

# AVON CANOE POLO CLUB

## CONSTITUTION

### DOCUMENT NO 1001


As amended after Annual General Meeting, June 2009

Prepared by the  
Avon Canoe Polo Committee

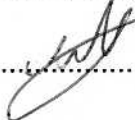
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Issue	Date	Change Authorisation
a	30 Nov 2006	First Draft Issue
b	03 Feb 2007	Second Draft Issue
c	14 Mar 2007	Third Draft Issue
d	23 May 2007	Fourth Draft Issue
e	June 2008	Amended following AGM
F	June 2009	Amended following AGM

Amended by: Emma Heelis, Secretary

Signature .....  ..... Date ..... 05/05/10 .....

Approved by: Steve Watts, Chairman

Signature .....  ..... Date ..... 5/5/10 .....

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## References

Reference	Document
	ICF Canoe Polo Competition Rules 2005
	BCU Canoe Polo Rules
	Avon Canoe Polo Club Constitution

## Abbreviations

e.g.	Example
ICF	International Canoe Federation
BCU	British Canoe Union
Avon CPC	Avon Canoe Polo Club
The Committee	Avon Canoe Polo Club Committee

## Glossary of Terms

International Canoe Federation	International body managing canoeing and kayaking across the world
British Canoe Union	Lead body for canoeing and kayaking in the UK
Avon Canoe Polo Committee	Body appointed by the members of Avon Canoe Polo Club to manage all canoe polo activities on behalf of Avon CPC
Canoe Polo Rules	The rules adopted by the sport of Canoe Polo as set out in the BCU CPC Yearbook and shown on the official website at <a href="http://www.canoepolo.org.uk/">http://www.canoepolo.org.uk/</a>
Committee Member	Any person identifiable as being elected to the Committee and being a current member thereof
Member	Any person identifiable as belonging to Avon Canoe Polo Club as defined under the Avon Canoe Polo Club Constitution

# 1 Introduction

- 1.1 This document sets out the Avon CPC Constitution.
- 1.2 This document may refer to other reference documents and, where appropriate, details of those reference documents are provided.
- 1.3 Avon CPC reserves the right to amend this Constitution as set out in Article 14.
- 1.4 This Constitution shall be governed by and construed in accordance with the laws of England and Wales.
- 1.5 Every reference in the Constitution in the masculine shall be deemed for the purposes of interpretation to include a reference to the feminine gender.
- 1.6 Where the context so permits references in the singular shall be deemed to include references in the plural even though not expressly stated.
- 1.7 Any section headings in this Constitution are for convenience only and shall not affect the interpretation of the substantive provisions contained within each section.

# 2 Name

- 2.1 The club shall be known as "Avon Canoe Polo Club" (hereinafter "Avon CPC")

# 3 Objects

- 3.1 The objectives of Avon CPC are to:
  - 3.1.1 To promote the sport of Canoe Polo and provide general recreation for its members;
  - 3.1.2 To offer training, competitive and social opportunities in the sport of Canoe Polo;
  - 3.1.3 To promote Avon CPC within the local community and within the sport of Canoe Polo;
  - 3.1.4 To ensure a duty of care to all members of the Avon CPC;
  - 3.1.5 To provide all its services in a way that is fair to everyone.
  - 3.1.6 To ensure that all present and future members receive fair and equal treatment.

# 4 Membership

- 4.1 Qualification:

- 4.1.1 Any kayaker who can demonstrate a basic level of competence;
- 4.1.2 Any person who undertakes to behave in the best interests of the sport of Canoe Polo shall be eligible for membership regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities and level of ability is allowable on a non discriminatory basis;
- 4.1.3 All members will be subject to the regulations of the Constitution and by joining the Avon CPC will be deemed to accept these regulations and codes of conduct that the Avon CPC has adopted;
- 4.1.4 Any person under the age of 18 may not join without the consent of a parent or guardian.
- 4.2 Classes of Membership:
- 4.2.1 Introductory Members – public who wish to try out the sport of canoe polo are required to supply their name, address, post code and contact telephone number in the Visitors Book available at the relevant venues. They may attend up to 8 sessions during which time they are considered to be Introductory Members. Introductory Members have no voting rights at the AGM.
- 4.2.2 Full Members – members of Avon CPC whose application for membership (see form at Annex A or as otherwise updated from time to time) has been approved as set out in Articles 4.3 to 4.6. A Full Member must at all times comply with the guidelines and rules of the BCU-CPC as set out from time to time in their Yearbook or other publication. A Full Member must at all times comply with the Avon Code of Conduct and other procedures or policies issued by the Committee as set out from time to time. Full Members are entitled to vote at a General Meeting. Only Full Members are eligible to play for Avon CPC teams at National League level.
- 4.2.3 Honorary Members – past Full members of Avon CPC who for geographical and/or medical reasons are unable to attend training or non-paddling members who provide support to Avon CPC. Honorary Members must complete and return the Record Form (see form at Annex B or as otherwise updated from time to time). Honorary Members must notify a Committee Member in advance if they wish to attend at a training session. Honorary Members have no voting rights at the AGM.
- 4.3 Election:

