

BRITISH RAFTING
CONSTITUTION AND COMMITTEE HANDBOOK
17 September 2017



This handbook was first produced by the members of the 2016/17 British Rafting Committee to fill a gap they identified in the hand-over process from one Committee to the next. It aims to provide the incoming Committee members with up-to-date information on the role of the Committee, who does what, and how and when things get done. This current version dated **17 September 2017** was updated by the 2016/17 Committee.

It is by no means definitive, however for it to be of any lasting benefit future Committees will need to take responsibility for adding to or amending the handbook each year.

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1. Name

The organisation shall be known as British Rafting ("the Organisation") and is a national, non-profit organisation for all raft racers in the United Kingdom (UK)

2. Objects and Aims

- 2.1. The objects of the Organisation shall be to promote and encourage the sport of raft racing, associated paddle sport activities and any other activities organised by its members
- 2.2. The organisation is non-profit making and organised on an amateur basis
- 2.3. Organise fair and credible national rafting championships according to International Rafting Federation (IRF) Race Rules
- 2.4. British Rafting shall be the body to select teams to represent Great Britain (GB) for IRF European and World Championships
- 2.5. Promote conservation and environmental protection of river environments
- 2.6. Promote sportsmanship and fair play as well as to encourage friendship between all members of the rafting world
- 2.7. Encourage the development of recreational rafting as a contribution to a healthy lifestyle for all ages
- 2.8. The organisation shall treat all members and seek all members to commit to treating everyone equally regardless of age, gender, gender identity, sexuality, sexual identity, ethnicity, religion, disability or beliefs

3. Affiliation and Governance

- 3.1. British Rafting is a Discipline Committee of British Canoeing and accordingly agrees to abide by their rules and regulations and to work together with other Discipline Committees and affiliates to British Canoeing to strengthen British Canoeing's and British Rafting's objectives
- 3.2. British Rafting is an affiliate of the International Rafting Federation and accordingly agrees to abide by their rules and regulations and to work together with other affiliates to strengthen their and British Rafting's objectives
- 3.3. Where a conflict arises in rules, regulations, policies, the following shall determine which rule(s) prevail:
 - i. Where the conflict pertains to any safeguarding, safety or welfare issue, the rule, regulation or policy of British Canoeing shall prevail
 - ii. Where the conflict pertains to any event / race rules, the rule, regulation or policy of the International Rafting Federation shall prevail
 - iii. Where the conflict pertains to the future endeavours and longevity of British Rafting, the rule, regulation or policy of British Rafting shall prevail

4. Membership

- 4.1. British Rafting is open to any persons who will comply with the rules and policies as determined and amended from time to time by the Management Committee and posted on the British Rafting website
- 4.2. Membership numbers shall not be limited, however, if the Management Committee considers there to be a good reason to impose a limit from time to time, may do so by seeking agreement from the membership at a General Meeting
- 4.3. Membership types are defined as being:

- i. **Full Membership** - fully paid up members of British Canoeing who opt in to membership of British Rafting
 - ii. **Associate Membership** - members of British Rafting who are not members of British Canoeing
 - iii. All membership types are considered to be fully paid up members so long as all subscription fees and/or any other fees owed to British Canoeing or British Rafting are fully paid
 - iv. Both membership types are considered to be members of British Rafting and as such will be granted access to all communications (web, email, post etc)
- 4.4. Each member shall pay a subscription fee to be determined at the Annual General Meeting
- 4.5. A member shall cease to be a member if they give written notice to the British Rafting Secretary of their resignation
- 4.6. A member whose subscription is more than two months in arrears shall be deemed to have resigned
- 4.7. Subject to due process and a right of appeal, the Management Committee reserves the right to withdraw membership for any member who is found to be in breach of the British Canoeing's or British Rafting's rules and/or policies
- 4.8. The Management Committee reserves the right to refuse membership of any person who is believed to have views contrary to British Canoeing's or British Rafting's objects or whom has previously been found in breach of the either organisation's rules and policies
- 4.9. Any member who resigns or whose membership is withdrawn will not be entitled to a refund in whole or in part of their subscription fee

5. The Management Committee

5.1. The following officers shall constitute the Management Committee:

- i. Chair
- ii. Secretary
- iii. Treasurer
- iv. Safety Officer
- v. Welfare Officer
- vi. Equipment Officer
- vii. Communications Officer
- viii. Events Officer

