

## **BRITISH CANOE UNION COMMITTEE REGULATIONS**

The Board of the British Canoe Union made the following regulations under Article 38 to take effect from the 1<sup>st</sup> November 2007 for the purposes of Article 79 relating to the establishment of committees and the delegation to such committees of such of the Board's powers as it may think fit ("the Committee Regulations"). These regulations replace all previous Committee Regulations.

The meanings of words and phrases used in these Committee Regulations shall be the same as set out in the Union's Articles of Association. Where there is any inconsistency between the provisions of these Committee Regulations and the Union's Articles of Association, the provisions of the Articles shall prevail.

### **Part 1: Committees Generally**

#### **1.1 Regulations Applicable to all Committees**

- (a) Subject to Regulations 2.3(b), committees shall appoint from within their membership (including co-opted members), the chairman and such other officers as the committee considers necessary for its administration, and its representatives to other committees (where not appointed by an Annual Consultative Meeting).
- (b) All elected members of committees shall be Full Individual Members, shall serve for an initial period of two years and be eligible for re-election for one or more subsequent periods of two years. Both full time and part time employees of the BCU/SCA/WCA/CANI are eligible to stand as voting members of committees with the exception of the English Council, provided that the consent of the Board or national association concerned has been given.
- (c) Committees shall keep minutes of the business and decisions of their meetings, and these shall be sent to the appropriate management committee for approval. Pursuant to Article 79, the Board of the Union may establish an English Council ("EC") to conduct English business, a World Class Management Group ("WCMG") a Coaching Management Committee ("CMC") and International Panels ("IP"), all of which shall conduct UK business. Committees conducting UK business and the English Council shall report directly to the Board. The committees established by the English Council shall report, in the first instance, to the English Council. Copies of minutes shall also be sent to any other committee affected by any matters therein. Copies of agendas and minutes of the discipline specific committees shall be sent to the regional officers for their respective discipline.
- (d) Policy decisions or matters involving the commitment of moneys beyond the existing budget of the committee concerned must be ratified by the Board before implementation.
- (e) Committees shall keep accounts and present annual statements as required by the Board or the EC, as appropriate. The submission of one year's

accounts shall be a condition precedent to the release of the following year's money.

- (f) Committees shall meet at least twice per annum. The quorum for committee meetings generally shall be four voting members. Voting at the meeting shall be by show of hands. No proxy or postal voting is permitted
- (g) In the event of a vacancy, (other than in the normal course of retirement) or a member of a committee being unable to attend a meeting of that committee then the committee concerned may appoint a suitable deputy representative, subject, in the case of an employee of the Union or an employee of any of the National Associations, to that appointment having received specific consent from the Board or National Council as appropriate. Deputy Representatives shall have the same voting rights as those for whom they are deputising.
- (h) Committees may co-opt full individual members as required to fulfill their aims; co-opted members do not have a vote.
- (i) The committees shall meet the approved cost of members' attendance at meetings.
- (j) The President and Vice Presidents may attend appropriate meetings but will not have voting rights.
- (k) In the absence of terms of reference or regulations setting out how committee meetings should be conducted, such meetings shall be conducted in accordance with the Articles setting out how Board meetings should be conducted as if adapted for the appropriate committee.
- (l) Representatives from one committee/group to another committee: Where appropriate, such representatives are nominated by the committee which they represent and they shall serve as a representative for as long as that committee requires them to do so. The nominating committee is permitted to send a deputy if their representative is unable to attend.

## **1.2 Annual Consultative Meetings**

- (a) When committees hold an annual consultative meeting of participants, (as defined by the relevant committee) the provisions set out in this Part 1.2 shall apply.
- (b) The Chairman of each committee shall call its consultative meeting in each calendar year at a time appropriate to the discipline concerned at approximately 12 monthly intervals.
- (c) The financial year for all committees is November 1<sup>st</sup> to October 31<sup>st</sup>.
- (d) At least 21 days' notice of the date, time and place shall be given by the best practical means to as many as possible of the Full Individual Members or clubs, as appropriate, concerned or interested in the specific discipline or

committee concerned, as the case may be, with particulars about the expected agenda.