4.3.1 Candidates for election for full membership shall make application to the Secretary of Avon CPC on the form provided (see Annex A as updated from time to time). The power of election shall rest with the Committee who may refuse to elect any applicant without assigning a reason for doing so.

4.4 Restriction:

4.4.1 A person who has been expelled from, or refused membership of, the British Canoe Union, the Welsh Canoeing Association, the Scottish Canoe Association, the governing Union or Association of their country of origin or any affiliated clubs of those organisations, may be declined membership.

4.5 Requirements of Members

4.5.1 Each member upon joining shall sign the Medical Declaration contained on the Membership Form (Annex A). It is a requirement of membership to Avon CPC that any Member who becomes aware of a health problem must promptly notify the Player's Representative of the same.

4.5.2 Members are required annually to resubmit the Membership Form (Annex A) when requested by the Committee to do so.

4.6 Acceptance:

4.6.1 The Committee may decline to accept membership or renewal of membership from any person, for good cause such as conduct or character likely to bring Avon CPC or sport into disrepute. Appeal against refusal of renewal may be made to a Special General Meeting by completion of the form at Annex D (as updated from time to time). In this instance a Special General Meeting can be called if the appeal is sponsored by not less than six Full members notwithstanding the requirements of Article 12.1.

4.7 Renewal

4.7.1 By failing to respond to communication from the Committee regarding membership matters then a Member's membership will be deemed to have lapsed.

## 5 Subscriptions and Fees

5.1 The rates of subscription shall be determined by the Members in General Meeting and shall be due on 1<sup>st</sup> September in any given year.

- 5.2 The Committee may at any time reduce the rate of subscription for the benefit of the Members. The Committee may not increase the rate of subscription except through the process as set out in Article 5.1.
- 5.3 The Committee will determine the fees due for training sessions and tournaments at a rate that is in the best interest of fulfilling the objectives of Avon CPC.
- 5.4 The Committee may demand payment for training sessions on a monthly basis in advance by standing order, by cash on a weekly basis or offer a choice of methods as they see fit.
- 5.5 The Committee or Treasurer has the discretion to accept alternate methods of payment in individual circumstances.
- 5.6 Introductory Members may pay in cash on a weekly basis for a period of eight weeks, subject to the discretion of the Committee.
- 5.7 A Full Member who is selected for a team and commits to play for a season with an Avon CPC team in any league must subscribe the relevant tournament fee(s) as determined by the Committee. Such fee(s) shall be due on a monthly basis by standing order for a period of 12 months commencing on the 1<sup>st</sup> of September. Such fee(s) will be due regardless of whether or not the Full Member plays with the team or stays within Avon CPC for that period of time.
- 5.8 Full Members who join a team after the start of the season may pay for each tournament at a rate set by the Committee.
- 5.9 Any Full Member who is unable to play Canoe Polo for a period of more than four weeks due to medical reasons may apply to the Committee to be exempt from paying subscriptions for training sessions until they are able to re-commence playing.
- 5.10 Honorary members shall pay in cash for the weeks that they attend. The rate will be as prescribed by the Committee under Article 5.3.

## **6 Cessation of Membership**

- 6.1 Any Member may resign giving one month's clear notice in writing to the Secretary together with payment of any outstanding fees due under Article 5.
- 6.2 Any member violating the rules or regulations of Avon CPC or being adjudged of unsatisfactory conduct may, by resolution of the Committee, be suspended or

expelled. No refund of subscriptions paid will be made to such member. The member may appeal to a Special General Meeting using the form contained at Annex D (as updated from time to time) if such an appeal is sponsored by not less than six members.