5.2. Election of the Management Committee:

- i. All posts on the Management Committee are subject to annual election
- ii. Any fully paid-up member, who is a minimum of sixteen (16) years of age at the time of the General Meeting, may stand for election to the Management Committee if they give notice in writing, of their willingness to be elected and is nominated by two other fully paid-up members and such notice is delivered to the Secretary prior to the appointed time for the holding of the Election of Officers. The exception to this minimum age is for the roles of Chair, Secretary, Treasurer and Welfare Officer where the minimum age is eighteen (18)
- iii. Nominations will only be taken during the meeting for positions where no nomination has been received in advance
- iv. In the event of a contested position, each candidate will be informed of whom they are nominated against no later than seven days before the meeting (unless nominations were called from the floor during the meeting)
- v. In the event of a contested position, each candidate will be given the opportunity to address the meeting, followed by questions from the floor. A vote will then be taken by secret ballot. Only fully paid-up members can vote. The ballot papers will be counted by three outgoing officers of the Management Committee selected by the Chair. The count can be observed by any candidate or their representative. In the case of a draw, the Chair will make a casting vote. The meeting will be

informed of the result of the election by announcing the name of the successful candidate. The number of votes for each candidate will not be disclosed. The ballot papers can be inspected after the close of the meeting by any candidate or their representative

- vi. Any person may stand for more than one office on the Management Committee but on election to an office they shall become disqualified from standing for any other office unless there is no other volunteer for either of the offices concerned when called for at the Annual General Meeting. The exception is that no single person may hold more than one post of Chair, Secretary or Treasurer simultaneously on the Organisation's Management Committee at any one time
- vii. Any candidate may revoke their own nomination at any point up to and including cessation of the business of Election of Officers. If this results in a Management Committee post then becoming vacant at the meeting, nominations to fill that role can be taken from the floor and must include any member who was originally nominated for the post if they were in contest with the candidate who has revoked their nomination
- viii. All members of the Management Committee appointed at the Annual General Meeting shall hold office until their successors are elected at the next Annual General Meeting
- ix. The minimum posts required for the Management Committee to function are Chair, Secretary and Treasurer. All other posts can remain vacant if there are no candidates nominated or selected into post. The duties of those vacant posts will then fall upon all those posts that have been filled. Any and/or all duties other than those of the Chair, Secretary and Treasurer can be delegated to any organisation member if required but that member will not have any voting rights on the Management Committee
- x. If no members are nominated, either in advance or at the meeting, for the posts of Chair, Secretary and Treasurer, the current Management Committee will remain in post and a new General Meeting will be called when nominations to the three minimum posts can be achieved. This is subject to compliance with Sections 5 and 6 of the Constitution
- xi. All positions on the Management Committee are honorary

6. General meetings

- 6.1. British Rafting shall in each year hold a general meeting at its Annual General Meeting and shall specify the meeting as such in the notices calling it
- 6.2. Not more than 15 months shall elapse between the date of one Annual General Meeting and that of the next
- 6.3. The Annual General Meeting shall be held at such a time and place as the Management Committee shall appoint
- 6.4. All general meetings other than the Annual General Meeting shall be called Special General Meetings
- 6.5. A Special General Meeting shall be convened by the Secretary either on the instructions of the Management Committee or upon the request of not less than 10 fully paid-up members

7. Notice of General Meetings

- 7.1. General Meetings shall be called by the posting of the notice calling such a meeting on the British Rafting website at least 21 days before the date of the meeting
- 7.2. The notice shall be exclusive of the day on which it is served or deemed to be served and on the day for which it is given, and shall specify the place, the day, the hour of the meeting and, in the case of special business, the general nature of that business

8. Proceedings at General Meetings

- 8.1. All business shall be deemed special that is transacted at a Special General Meeting