- (e) The purpose of the meeting shall be:-
  - I. To receive from the Chairman, or the appropriate committee officer, a brief annual report of the activities of the committee since the last annual consultative meeting, together with a summary statement of accounts;
  - II. To elect the officers and members of the committee where required by the committee's term of reference
- (f) Elections of committee members at meetings shall be effective immediately.
- (g) The notice of the meeting shall indicate which elections are due to take place and the important principal matters to be discussed.
- (h) Only the business notified in the agenda accompanying the notice referred to in provision (g) above shall be transacted. Amendments must be kept within the terms of any proposed motion, and the Chairman of the meeting shall have power to refuse any amendment that substantially alters the intention of the motion.
- (i) Committee specific arrangements made under Regulation 1.4 of this Part 1 will define those having voting rights at annual consultative meetings.
- (j) Voting Members - Two voting members may together propose to the Chairman, at least 14 days before the notice of the meeting under provision (g), topics for discussion.
- (k) The quorum for an annual consultative meeting shall be eight voting members. Any informal views expressed on urgent matters in the absence of a quorum shall be transmitted to the Chairman who may refer them to the committee / English Council / Board for consideration.
- (l) At the meeting, the Chairman of the committee shall preside. In the event that the Chairman is known to be unable to attend (or in the event of their unannounced absence), the meeting shall not start for half an hour, then if the voting members present agree that the meeting shall proceed, they shall choose a voting member present to preside.
- (m) Voting shall be by a show of hands unless two voting members present request a poll.
- (n) Any conclusions on other matters reached at meetings shall stand as referred as recommendations for further consideration by the committees concerned.

### **1.3 Sub-committees**

A committee may, subject to the prior approval of the Board or the EC (as appropriate), appoint a sub-committee for a specific period (which may be standing) and with a specific brief. The committee shall appoint the Chairman (who shall be a member of the committee) and the members who shall all be Full Individual Members. The committee shall fund, supervise, and be responsible to the English Council / Board for the work of the sub-committee.

### **1.4 Committee Specific Arrangements**

Each committee shall draft, and submit to the Board or the EC (as appropriate) for approval, proposals for regulations, to be made by the Board, containing any additional provisions (including competition rules where relevant) relating to the conduct of the committee's own tasks, which shall not derogate from the provisions above, as the case may be, based on a proforma produced by the Board, and showing any modifications to the proforma that the committee considers necessary to suit its circumstances. Future proposals for modifications in the approved regulations shall have no effect until approved by the Board.

## **Part 2: UK Committees**

### **2.1 International Panels (IP)**

- (a) The board will appoint (in cooperation with the National Association Competition Committees) International Panels to handle GB Team Selection & Management in accordance with the provisions of the Single Agreement for their spheres of canoeing discipline.
  - I. Canoe Polo
  - II. Canoe Freestyle
  - III. Canoe Marathon
  - IV. Canoe Racing
  - V. Canoe Sailing
  - VI. Canoe Slalom
  - VII. Canoe Surf
  - VIII. Wildwater Canoeing
- (b) The IP will develop a plan and budget as to how best deliver international success and meet the appropriate operating costs of the IP for the Board to consider and approve as appropriate. The IP will not be represented on the Board; however the Chair of the WCMG, will, as appropriate, represent the IP on the BCU Board. The detailed operating rules and time period of operation of each of the IP's will be determined by the Board as appropriate for each discipline.

