

## **British Canoe Union Lifeguards Committee Rules.**

2004 DRAFT

### **1. The British Canoe Union Lifeguards Committee**

The British Canoe Union Lifeguards Committee is established to manage and administer the British Canoe Union Lifeguards Service and to pursue the objectives of that Service specified in Rules 2 and 3 below.

- 1.1. The Lifeguards Committee shall be composed of the following members:
  - a. The six Officers elected at the Annual Consultative Meeting (subject to the conditions in 5.);
  - b. Two individual Committee members elected at the Annual Consultative Meeting (subject to the nomination conditions in 1.4.);
  - c. One Representative of each National Association, appointed by the National Association concerned; and
  - d. One Representative of each English Region, elected at the Annual Consultative Meeting of the Region concerned; (subject to the nomination conditions in 1.5.).
- 1.2. All Members of the Lifeguards Committee must be paid-up Full Individual members of the British Canoe Union or voting members of their National Association.
- 1.3. Not more than two Officers shall be from the same Lifeguard Unit. All Officers shall hold a British Canoe Union Lifeguard Award.
- 1.4. Candidates for election at the Annual Consultative Meeting as one of the two individual Committee members must have been nominated and seconded by persons authorised under 6.1. to represent a National Association, an English Region, or individual, affiliated Lifeguard Units at the Annual Consultative Meeting concerned.
- 1.5.
  - a. Candidates for election as the representatives of an English Region at the Annual Consultative Meeting of the Region concerned must, subject to 1.5.b, have been nominated and seconded by two affiliated Lifeguard Units within that Region;
  - b. Where there are no affiliated Lifeguard Units in a Region, the Regional Representative can be appointed by the Chairman of that Region in consultation with the Chairman of the Lifeguards Committee.

- 1.6. The Lifeguards Committee may co-opt other persons (with special knowledge who need not be members of the British Canoe Union or a National Association) to serve on the Committee or a sub-Committee for such a period as it may determine. Co-opted members shall not have voting rights.
- 1.7. Each Member of the Lifeguards Committee except co-opted members shall have one vote; voting shall be by a show of hands; in the event of a tie the Chairman of the meeting shall have an additional casting vote.
- 1.8. The Lifeguards Committee may appoint sub-Committees for the length of its own duration (from Annual Consultative Meeting to Annual Consultative Meeting).
- 1.9. The Lifeguards Committee shall meet at least twice a year.
- 1.10. In the absence of the Chairman and Vice-Chairman, the meeting may appoint another Officer as Chairman of that meeting.
- 1.11. A quorum shall consist of four voting Committee Members of whom one must be the Chairman, Vice-Chairman or Secretary.
- 1.12. In the absence of the Secretary, or if the Secretary is Chairman of the meeting, the meeting may appoint another Member to be minuting secretary for that meeting.
- 1.13. The Lifeguards Committee may appoint suitable paid-up British Canoe Union Full Individual Members to fill casual vacancies until the next Annual Consultative Meeting.

## **2. OBJECTIVES OF THE BRITISH CANOE UNION LIFEGUARDS SERVICE**

The objectives of the British Canoe Union Lifeguards Service are to foster and provide or support specialised water rescue services using canoes on both inland and coastal waters; and in particular:

- 2.1. To organise and operate canoe rescue services (under the authority of the British Canoe Union Council);
- 2.2. To develop coastal and inland water-rescue techniques;
- 2.3. To devise and organise the teaching of rescue techniques;
- 2.4. To liaise with all other related rescue services; and
- 2.5. To act as the rescue and a safety co-ordinating agency of the British Canoe Union.

**3. IN RELATION TO THESE OBJECTIVES, THE BRITISH CANOE UNION LIFEGUARDS SERVICE AT NATIONAL AND (ENGLISH) REGIONAL LEVEL –**

- 3.1. Shall set a high standard of canoeing, safety and rescue.
- 3.2. May foster, train and advise groups using canoes within the United Kingdom or overseas in all aspects of safety and rescue pertaining to canoeing.
- 3.3. Shall encourage water safety at all times.
- 3.4. May advise and assist Local Authorities, especially in times of emergency.
- 3.5. Shall provide safety cover on request, wherever and whenever possible;
- 3.6. May organise escorts, as required, for canoe expeditions, long distance swimming events, etc.
- 3.7. Give advice and guidance to leaders of expeditions.
- 3.8. Shall foster technical research and development of rescue canoes and safety and rescue equipment.
- 3.9. Shall formulate, administer and provide training and assessment for canoe lifeguard awards.
- 3.10. Shall organise and conduct Lifeguarding Championships on behalf of the British Canoe Union.
- 3.11. Provide authority for the purchase of official British Canoe Union Lifeguards rescue canoes by qualified persons.