- 8.2. All business shall be deemed special that is transacted at an Annual General Meeting, with the exception of the consideration of the accounts, balance sheets and reports of the Chair, Secretary, and Treasurer, the determination of the subscriptions, the election of the Management Committee and the appointment of, and fixing of the remuneration of, the Auditors
- 8.3. The Chair shall at their discretion, and with the consent of a simple majority of members present and voting, have the power to accept any resolution put to the meeting of which insufficient notice has been given, unless the motion shall involve any alteration to this constitution
- 8.4. Quorum for every General Meeting shall be ten fully paid-up members present in person
- 8.5. No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business
- 8.6. The Chair of the Management Committee shall preside as Chair at every General Meeting of the Organisation, or if there is no such Chair, or if they shall not be present within five minutes after the time appointed of the holding of the Meeting or is unwilling to act, the Management Committee present shall elect one of their members to be the Chair of the Meeting or if no such member of the Management Committee is present or willing to act the members present shall choose one of their number to be Chair of the Meeting
- 8.7. A resolution shall be treated as being passed if it is approved by the simple majority of members being entitled to vote
- 8.8. Only fully paid-up members shall be entitled to vote at any General Meeting
- 8.9. In the case of equality of votes, the Chair of the Meeting shall be entitled to a casting or second vote
- 8.10. The business at the Annual General Meeting shall include:
 - i. Receiving of reports from the Chair, Secretary and Treasurer
 - ii. Approval of the accounts
 - iii. Appointment and remuneration (if applicable) of Auditors
 - iv. Determining of the level of annual subscription to the Organisation
 - v. Election of the Management Committee
- 8.11. Any member entitled to attend and vote at a meeting of the Organisation is entitled to appoint another member as their proxy to attend and vote instead of them. The instrument of proxy must be in writing and must be delivered to the Chair of the meeting immediately prior to the commencement of the meeting

9. Functions and Duties of the Management Committee

- 9.1. The Management Committee shall direct and manage the affairs of the Organisation
- 9.2. The Management Committee shall be deemed to have delegated to them all necessary authority for the purpose set out in Section 2 of this constitution
- 9.3. The quorum for the Management Committee shall be five officers present. At least one of these five must be any of the Chair, Secretary or Treasurer
- 9.4. The Management Committee may appoint sub-committees for general and specific purposes as it shall see fit and delegate to them such authority as it considers necessary, limited only by the constraints of this Constitution
- 9.5. The Management Committee shall have the power to co-opt any member on to the Management Committee or any sub-committee as required. Such co-opted members shall hold office for such time as the Management Committee shall determine but, in any event, shall retire at each Annual General Meeting of the Organisation
- 9.6. Co-opted members are not permitted a vote on the Management Committee
- 9.7. If an office becomes vacant during the year, the Management Committee may convene a Special General Meeting in order to fill the vacant position. The provisions of the Constitution applicable to the

appointment of officers at an Annual General Meeting shall also be applicable to the appointment of such officers at any Special General Meeting. Members elected at a Special General Meeting will be allowed to vote at subsequent meetings of the Management Committee. Such members shall hold office until the next Annual General Meeting

- 9.8. In the case of an equality of votes, the Chair shall have a second casting vote
- 9.9. If the Chair is not present within five minutes after the time appointed for holding the meeting, the officers of the Management Committee present may choose one of their number to be Chair of the meeting
- 9.10. Where appropriate, Management Committee Officers should already hold or seek to hold relevant experience or qualifications for the role
- 9.11. An officer of the Management Committee or a sub-committee shall cease to be an officer of such committee:
 - i. Upon giving the Secretary written notice of their intention to resign;
 - ii. Upon failing to attend three consecutive meetings of the Management Committee or sub-committee without giving reason approved by the Management Committee;
 - iii. Upon the passing of a resolution at a General Meeting terminating their membership of the Management Committee or of the Organisation
- 9.12. Notice of Management Committee meetings or any sub-committee meetings shall be posted on the Organisation website at least seven days before the meeting
- 9.13. Copies of the minutes of the Management Committee meetings and sub-committee meetings shall be available on the Organisation website for members to examine