## **2.2 Coaching Management Committee**

- (a) The CMC which will be known as the Coaching Strategy Group shall report to the Board and manage and administer the BCU's coaching affairs in the United Kingdom.
- (b) The CMC (Coaching Strategy Group) shall comprise a Chairman appointed by the BCU Board, the Chief Executive, the Performance Director, the Director of Coaching, the Director of Development and 4 members appointed by the Canoe Association of Northern Ireland, Canoe Wales, Canoe England and the Scottish Canoe Association.
- (c) In the event of a vacancy or any of the representatives being unable to attend a meeting, the following procedures will apply:
  - i. If the Chair is unable to attend a meeting of the Group, one of the other members of the Group attending will act as Chair for the meeting
  - ii. Each of the home nations may appoint a deputy to attend the meeting
  - iii. The BCU Chief Executive and Directors of Coaching, Performance and Development can appoint a deputy for individual meetings in exceptional circumstances providing that the deputy has been agreed to by the CSG Chair and notified to the other CSG members prior to the commencement of the meeting
- (d) The BCU CSG may co-opt any person who they believe is necessary to carry out the Committee's work and co-opted members do not have a vote. The CSG can only co-opt up to two persons at any one time.
- (e) Technical experts and persons from such organisations as Sports Coach UK and UK Sport may be invited to advise the group at any time, but they will not assume membership.
- (f) The BCU Board will review the Chair's appointment every 2 years at the BCU Board meeting following the AGM in odd numbered years.
- (g) Decisions shall be by simple majority.
- (h) The CMC shall meet at least 3-4 times per annum.
- (i) The CMC may co-opt any person who they believe is necessary to carry out the Committee's work.
- (j) Co-opted members do not have a vote..

## **2.3 World Class Management Group**

- (a) The WCMG shall report to the Board and shall administer and manage the Podium & Development programmes within BCU World Class. The WCMG

shall comprise a Chairman appointed by the Board, the Chief Executive, the Performance Director of the BCU and the Chairmen of each of the Racing and Slalom Committees (these will be the voting members).

- (b) The BCU Board will review the Chair's appointment every 4 years at the BCU Board meeting following the Olympic Games.
- (c) In the event of a vacancy or any of the representatives being unable to attend a meeting, the appointing committee concerned may appoint a deputy to attend the meeting.
- (d) Decisions shall be by simple majority.
- (e) The WCMG shall meet at least twice per annum.
- (f) The WCMG may co-opt any person who they believe is necessary to carry out the Committee's work.
- (g) Co-opted members do not have a vote.

## **2.4 Other Board Committees**

- (a) The Board may appoint ad-hoc committees from time to time to advise on such matters as it deems necessary. These committees may cover (not exclusively) such subject matters as Remuneration, Finance, Events.
- (b) The Board will appoint, for a specific time period, either one of the national associations or one of the English discipline specific committees to handle additional UK Competition business in each discipline. Such matters will include representation on WCMG, UK calendars and UK Competition rules.
- (c) A national association or one of the English discipline specific committees appointed to handle UK Competition business will consult representatives of the remaining national associations or English discipline specific committees before a final decision is made regarding UK competition business.
- (d) Any national representative who feels that the national interest has not been fully taken into consideration in making any decision may, within seven days of them becoming aware of the decision, request the Chairman of the Board to refer it to the Board for reconsideration.

## **Part 3: English Committees**

### **3.1 English Council**

- (a) The English Council (EC) shall have the powers set out in Article 35 and shall report directly to the Board.
- (b) The English Council will be made up off a representative from each of the 9 English regions, the 11 canoeing discipline committees (Sprint, Slalom,

Marathon, Wild Water Racing, Canoe Polo, Surf, Sailing, Freestyle, Sea Touring, White Water Rafting and Lifeguards), Coaching and an appointed Access Policy Group.

