



Operational Code

This code supplements the Cherwell Canoe Club CIO Constitution and in the case of any inconsistency or conflict, the Constitution shall prevail.

1. Affiliation

1.1. Cherwell Canoe Club will be affiliated to British Canoeing.

2. Aims and Objectives.

2.1. The object of the club is stated in the Constitution. The club aims:

- 2.1.1. To offer coaching and competitive opportunities in Canoeing.
- 2.1.2. To promote the club within the local community and Canoeing.
- 2.1.3. To manage the Club's assets.
- 2.1.4. To carry out it's duty of care to all members of the Club.
- 2.1.5. To provide all its services in a way that is fair to everyone.

3. Membership

3.1. Membership of the Club is open to anyone who meets the Constitution's criteria regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

3.1.1 All members of the Club 18 years of age or over regardless of their membership category will be full voting members of the CIO.

3.1.2 All members of the Club under 18 years of age regardless of their membership category will be non-voting members of the CIO.

3.2. The membership shall consist of the following categories:

3.2.1. Full Members – 18 years of age or older.

3.2.2. Family Members - the specified members of a family.

3.2.3. Young Members - under the age of 18 years or in full time education.

3.2.4. Associate Member - a supporter of the Club with limited access to Club activities and facilities as determined by the Club Committee.

3.2.5. Honorary Life Member - elected by a quorum of members in General Meeting in recognition of exceptional service to the Club.

3.3. All members will be subject to the regulations of the Constitution and this code, and by joining the Club will be deemed to accept these regulations and all codes of practice that the Club has adopted.

3.4. Membership Fees shall be due on election and thereafter on or before the annual renewal date.

3.4.1. The rates of subscription will increase each year in line with the Retail Price Index for the calendar year preceding the renewal date and shall be charged to the nearest 50 pence. Exceptions may be voted by a quorum of members in a general meeting, such a vote affecting the subscription rate for the forthcoming year but leaving the underlying formula in place.

3.4.2. New members joining the Club for the first time may pay a subscription reduced by one twelfth for each complete calendar month which has elapsed since the last renewal date. The subscription so determined shall be charged to the nearest 50 pence.

3.4.3. The Club Committee may offer concessionary or free membership where they deem that it is in the interests of the Club to do so.

3.5. Individuals shall not be eligible for selection of any Club team or to participate in club paddling activity, unless the applicable subscription has been paid by the due date.

4. Sports Equity

4.1. 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.'

4.2. 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.

4.3. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment, and abuse.

4.4. All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

4.5. The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

5. Committee

5.1. The Committee shall be responsible to the Trustees for conducting the day to day affairs of the Club. The Committee shall consist of the Chair, Treasurer, Secretary, Welfare Officer, Health & Safety Officer, Volunteer Coordinator, and a maximum of 3 other members, who shall be elected at the Annual General Meeting.

5.2. All Committee members must be members of the Club.

5.3. Committee members shall not take on more than one Committee role. Trustees may be committee members but Trustees should not normally be appointed as Chair, Treasurer or Secretary of the Committee.

- 5.4. If no Trustees are elected to the Committee then to ensure proper collaboration the Trustees will nominate one of their number, other than the Chair of Trustees, to the Committee.
- 5.5. If any post should be vacant after such an election, the Trustees shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- 5.6. The Club shall have a minimum of 3 Committee members who are unrelated and non-cohabiting.
- 5.7. The term of office shall be for one year, and members shall be eligible for re-election.
- 5.8. The Committee will be responsible for recommending all new policy, procedures, codes of practice and rules that affect the organisation of the club to the of the Trustees for adoption.
- 5.9. The Committee will have powers to appoint advisers and a young member's representative to the Committee as necessary to fulfil its business.
- 5.10. The Committee meetings will be convened by the Secretary of the Club and be held no less than 4 times per year.
- 5.11. Only the Committee members will have the right to vote at Committee meetings.
- 5.12. The quorum required for business to be agreed at Committee meetings will be 50% of the Committee members.
- 5.13. Any member of the Committee must declare an interest and withdraw from participation in any vote on a matter in which they could have a conflict of interest in accordance with the Club Conflict of Interest Policy.

6. Finances

- 6.1. The Club Treasurer will be responsible to the Trustees for the finances of the club.
- 6.2. The financial year of the club will run from 1st January and end on 31st December.
- 6.3. All club monies will be banked in accounts held in the name of the Club.

6.4. A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

6.5. Withdrawal of Club funds shall require the authority of the Treasurer and one other person authorised by the Trustees, both acting in accordance with the Trustees Expenditure Authorisation Policy.

7. Annual General Meetings

7.1. General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.

7.2. The Club Constitution states the requirements for holding the Annual General Meeting (AGM). Additionally the AGM should:

7.2.1. Approve the minutes of the previous AGM.

7.2.2. Receive reports from the Committee on operational matters.

7.2.3. Elect the Committee.

8. Amendments to this code

8.1. This Code will only be changed through agreement by 75% majority vote of Trustees.

9. Discipline and appeals

9.1. All concerns, allegations or reports or poor practice / abuse towards Club members will be investigated in accordance with the Club's Discipline and Appeals Policy.

10. Declaration

10.1. Cherwell Canoe Club CIO hereby adopts and accepts this Code as a current operating guide, subject to the Constitution, regulating the actions of members.