10. Finance

- 10.1. All monies received by or on behalf of the organisation shall be devoted to the objects and aims of the Organisation
- 10.2. The financial year of the organisation shall end on 31st March in each year or such other date as shall be approved at any General Meeting
- 10.3. Pursuant to 10.5, authority to enact financial transactions on behalf of the organisation is delegated to the Treasurer
- 10.4. The Treasurer shall be responsible for receiving, issuing receipts and safe keeping of all monies on behalf of the organisation
- 10.5. Where any single outgoing transaction is equal to or more than the value of £250.00, two authorisations are required. One of these authorisers must be the Treasurer and the second is to be an officer of the Management Committee, usually the Chair or Secretary although the Management Committee may select other signatories as appropriate
- 10.6. Large items of capital expenditure (e.g. new rafts, infrastructure) other than those relating to the replacement of existing equipment as and when it becomes necessary, must be approved as special business at a General Meeting
- 10.7. Expenditure on medium priced items must be approved by the Management Committee
- 10.8. Expenses for the day-to-day running of the organisation (e.g. general administration, event organisation) should be made at the discretion of the appropriate Management Committee Officer or duly authorised Event organiser, who should pass an invoice or receipt to the Treasurer before payment is made
- 10.9. The Treasurer shall keep proper accounts of all monies received and paid by them on behalf of the organisation
- 10.10. As soon as practicable, after the end of each financial year the accounts of that financial year shall be prepared by the Treasurer and submitted for audit by the Auditors of the Organisation within one calendar month

- 10.11. The Auditors shall audit such accounts and report thereon to the Annual General Meeting. Copies of the accounts as so audited shall be available for inspection at the Annual General Meeting
- 10.12. The Treasurer may with the authority of the Management Committee invest in the name of the organisation any monies held in account. For the avoidance of doubt, any surplus made by the organisation cannot be distributed to members or third parties but must either be reinvested back into the organisation or donated to registered charity(s)

11. Liability

- 11.1. The Management Committee shall manage the affairs of British Rafting. Financial or legal liability incurred in the rightful exercise of their office shall not, however, be the personal liability of the Management Committee, but shall be the responsibility of the organisation as a whole and officers of the Management Committee shall be entitled to an indemnity out of the assets of British Rafting for all expenses and liabilities properly incurred by them in the management of the affairs of the organisation
- 11.2. All members or other persons who attend British Rafting events or meetings do so at their own risk, and neither the organisation nor its officers can accept any liability for any loss or injury of any kind sustained at or during transport to/from those events or meetings

12. Alteration of Rules

This constitution shall not be altered, amended or rescinded except by a General Meeting of the organisation

13. Dissolution

- 13.1. A resolution to dissolve the organisation shall only be proposed at a Special General Meeting and shall only be carried by the majority of at least three-quarters of members present
- 13.2. The dissolution shall take effect from the date of the resolution and members of the Management Committee shall be responsible for winding-up of the assets and liabilities of the organisation
- 13.3. Any property remaining after the discharge of the debts and liabilities of the organisation shall be given to an association with a like purpose or to a charity or charities nominated by the last Management Committee

The Management Committee ('the Committee') exists to direct and manage the affairs of the organisation. It is delegated all the necessary authority to ensure that the organisation promotes and encourages the sport of raft racing and associated activities and any other activities arranged by organisation members.

1. Committee meetings

Frequency: Held between monthly and 6 weekly depending on issues arising.

Attendance: Officers of the Management Committee should attend all meetings unless apologies for absence are tendered in advance. Non-attendance at three consecutive meetings, without apologies for absence, may result in the Officer being asked to resign from their post. A quorum for any meeting is five officers, which must include at least one of the Chair, Secretary or Treasurer.

Organisation members may attend meetings as spectators; they have no right to speak unless specifically invited to by the Management Committee.

Managing the meeting: Agendas should be distributed in advance on meetings in order for review and/or research to be conducted. Minutes of all Committee meetings should be published on the organisation website.

Co-opting members to the Committee: The Committee doesn't need to do all the work itself, it can co-opt members or form sub-groups to carry out specific tasks as required.

2. Annual General Meetings

Timing: The AGM should be held in September to allow the Treasurer time to complete the year end accounts and forward to the auditors. The auditors normally require between 2 - 3 weeks to prepare their report.

Notification of the AGM: The members must be advised of the date, time and place of the AGM, via the organisation website and newsletter/email communication, at least 21 days before the meeting. The notice should also indicate the procedure to be employed for the election of officers and explain how members can get an issue discussed at the meeting.

The agenda: The agenda should follow a standard format as detailed below:

- i. Apologies for Absence
- ii. Reading and Approval of the previous year's minutes of the AGM
- iii. Matters arising from the previous year's minutes
- iv. Reports from Committee members
- v. Auditors Report and Approval of Accounts
- vi. Review of the membership fee for British Rafting
- vii. Motions for consideration by the members
- viii. Election of Officers
- ix. Any Other Business

Voting at the meeting: Voting for resolutions other than the Election of Officers are, at the Chair's discretion, approved by a simple show of hands, or secret ballot.