- (c) The 9 regions, 11 disciplines and Coaching will each have one vote making a total of 21 votes. The Council will, from the membership of England, appoint a Chair and Vice Chair, and the 5 English members of the BCU Board.
- (d) The English Council will meet no less than twice a year; one of the meetings will be the Annual Consultative Meeting of the Council. The Executive group of the Council will be the Chair, Vice-Chair and the 5 English BCU Board members. This Executive group would only meet outside of the Council if a decision is required concerning a matter that within the timescales required, could not effectively obtain that decision from the wider Council.
- (e) The day to day management of the English Council will be managed by the English Management Team (EMT) which will meet on a monthly basis. The EMT will comprise of the Chair and Vice Chair of the English Council, the BCU Chief Executive and a number of the key paid BCU/Canoe England staff that undertake a significant role in the successful delivery of the BCU outcomes for England, e.g. the Director of Development.
- (f) The minutes and papers of the EMT will be shared with all English Council members.
- (g) The 5 English BCU Board members shall be appointed on a competency basis against a clear role descriptor and person specification rather than on a representative basis.

### **3.2 English Access Policy Group (APG)**

- (a) The APG shall be responsible for matters relating to access to water, to the provision of durable or temporary facilities usable by canoes and to the promotion of canoeing in ways compatible with the preservation and protection of the environment.
- (b) The APG shall be no more than 10 members drawn from the English membership with an expertise in access matters and the BCU members of staff working on access matters. The APG members will be appointed by the Chair of the APG, subject to the approval of the Council.
- (c) If at any time the committee is unable to appoint, from within its own membership, members as officers suitable for performing particular specialist roles, it may appoint Full Individual Members able to perform such roles as additional members, provided that the committee's total membership excluding the non-voting members does not exceed ten.
- (d) Each member of the APG shall have one vote.



### **3.3 English Coaching Management Committee (ECMC)**

- (a) The English Coaching Management Committee (ECMC) shall manage coaching affairs in England.
- (b) The English Coaching Management Committee shall comprise 13 representatives as follows to ensure integrated representation across disciplines and competition:
  - Chair and Vice Chair
  - Six Regional Coaching Organisers
  - A representative Outdoor Centres
  - Four Discipline representatives
- (c) If, at any time, the committee is unable to appoint, from within its own membership, members as officers suitable for performing particular specialist roles it may appoint Full Individual Members able to perform such roles as additional members, provided that the committee's total membership, excluding the non-voting members does not exceed thirteen.
- (d) Each member of the ECMC shall have one vote.

### **3.4 English Regional Development Teams (ERDT's)**

- (a) The ERDTs shall be responsible for developing the sport and recreation of canoeing within their respective regions.
- (b) There shall be nine ERDTs:
- (c) North East, North West including the Isle of Man, Yorkshire, West Midlands, East Midlands, Eastern, London, South East and South West including the Channel Islands. Each region will hold an ACM to appoint a person to represent the region on appropriate English Council Committees and lead the development of activity in each recognised discipline of canoeing, coaching and access as needed within each region.
- (d) Each ERDT shall appoint:
  - 1. Chair
  - 2. Secretary
  - 3. Treasurer

Even numbered posts will be appointed in one year and in the alternate year odd numbered posts.
- (e) Additional members of the committee may be appointed to cover 11 disciplines of canoeing, access and coaching.
- (f) Each member of each ERDT shall have one vote.



- (g) The ERDT's will establish County development teams based on the boundaries of the 49 CSP's of England.

### **3.5 English Discipline Specific Committees**

- (a) There are eleven English discipline specific committees:
- i. Canoe Polo
  - ii. Canoe Freestyle
  - iii. Canoe Marathon
  - iv. Canoe Racing
  - v. Canoe Sailing
  - vi. Canoe Slalom
  - vii. Canoe Surf
  - viii. Wildwater Canoeing
  - ix. Sea Touring Committee
  - x. White Water Rafting Committee
  - xi. Canoe Lifeguards Committee
- (b) These committees shall each include one representative of the English Regional Development Teams (ERDT's) appointed in accordance with Regulation 3.5(c) as a voting member.
- (c) These committees shall hold an annual consultative meeting at which they will each elect such additional members as the committees consider necessary up to a maximum of twelve.