**Holme Pierrepont Canoe Club**

**Club Rules**

**Membership**

1. Any member of the public may apply for membership of the charity. Classes of membership are as follows:
2. Adult Membership – any member over the age of 18 at the time they join or renew their membership
3. Junior Membership – any member under the age of 18 at the time they join or renew their membership.
4. Family membership – one or both parents or guardians plus children under the age of 18.
5. Honorary membership – awarded by the Charity Trustees
6. Honorary Life membership – awarded by the Charity Trustees
7. Temporary membership – an entitlement to participate in two club sessions prior to taking out full membership as per I – IV above.
8. Membership of the club is restricted to members of the public over the age of 9. Applications for membership by those younger than 9 may be considered by the Charity Trustees following approval from the parents or guardians of the applicant, and a suitably qualified coach.
9. A person who has been expelled from or refused membership of the British Canoe Union (BCU) shall not be eligible for membership
10. The Charity Trustees may decline to accept application for membership or renewal of membership, only for good cause such as conduct or character likely to bring the club or sport into disrepute
11. Honorary Life Membership can be given to club members who have given valuable and long service to the club. Each case will be judged on its own merits, and the award of Honorary Life Membership is at the discretion of the Charity Trustees.

Nominations for Honorary Life Membership can be made by any member, and should be submitted to the Charity Trustees by the first of March so that the Charity Trustees can consider the merit of the nomination. If the Charity Trustees decide to grant Honorary Life Membership then this award will be made at the next Annual General Meeting.

1. Honorary membership can be given to club members who contribute to the day to day running of the club. Each case will be judged on its own merits, and the award of Honorary Membership is at the discretion of the Charity Trustees. The Charity Trustees will take into consideration coaching or administrative services provided by the member. Honorary Memberships shall last for one year but may be renewed by the Charity Trustees at their discretion.
2. Application for membership may be made through submission of a form to the Charity Trustees (with payment of the appropriate membership fee) or through completion of an electronic submission through the club’s chosen electronic membership system (with payment of the appropriate membership fee).
3. A discount on the appropriate fee may be given in respect of the applicant’s membership of the BCU.
4. The annual fees are to be agreed by members at the Annual General Meeting or such other General Meeting as announced by the Charity Trustees. Fees are due on admission to the club and thereafter annually on the anniversary of joining.
5. A member shall be deemed to have resigned from the club if, after due notice in writing, or through electronic communication, he or she has not completed a renewal form and paid the appropriate annual membership fee.
6. Any members violating any of the rules or regulations of the club or being adjudged of guilty of unsatisfactory conduct may, by resolution of the Charity Trustees, be suspended or expelled from the club. Any member so suspended or expelled may appeal to the Charity Trustees in the manner proscribed by the club constitution.

**Charity Trustees**

1. The Charity Trustees shall conduct the affairs of the club and shall be elected by the Members in accordance with the Club Constitution. The Charity Trustees will be nominated as Officers of the club, of which three will be designated:
2. Chairperson
3. Secretary
4. Treasurer
5. The Chairperson will preside at all General Meetings and all meetings of the Charity Trustees subject to the provisions of the Club Constitution. He or she will be responsible for guiding the activities of the club in accordance with its Constitution and Rules. The Chairperson shall represent or arrange for the representation of the club at BCU regional level and at meetings of other organisations.
6. The Secretary will be responsible for the organisation of General Meetings of the members and meetings of the Charity Trustees. He or she will record the minutes of such meetings.
7. The Treasurer will be responsible for the collection of all monies and shall keep such books and records as required by the Charity Trustees and the Members. He or she shall produce a Statement of Account, showing the financial state of the Club, accompanied by an independent check of that Statement of Account and the supporting records. The Treasurer must make the charity Trustees aware of any existing of potential financial or cash flow problems. The Treasurer shall maintain a register of club assets detailing their storage location and nominal (insurance) value which shall be appended to the Statement of Account circulated at the Annual General Meeting.
8. Auditor. The Members shall appoint an Honorary Auditor at the Annual General Meeting. The Honorary Auditor shall serve for one year, and may be reappointed at subsequent Annual General Meetings. The Honorary Auditor shall examine the Statement of Account produced by the Treasurer and shall ascertain the accuracy of the Statement of Account by reference to supporting books and records.
9. Other Officers may be appointed either from the( Charity Trustees or from the Membership) to be responsible for the following duties
10. Coaching and Volunteer Development Officer
11. Club Development Officer
12. Slalom Representative
13. Freestyle Representative
14. Recreational Representative
15. Youth Representative
16. The Club will appoint a President. The role of President is an honorary one, and he or she shall be elected at the Annual General Meeting. The Club President will serve of a term of one year and can be re-elected each year. The Club President may be elected from the Membership and does not have to be a Charity Trustee.

**Club Activities**

1. Club members may attend club sessions and events subject to payment of the appropriate session or event fee. The regular Club Session fees will be set by the Membership at the Annual General Meeting. Event fees will be set by the Charity Trustees at such a rate to recover the costs of the events, and to generate reasonable income for the Club. In the event that any event fee is set below cost, the Charity Trustees must approve the fees set.
2. All Members shall wear and use appropriate safety equipment whilst participating in Club Sessions or Events. As a minimum, this shall be an appropriate buoyancy aid or life jacket for any water based activity or for the provision of bank side safety. Where ‘white water’ is involved, an appropriate safety helmet shall be worn. The responsible qualified coach may, at his or her discretion, remove these requirements for a specific purpose where:
3. The Coach is directly supervising the Member, and
4. Removal is required for a specific purpose
5. No person shall take part in a club activity unless they are a Member, or have taken out Temporary Membership. This rule may be waived in respect of certain club events such as the annual Family Weekend. It may only be waived at the discretion of the Charity Trustees.
6. The Club shall affiliate to the BCU.
7. Members are strongly advised to take out personal membership of the BCU.
8. The Club shall adopt the BCU Child and Vulnerable Adults Protection Policy and the BCU Junior Code of Conduct, the BCU guidelines for the filming of youngsters and the BCU consent form for under 18’s operating away from site.
9. No Junior Member may take boats from the trailer of the compound unless a responsible adult is present.
10. Juniors must paddle in groups of not less than three.
11. At coached sessions, paddlers may only get onto the water when a qualified coach is present.
12. All Members should be able to swim 50 metres in light clothing.
13. All and any equipment that is borrowed by Members (except at normal coaching sessions) shall be signed out by an Officer of the club or a Coach.
14. Paddlers shall only be allowed onto the water if they satisfy the coaches that they are appropriately equipped and capable of dealing with the prevailing weather conditions.

**Coaching, Rescue, and Safety**

1. All coaching must be carried out by a suitably qualified coach in accordance with BCU guidelines as found in the BCU Terms of Reference. In addition, an appropriately qualified coach may give suitably experienced coaches site-specific dispensations in accordance with BCU guidelines. Such a dispensation should take into account experience, qualifications gained, training undertaken and site-specific knowledge. Any such dispensation must be given in writing.
2. Those who wish to support events with safety cover should have undertaken the appropriate training as below:
3. Foundation Safety and Rescue– may provide safety cover at flat water events
4. White Water safety and Rescue – may provide safety cover at White Water events