Proxy voting: The instrument of Proxy may be used by any full paid-up member. Proxy can only be accepted if the Chair is notified in writing, by email or post, before the meeting commences. The member giving their Proxy accepts that their Proxy will vote in the meeting according to their own conscience. The Proxy nominator has no right to instruct their Proxy to vote a certain way on any item - they are simply giving their opportunity to vote to their Proxy.

Handover: The outgoing Chair and Secretary should remain in post until the end of the AGM to retain continuity at the meeting. The outgoing Secretary is responsible for writing up the minutes of the meeting which should then be passed to the incoming Secretary for publication.

The outgoing Chair, Secretary and Treasurer (as a minimum) should make themselves available to their incoming replacements to ensure there is a smooth handover to the incoming Committee. These roles do not have any voting rights on the incoming Management Committee but should assist for as long as is reasonable.

3. Special General Meetings

Frequency: An SGM can be convened at any time by the Committee or upon the written request of 10 fully paid up members.

Notification: As for the AGM, 21 days minimum. The notice must include the reason for the meeting being called.

MANAGEMENT COMMITTEE RESPONSIBILITIES

Generic responsibilities of all committee officers:

- To attend Committee meetings as convened
- To participate in all Committee matters as delegated to the Committee by members at an AGM or SGM
- Encourage all members to take an active interest in the Organisation
- Represent the views and opinions of members at Committee meetings

SPECIFIC JOB DESCRIPTIONS

CHAIR

Broad outline of the post: To coordinate the business and general activities of the organisation and provide a forum for debate and discussion for all members

Specific tasks/responsibilities:

- To be available for all members and the Management Committee
- To listen, discuss and act upon, as necessary, any ideas, concerns and criticism voiced by members
- To be unbiased, impartial and ensure that all members' views are adequately represented
- To be conversant with the constitution and procedure for running organisation meetings
- To chair meetings and ensure they are succinct, effective and that actions are assigned as necessary
- To ensure the Management Committee remains focused on the needs and requirements of the organisation
- To provide leadership to the Management Committee and support for officers in their specific jobs
- Represent the organisation at local, regional and national events as required
- To further the IRF cause of inclusion as an Olympic discipline
- Generic responsibilities as a member of the Management Committee

Approximate time commitment:

Approximately 6-8 hours per month

SECRETARY

Broad outline of the post: To provide a link between members, the Committee and external bodies (such as, other organisations and prospective new members). To provide administrative support to the Committee

Specific tasks/responsibilities

- To prepare and circulate agendas and minutes of all organisation meetings
- To provide administrative support for the Management Committee
- To ensure that meetings are publicised and minutes are published on the website
- To be unbiased, impartial and ensure that all members' views are adequately represented
- To update/issue membership forms, collect membership fees and update membership records
- To produce regularly updated membership lists for use by fellow Management Committee members
- To produce statistics on membership for the AGM
- To coordinate and organise the Annual General Meeting
- Generic responsibilities as a member of the Management Committee

Approximate time commitment.

Approximately 2-3 hours per month

TREASURER

Broad outline of the post: To maintain accurate financial records and safeguard organisation funds

Specific tasks/responsibilities:

- To keep up-to-date records of all financial transactions
- To collect all money due to the Organisation from respective sources and issuing receipts
- To ensure that all cash and cheques are promptly deposited into the organisation account
- To report regularly to the Management Committee on the organisation's financial position
- To ensure planning or budgeting for the future is carried out in accordance with the wishes of the members
- To advise the Management Committee on the financial implications of any decisions/recommendations
- To be unbiased, impartial and ensure that all members' views are adequately represented
- To prepare a year-end statement of accounts to present to the Auditors
- To liaise with the auditors to ensure their report is prepared in time for the AGM
- To present an end-of -year financial report to the AGM
- To provide support and advice for members who are collecting or spending money on behalf of the organisation e.g. Events Officer
- To oversee online secure payment systems such as PayPal and online secure booking systems
- Generic responsibilities as a member of the Management Committee

Approximate time commitment:

4-8 hours per month book keeping and dealing with funds

Potentially up to 2 hours preparing for each Committee meeting - dependent on any requirements.

20 hours per year to prepare the accounts.

