Spring of each year.
b) The date and time of the AGM. shall be notified to each member at least 28 days in advance of the meeting.
a. An Extraordinary General Meeting may be called at the request of the Management Committee or a minimum of 25% of the ordinary memberships by giving 42 days notice to the Secretary and declaring the purpose of the meeting. Notification of such a meeting shall be as for an AGM.
d) A General Meeting quorum shall be one quarter of the paid up members.
- 1.11 a) The Management Committee shall meet as determined by the Chairperson, but not less than every four months.
b) Notice of a Committee meeting shall be given to the committee members not less than 14 days before the meeting.
c) A Committee quorum shall consist of at least four members.
d) i) Club funds, with the exception of a Petty Cash Float and such capital and investments as may be determined by the Management Committee, shall be banked to the account of 'The Upper Hamble Canoe Club'.
ii) Signatories of cheques drawn on such account shall be any two of the Chairman, Secretary and Treasurer. However, should any of these belong to the same family, only one family member may sign and a fourth person shall be nominated by the Management Committee.
iii) The signatories of cheques from ii) above must also have a similar role when electronic banking is used. One person should not have sole access to move or remove club funds.
- 1.12 The Club Constitution may be amended or revised by a resolution of at least either two thirds of the members present or half the total membership, which ever is the greater, at a General Meeting.
- 1.13 a) The Club shall be dissolved upon a resolution to that effect being carried by at least either three quarters of the members present or two thirds of the total membership, which ever is the greater, at a general meeting.
b) Following such resolution, the Management committee shall convert all Club assets into money, discharge all debts and liabilities of the Club there from and arrange the distribution of all remaining assets between agreed canoeing Charities.
- 1.14 a) Canoeing is a risk activity. Neither Club Officers nor members will be liable to any member or guest for death or injury or loss or damage to property however caused, which occurs during club activities.
b) Liability insurance will be taken out by the Club.

2.0 SAFETY RULES

2.1 The Management Committee shall be empowered to draw up rules for the safe

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conduct of canoeing activities, to include the following:

As a general rule, the minimum ratio of one instructor to eight canoeists should be the norm for club sessions being carried out on the River Hamble. However, for such sessions and, in particular for other river and water locations, these ratios may be increased or decreased depending on:

- i) The standard of the paddlers taking part,
- ii) The prevailing conditions,
 - i. The difficulty of the water being paddled.

Under such circumstances, it will be the responsibility of the most senior instructor/ leader present to make an assessment of the appropriate ratios required. **At no stage, during a club session, should there be fewer than three paddlers in an isolated group.**

- 2.2 All paddlers must be able to swim, without buoyancy assistance, a distance of at least 50 metres in light clothing.
- 2.3 A suitable life jacket or buoyancy aid, conforming to current BC accepted standards, must always be worn whilst on the water.
- 2.4 Generic Risk assessments should be followed for meetings at regular venues. Copies held at the Barkstore.
Any other paddles will be classed as away trips and should be supervised by the relevant qualified person as defined by BC.

3.0 CODE OF PRACTICE.

- 3.1 NEVER PADDLE ALONE. Three paddlers are the minimum.
- 3.2 Support your leader and RESPECT THEIR AUTHORITY.
- 3.3 Let someone know your intentions and give an estimated finishing time.
- 3.4 Beware the effects of cold weather.
- 3.5 Check weather forecasts and watch conditions.
- 3.6 Make sure your craft is in good condition.
- 3.7 Do not attempt waters beyond your ability.

4.0 DISCIPLINARY RULES

- 4.1 a) During Club activities every member on the water is required to follow the person who, for the time being, is in charge of the activity. Failure to do this may result in the member being ordered off the water and/or being reported to

the Disciplinary Sub-Committee.

- b) During Club activities every member is subject to the club rules. Breach of these rules may be reported to Disciplinary Sub-Committee.
 - c) Any member who, at any time, acts in such a manner as to bring the reputation of the Club into disrepute may have this behaviour reported to the Disciplinary Sub-Committee.
- 4.2
- a) Any four members of the Management Committee may constitute a Disciplinary Sub-Committee.
 - b) A Disciplinary Secretary shall be appointed by the Management Committee. He/she shall be responsible for convening disciplinary hearings within 14 days of a disciplinary matter being reported to the Chairman.
 - c) The actions open to the Committee are:
 - i) To dismiss the matter.
 - ii) To issue a verbal warning.
 - iii) To issue a written warning.
 - iv) To suspend the member from the Club activities for such period as seems appropriate to it.
 - v) To terminate the Club membership of the individual.
- 4.3
- a) Appeal against decisions of the Disciplinary Sub-Committee may be made in writing to the Management Committee within 14 days and will be considered at the next meeting.
 - b) In the event of an appeal against suspension or termination, the appellant will be deemed to be under suspension until the appeal is considered but a Management Committee meeting will be convened as soon as practicable for this purpose.
- 4.4
- Records of all written warnings will be kept for 12 months and of all suspensions for three years. Such records may be referred to when appropriate action is being decided.