**4. BRITISH CANOE UNION LIFEGUARDS**

4.1. Definition

A BCU Lifeguard Unit is a canoe club or other organisation that has active canoeists among its membership, is a paid-up Affiliated Member of the Union, has a minimum of three members who hold British Canoe Union Lifeguard Awards at a level not below that specified by the Lifeguards Committee, and has registered its name with the Secretary of the Lifeguards Committee as engaged in Canoe Lifeguard activities and has been admitted as such.

4.2. Discipline

A complaint that a member of a Lifeguard Unit has behaved in a manner that is, or is likely to be, prejudicial to the interests of the Lifeguards Service, or to the general interests of canoeing shall be dealt with in

accordance with the Disciplinary Procedures contained in Appendix 1 to these Rules.

- 4.3. Units may also be suspended or withdrawn for misconduct by any of their members who are not individual British Canoe Union members.

## **5. OFFICERS**

- 5.1. There shall be six Officers, nominated and seconded by persons having the right to vote in accordance with 6.1.
- 5.2. The Officers shall be Chairman, Vice-Chairman, Secretary, Treasurer, National Training Officer and Publicity Officer.
- 5.3. The Officers and Individual Representatives shall each serve for a period of two years. The Chairman and Secretary retiring in alternate years.
- 5.4. Retiring Officers may offer themselves for re-election.
- 5.5. The Chairman
  - a. Shall preside whenever possible at all Consultative Meetings and Lifeguard Committee Meetings;
  - b. Shall represent the Lifeguards Committee at meetings of the Access, Coaching and Recreational Management Committee, the Council of the British Canoe Union and other relevant and associated Bodies.
- 5.6. Vice-Chairman
  - a. Shall act as deputy to the Chairman;
  - b. Shall chair all General and Lifeguards Committee Meetings in the absence of the Chairman.
- 5.7. The Secretary
  - a. Shall keep records of all business other than financial matters.
  - b. Shall take minutes of all Consultative Meetings.
  - c. Shall take minutes of all Lifeguards Committee Meetings unless he/she is appointed Chairman of that meeting.
  - d. Shall send out notices and agendas of all Consultative Meetings to the persons referred to in 6.1 at the appropriate times.
  - e. Shall send out notices and agendas of the Lifeguards Committee Meetings to all Members of that Committee.

- f. Shall be responsible for keeping an accurate record of all Lifeguard Units, Lifeguard Awards and other relevant awards.

5.8. The Treasurer

- a. Shall keep accurate records of all financial transactions.
- b. Shall maintain an appropriate bank account in the name of the British Canoe Union Lifeguards Committee, to be operated by at least two signatories appointed by the Committee;
- c. Shall prepare and submit such returns as the Treasurer of the British Canoe Union may require from time to time.
- d. Shall be responsible for maintaining records of stock in hand and stock sold.
- e. Shall prepare and submit for consideration by the Lifeguards Committee such draft budgets as it may instruct him or her to do;
- f. Shall produce a Financial Report to the Annual Consultative Meeting and shall prepare annual accounts as at the British Canoe Union financial year end, and submit them to the appropriate British Canoe Union Officer.

5.9. The National Training Officer

- a. Shall be responsible for maintaining the high standard of safety and rescue work throughout the Lifeguards Service.
- b. Shall be responsible for the introduction and development of new rescue and safety techniques and equipment;
- c. Shall plan an annual training programme, having due consideration for the requirements of all existing and potential Lifeguards.
- d. Shall liaise on training matters with the relevant Committees of the British Canoe Union, Safety Organisations, Local Authorities, Activity Centres, Clubs and Suppliers;
- e. Shall liaise and assist local organisations with planning and staffing of training courses.
- f. Shall be responsible for recommending potential Examiners.
- g. Shall be responsible for submitting for approval by the Lifeguards Committee a budget, in respect of National Training Courses, and for making returns to the Committee and the Treasurer as the case may be in relation to the operation of Courses and monies derived from tests, sales, etc.,

5.10. The Publicity Officer

- 5.10. a. Shall publish Lifeguard Service information, through the appropriate media, to Lifeguard Units and others.
- b. Shall obtain reports from Regional Representatives on their Lifeguard Units' activities.
- c. Shall be responsible for promoting the Lifeguards Service at exhibitions and similar opportunities.