SAFETY OFFICER

Broad outline of the post: To have overall responsibility for ensuring that the organisation's Safety and Liability policy is adhered too

Specific tasks/responsibilities:

- To review the safety plans for organisation events and meetings
- To maintain an accident book, to include details of equipment failures in liaison with the Equipment Officer
- Overall responsibility for the organisation's safety protocols
- To recommend amendments to the organisation's Safety and Liability policy and disaster plan(s)
- To be unbiased, impartial and ensure that all members' views are adequately represented
- To manage the British Rafting Emergency Contacts list
- To organise and chair an annual safety and lessons learnt meeting for the organisation
- To agree specific safety precautions for a non-swimmer as required
- Log and bring to committee Incident Reports for review
- Responsible for ensuring that organisation events have a Safety Plan, Disaster Plan and an appropriate Safety Director - however, they do NOT need to be the Safety Director nor write the plans themselves
- Generic responsibilities as a member of the Management Committee

Approximate time commitment:

2-3 hours per month

WELFARE OFFICER

Broad outline of the post: To have overall responsibility for ensuring that the organisation's Welfare Policies are adhered too

Specific tasks/responsibilities:

- To review the Safeguarding, Anti-Bullying and Equality policies annually and propose amendments or adoption accordingly
- To be unbiased, impartial and ensure that all members' views are adequately represented
- To contribute to event plans to ensure there are appropriate activities, policies or protocols in place
- To ensure there is an appropriate Safeguarding Officer at all events
- To act as the focal point for all members on any safeguarding issues
- To hold a Disclosure Barring Service (DBS) Enhanced check
- To commit to attending the British Canoeing "Time to Listen" Workshop
- To commit to attending the Sports Coach UK Safeguarding and Protecting Children workshop or an equivalent training programme
- Generic responsibilities as a member of the Management Committee

Approximate time commitment:

2-3 hours per month

EQUIPMENT OFFICER

Broad outline of post: To manage British Rafting equipment

Specific tasks and responsibilities:

- To report to the Management Committee advising on the state of equipment, including damage and loss
- To organise equipment audits including thorough annual check with regular checks of condition of items
- To supervise or undertake all necessary repairs to equipment as required
- To be unbiased, impartial and ensure that all members' views are adequately represented
- To make recommendations for replacement / updating purchases as required and organise SGM if necessary to discuss significant purchases
- To arrange for the purchase of new / replacement equipment, as agreed by AGM / SGM / or Management Committee
- To purchase and ensure the availability of spare items, e.g. raft patches, paddles, slalom poles, radios etc
- To ensure the consistent implementation of equipment hire rules/guidance
- To produce annual report summarising equipment use over the year, to be presented at AGM and SGM
- Generic responsibility as member of the Management Committee

Approximate time commitment:

1-2 hours per month

Maintenance/inspection: 2 days per year

COMMUNICATIONS OFFICER

Broad outline of the post: To coordinate communications with members and respond on behalf of the organisation to any media enquiries

Specific tasks/responsibilities:

- To oversee British Rafting's social media and where appropriate plan and manage social media content
- To ensure that activities are effectively communicated to target audiences, within and outside of the organisation.
- To be unbiased, impartial and ensure that all members' views are adequately represented
- To ensure that the British Rafting website is kept up to date with current and pertinent information
- To oversee e-communications to members
- To ensure the website maintains an up-to-date list of useful links with other rafting related websites
- To respond to media enquiries, or to pass such enquiries to another Management Committee member or specified Committee member if they are better able to respond on behalf of British Rafting
- Generic responsibilities as a member of the Management Committee

Approximate time commitment:

4-5 hours a month

EVENTS OFFICER

Broad outline of the post: To ensure that Raft Races take place across the year and throughout the calendar

Specific tasks/responsibilities

- To plan the British Rafting Events Calendar and submit to British Canoeing by 01 September each year
- To coordinate volunteers for assisting in the planning and running of events
- To ensure there is an Event Director and volunteers as required for each event
- To be unbiased, impartial and ensure that all members' views are adequately represented
- To coordinate with external bodies to promote British Rafting events
- Generic or specific responsibilities as a member of the Management Committee

Approximate time commitment:

10-12 hours per month

ADDITIONAL JOBS:

Broad outline of the post: Further to specific roles, these are tasks/roles to be shared amongst Committee members