- 6.3 A member shall be deemed to have resigned from Avon CPC if, after due notice in writing, he has not paid all fees owed. He may not rejoin Avon CPC at any time without payment of his outstanding subscriptions. He must also be elected to rejoin Avon CPC following the processes set out at Articles 4 and 5.

## **7 Authority of Captain/Referee**

- 7.1 The decision of the Captain in charge of any Avon CPC team at a tournament will be final.
- 7.2 The decision of the Referee during game play at any Avon CPC training event will be final. Outside of game play any Committee Member may have authority.
- 7.3 Although it is not necessary to designate a leader/instructor/coach at an Avon CPC event, should a Member offer up his services as Captain/leader/instructor and those services are accepted by the Members then his decision will be final. Members are referred to Article 13 as regards liability.

## **8 Disqualification from Holding Office**

- 8.1 Only Members entitled to vote at the General Meeting are eligible to hold office and be entitled to vote at Committee Meetings.
- 8.2 The minimum age limit for any person holding office is 18 with the exception of the post Youth Captain. The post of Youth Captain may be available where there are sufficient youth players to form a team.

## **9 The Committee**

- 9.1 The Committee shall conduct the affairs of Avon CPC as a whole and shall consist of a Chairman, Secretary, Treasurer, Players Representative, Club Representative, Events Organiser and the Team Captain from all teams entered into the BCU-CPC National Leagues Tournament whether in Open, Women or Youth divisions. Additionally the Committee may co-opt not more than two members to its number.
- 9.2 Nominations for the positions of Chairman, Secretary, Treasurer, Players Representative, Club Representative and Events Organiser shall be put forward in

the form of a motion to the Annual General Meeting (Article 12.4). Motions should be put forward using the form contained at Annex C (or such other form from time to time provided).

9.3 Committee and Team members may make nominations for a Captain for the following season. Such nominations are to be made through the Players Representative and are to be received by 1<sup>st</sup> April in any year. Team Captains shall be elected by the Committee and announced by 1<sup>st</sup> May in any year.

9.4 The term of office for all officers shall be one year and members shall be eligible for re-election.

## 10 The Roles of the Committee

10.1 Chairman

10.1.1 The Chairman will preside at General Meetings of Avon CPC and at meetings of the Committee. He shall be responsible for guiding the activities of Avon CPC in accordance with its rules and general policy as expressed by the majority of its Members. The Chairman will have the casting vote in respect of any tied motion at Committee and General Meetings except where that vote relates to his position as Chairman.

10.2 Secretary

10.2.1 The Secretary will be responsible for the organisation of meetings of the Committee, Avon CPC, the recording of minutes relating to such meetings and all correspondence relating to the general business of Avon CPC.

10.3 Treasurer

10.3.1 The Treasurer will be responsible for the collection of all Avon CPC monies including subscriptions and tournament fees and shall keep such books of account as required by the General Meeting. He will produce at the Annual General Meeting balance sheets showing the financial status of Avon CPC funds accompanied by the Auditor's report where required under Article 15. All withdrawals from Avon CPC accounts should be authorised by two signatories. The Treasurer must make the Committee aware of any existing or potential financial or cash flow problems.

10.4 Players Representative

10.4.1 The Players Representative will be responsible for representing Avon CPC members on the Committee by voicing any of their concerns and airing their views.

#### 10.5 Club Representative

10.5.1 The Club Representative will be responsible for representing Avon CPC by attending (or arranging for representation of Avon CPC) at BCU regional level; at meetings of other organisations; and, if available, at the BCU-CPC Annual Consultative Meeting. He shall also be responsible for promoting Avon CPC within the region, attracting new members and gaining sponsorship.

#### 10.6 Team Captain

10.6.1 Shall be responsible for selecting their team. Such team selection is to be made promptly and within 4 weeks of the Captain's election. The Captain shall promptly and efficiently notify their team of tournament and training events and shall promptly and efficiently notify their team of results. They shall ensure that their team has a Referee of the required standard or that their team has an appropriately qualified Referee in attendance.

#### 10.7 Events Organiser

10.7.1 The Events Organiser will be responsible for organising social, training and coaching events for the benefit of the clubs members

## 11 Duties of the Committee

11.1 The Committee is responsible for the general conduct of Avon CPC business and activities to include organising and administering the structure of all Avon CPC training sessions in the best interests of Avon CPC.

11.2 The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of Avon CPC.

11.3 The Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Committee as necessary to fulfil its business.

11.4 The Committee will be responsible for disciplinary hearings of members who infringe Avon CPC rules/regulations/constitution.