**6. REPRESENTATION, SPEAKING AND VOTING AT GENERAL MEETINGS**

6.1. The following may speak and vote at Consultative Meetings:

- a. The six elected Officers referred to in 1.4.
- b. The Representatives appointed by the National Associations of Wales, Scotland and Northern Ireland;
- c. The Lifeguards Committee Representatives of each English Region elected at the Annual Consultative Meeting of the Region concerned in accordance with the conditions in 1.4.
- d. One Lifeguard Representative of each registered, affiliated Lifeguard Unit.

All Representatives referred to in 6.1.d must be paid-up Full Individual members of the British Canoe Union or voting members of the National Association concerned. The names of the Representatives must be notified to the Lifeguard Committee Secretary at least twenty-eight days before the expected date of the Consultative Meeting.

6.2. Only the Officers and representatives referred to in 6.1. are entitled to vote at the meeting, and each shall have one vote. In the event of a tie the chairman of the meeting shall be entitled to an additional casting vote.

6.3. Except in relation to changes to these Committee Rules, voting shall be by a simple majority vote and by a show of hands, including proxy votes.

6.4. Voting by proxy shall be permitted only as follows:

- a) Proxies may be given only by persons having the right to vote under 6.1.
- b) Prior notice must be given to the Chairman or Secretary of the Lifeguards Committee clearly stating whether the vote is For or Against the relevant Motion, and must bear the name, British Canoe Union or National Association membership number of the

person giving the proxy and the capacity under 6.1 in which the proxy vote is being given;

- c) The person giving the proxy may name the Chairman of the meeting or another specified person attending the meeting as his or her deputy to exercise it, and in the second case shall confirm that the deputy is a paid-up member of the British Canoe Union or voting member of the National Association concerned and state his or her membership number;
- d) The proxy must be in the hands of the Chairman or Secretary of the Lifeguards Committee at least seven days before the date of the meeting.
- e) A proxy vote may not be exercised if the person giving the proxy is present at the meeting.

## **7. ANNUAL CONSULTATIVE MEETINGS**

The Annual Consultative Meeting shall be held each calendar year at or near the time of the Lifeguarding Championships for the purposes of receiving the Annual Report and the Financial Report and accounts, appointing auditors (when appropriate), holding elections for the following year and considering motions.

## **8. SPECIAL CONSULTATIVE MEETINGS**

A Special Consultative Meeting may be convened at any time by the Lifeguards Committee, and shall be convened within two months of the receipt by the Chairman or Secretary of the Lifeguards Committee of a requisition by six persons having the right to vote in accordance with 6.1, stating in the form of a motion signed by two such persons the resolution to be discussed.

## **9. PROCEDURE AT CONSULTATIVE MEETINGS**

- 9.1. Written notice of all Consultative Meetings, together with an agenda, shall be posted to the serving Lifeguard Committee Members, and to the representatives specified in 6.1. at least twenty-one days before the Meeting.
- 9.2. Motions, duly proposed and seconded by persons having the right to vote under 6.1, must be lodged with the Lifeguards Committee Secretary at least twenty-eight days before the expected date of the meeting, and must relate to Lifeguards Service policy or amendments to these Rules.
- 9.3. Motions may also be proposed corporately by the Lifeguards Committee.
- 9.4. Only business on the published agenda may be conducted at a Consultative Meeting.
- 9.5. A quorum shall consist of twelve persons having the right to vote in accordance with 6.1, of who at least two must be Officers.