Specific tasks/responsibilities

- To ensure the National Selection Policy is reviewed, consulted on and published in acceptable time each year
- To ensure that the British Rafting website is kept up to date with current and pertinent information
- To promote conservation and environmental protection of river environments
- To ensure the website is registered and that all necessary payments are made to the Domain Host and Internet Service Provider to enable full site functionality
- To ensure that all members are communicated with on a regular basis through the website, social media and any email/newsletters as the Management Committee sees fit

Approximate time commitment:

1-2 hours per month

1. SELECTION EVENT

- 1.1. British Rafting will organise a National Selection Event annually
- 1.2. The National Selection Event will determine the team(s) to represent Great Britain at the International Rafting Federation (IRF) European and World Championships for the next race year
- 1.3. The National Selection Event will be run in R4 (four person) or R6 (six person) format according to the year that the IRF Championships will be run
- 1.4. The Selection Event will be run in accordance with all adopted British Rafting safety, security and welfare policies
- 1.5. An independent Judge shall be asked to attend as Head Judge of the National Selection Event
- 1.6. The Event / Race Director will report direct to the International Selection Panel

2. SELECTION POLICY

- 2.1. A British Rafting National Selection Policy will be produced annually and will specify how the Selection Event for that year will be run
- 2.2. The Selection Policy must set out:
 - a) Where and when the event will be run
 - b) Race format
 - c) Category restrictions (age, gender)
 - d) Race Rules (adherence to IRF Race Rules and any amendments to)
 - e) Criteria for a Team's previous or future performance (as appropriate) that may be considered
 - f) Who the International Selection Panel are
 - g) Criteria for Appeals including path for Appeal to the British Canoeing Head of Governance
- 2.3. The Draft British Rafting National Selection Policy must be reviewed by British Canoeing relevant legal or governance department(s) as appropriate
- 2.4. The Draft British Rafting National Selection Policy must be published for consultation with the British Rafting membership for no less than 21 days; ensuring that the finish date of consultation is no less than 31 days prior to the National Selection Event to which it pertains
- 2.5. The Final Agreed British Rafting National Selection Policy must be published no less than 21 days prior to the National Selection Event to which it pertains

3. INTERNATIONAL SELECTION PANEL

- 3.1. An independent International Selection Panel, appointed by the Management Committee, will be convened each year to oversee the Selection Policy, the National Selection Event Outcomes and the eventual Selection Decisions
- 3.2. The International Selection Panel will determine which teams and in which age/gender categories they will represent Great Britain at the IRF European and World Championships
- 3.3. One member of the incumbent British Rafting Management Committee will be an Official Observer to the International Selection Panel but has no voting rights
- 3.4. An additional member of the incumbent British Rafting Management Committee may support the International Selection Panel in the role of Secretariat and will not have voting rights
- 3.5. The suggested number of International Selection Panel members is four (4)
- 3.6. Members of the International Selection Panel should come from a broad range of experience in the paddle sports disciplines with focus on rafting interaction and experience
- 3.7. The International Selection Panel will meet:
 - a) During the National Selection Policy consultation period in order to provide input to the policy

- b) Prior to the National Selection Event to confirm with the Event and/or Race Director the timings of publications of the race outcomes
- c) During the National Selection Event to be updated on race outcomes. This may be a formal email or other channel communication as agreed prior to the commencement of the selection event
- d) Within 24 hours of the cessation of the National Selection Event to review the race outcomes, review the national selection criteria and to confirm selection teams

4. SELECTION OUTCOMES

- 4.1. Unless the International Selection Panel meet at the end of the race event of the National Selection Event, the selection outcomes will not be published at the National Selection Event
- 4.2. The outcomes of the National Selection Event may be published and/or celebrated as part of the event. However, the selection of teams to represent Great Britain at the IRF European and World Championships will only be published after the formal meeting and agreement of the International Selection Panel
- 4.3. Within 36 hours of the cessation of the National Selection Event the International Selection Panel Secretariat or British Rafting Management Committee Official Observer will notify the full British Rafting Management Committee of the selection outcomes
- 4.4. Within a period of 60 hours of the cessation of the National Selection Event, the British Rafting Management Committee on behalf of the International Selection Panel will notify each team of the outcome of their performance and the selection decision of the International Selection Panel
- 4.5. The British Rafting Management Committee reserves the right to publish or withhold from publication the results of the selection decisions as appropriate. If publication is agreed, publication of selection decisions should aim to be published within 72 hours of the cessation of the National Selection Event
- 4.6. Upon being selected, teams must sign the British Rafting Athlete Agreement. Any team refusing to sign the Athlete Agreement will have their selection revoked