9.6. A Motion may be amended from the floor in detail but not in substance.

**10. CHANGES OF COMMITTEE RULES**

10.1. The Committee Rules may only be changed by a two-thirds majority vote at a Consultative Meeting.

10.2. Any such changes shall be subject to ratification by the Council of the British Canoe Union.

## **APPENDIX ONE: BRITISH CANOE UNION LIFEGUARDS RULES – DISCIPLINARY PROCEDURES**

1. A complaint that an individual member of the Lifeguards Service has behaved in a manner that is, or is likely to be prejudicial to the interests of the Lifeguards Service, or to the general interests of canoeing, may be lodged by means of a statement of complaint signed as provided below and setting out the facts on which the complaint is grounded.
2. A complaint by an affiliated club or by a specialist committee or by a committee organising an event or training facility shall be signed by two members of the club or organising or specialist committee who are British Canoe Union members, one of whom must be the Chairman or Organiser of the club or committee or event concerned.
3. A complaint by any other person shall be signed by the person concerned and state that persons address.
4. The complaint shall be sent to the Chairman or Secretary of the Lifeguards Committee, who shall take immediate steps to convene the Disciplinary Committee of the Lifeguards Committee within thirty days to consider the complaint, and any rebutting or mitigating statement furnished by the alleged offender.
5. The Disciplinary Committee shall consist of the Chairman or Vice-Chairman of the Lifeguards Committee or some other suitable person appointed by them, and two other Committee Members or suitable persons from the National Associations appointed by the Chairman of the Lifeguards Committee. No person may be a member of the Disciplinary Committee if he or she is a signatory to the complaint or the alleged offender.
6. The Disciplinary Committee shall ensure that a copy of the complaint is or has been handed personally to the individual member to whom it relates, or has been sent by recorded delivery post to the member, together with an invitation to furnish in writing, within twenty-one days, any rebutting facts or mitigating explanation or submission, and a notification of the date when the Disciplinary Committee will meet to consider them. At the same time the member shall be asked whether he or she wishes to be present, in which case he or she may be asked questions, when the complaint is being considered, and informed that if no reply is received within twenty-one days the Disciplinary Committee will consider the complaint in his or her absence on the basis of the facts and statements in their possession. The Disciplinary Committee may invite the complainant to comment on the member's reply, and shall supply a copy of any such comments to the member before the meeting.
7. At the meeting the Disciplinary Committee shall consider the complaint and any statement made in writing or orally by the member to whom the complaint relates. If the member has asked to be present at the meeting he must have been invited to attend. The Disciplinary Committee may question either party, if present, or call upon them to supply additional evidence. If the Disciplinary Committee has not completed its consideration of the complaint within a period of

forty-two days from the date of the meeting referred to in Regulation 4 it shall be taken to have rejected it, but the complainant may in that event address a complaint to the British Canoe Union for consideration under Article 9 of the British Canoe Union Articles of Association.

8. On completing consideration the Disciplinary Committee shall draw up its findings of fact and may decide:
  - a. To reject the complaint;
  - b. To warn or reprimand the individual member concerned.
  - c. To recommend to the British Canoe Union Council that the individual be suspended or precluded from holding a Lifeguard Award;
  - d. To recommend to the British Canoe Union Council that membership of the Lifeguards Service shall be suspended or withdrawn.
  - e. To recommend to the British Canoe Union Council that the member shall be expelled from the Union or that some other specified penalty shall be imposed by the Union.
9. The Disciplinary Committee shall notify the member by recorded delivery post of its findings of fact and of its decision and the grounds for that decision or recommendation, and shall inform him or her of his or her right of appeal under Regulation 11 below, and shall send a copy of the notification to the British Canoe Union Council.
10. In that case of a decision falling under Regulation 9c, d or e, the individual member concerned may appeal to the British Canoe Union Council within ten days of the notification, setting out the grounds for appeal in writing; where an appeal is made the penalty shall be treated as in abeyance pending consideration of the appeal by Council.
11. The British Canoe Union Council shall consider within thirty days of being notified of the complaint the Disciplinary Committee's findings and decision, the members statement of rebuttal or mitigation and the grounds of appeal, and may confirm, cancel, reduce or increase the penalty originally imposed or recommended. Before reaching a decision to increase the penalty imposed by the Disciplinary Committee, the Council shall give the member written notice of its proposed decision and give the member an opportunity within a specified time to make orally any further explanation or defence that he or she desires to submit.
12. The British Canoe Union Council's functions under Regulation 11 may be performed by a standing committee appointed for the purpose under Article 42 of the British Canoe Union Articles of Association.