5. SELECTION APPEALS

- 5.1. British Rafting adopts the British Canoeing Appeals Policy and processes as published on the British Canoeing website
- 5.2. Any clarifications on the policy (role titles etc) will be included in the National Selection Policy

6. AMENDMENTS TO POLICY

- 6.1. This Selections Management Policy can only be amended by a three-quarters majority decision by the incumbent Management Committee

SAFETY AND LIABILITY POLICY

1. RISK ASSESSMENTS

- 1.1. The Management Committee set out Risk Assessments as deemed appropriate for activities that the organisation undertakes. These Risk Assessments will be reviewed annually and published on the website
- 1.2. All members should act in accordance with this Safety and Liability Policy and associated Risk Assessments. Failure to do so should be treated as a breach of British Rafting policies and acted upon accordingly by the Management Committee
- 1.3. The current (as at 17 September 2017) Risk Assessments are:
 - British Rafting Risk Assessment (September 2017)

2. SAFETY OFFICER

- 2.1. British Rafting will use its best endeavours to ensure that the Safety Officer is appropriately trained and qualified

3. EQUIPMENT

- 3.1. The Equipment Officer will carry out, or delegate, annual safety checks on all British Rafting equipment and ensure that necessary repairs are carried out before the equipment is available for use again
- 3.2. In addition, the organisation will endeavour to ensure that all equipment used at British Rafting events is fit for its purpose and is checked accordingly by the Event Organiser or their delegate(s)
- 3.3. Equipment borrowed by members for use other than at British Rafting events will be at their own risk, unless otherwise specified by British Rafting

4. EVENT ORGANISATION

- 4.1. British Rafting organised events must have the following in place (where these are roles, some may be performed by a single person or multiple people at the discretion of the Event Officer):
 - a) Event Director
 - b) Safety Director
 - c) Welfare Liaison
 - d) Event Plan - including but not limited to schedule, event/race format, organiser and volunteer contacts, venue plan(s), risk assessments relevant to the event; and setting objectives for the event e.g. participation numbers for the event to run
 - e) Disaster Plan - including serious incident management protocols and evacuation procedures
- 4.2. British Rafting events will be advertised across all communications channels and will include:
 - a) Location, venue and river(s) to be used, including grade
 - b) Level of paddling ability required
 - c) Cost of attendance for teams and/or individuals, and how to enter
 - d) Outcomes of the event (medals, prizes, selection places etc)
 - e) As the event date approaches or at the initial team/safety brief, the Event Director, Safety Director and Welfare Liaison must be introduced
- 4.3. British Rafting believes that training in safety awareness and practice is essential for volunteers assisting at British Rafting organised events. All bank based or role based volunteers should therefore have the necessary skills appropriate to the task they have been assigned. Including but not limited to:
 - a) Safety aspects of personal equipment
 - b) Rescue skills
 - c) First aid skills
 - d) Securing boats and general boat handling
 - e) Incident management

5. DISASTER PLAN

- 5.1. All British Rafting organised events will include a Disaster Plan within the Event plan - the Event Director is responsible for ensuring this is agreed in advance by all relevant stakeholders
- 5.2. The Disaster Plan will name the Management Committee representative who, in the event of a serious accident occurring, will organise an agreed statement of events, deal with the media, British Canoeing, the International Rafting Federation and any other relevant bodies

6. RESPONSIBILITY OF MEMBERS ATTENDING EVENTS

- 6.1. During, and in the lead up to or follow on from, any British Rafting, British Canoeing or International Rafting Federation organised event or meeting, members and their supporters or guests must abide by all associated policies on safety and welfare
- 6.2. During, and in the lead up to or follow on from, any British Rafting, British Canoeing or International Rafting Federation organised event or meeting, members and their supporters or guests must abide by any local safety/rescue policies/protocols

7. OVERSEAS EVENTS

- 7.1. Members attending overseas events or meetings should be aware that in the event of an accident, criminal proceedings may be brought under English law or local law. All participants should ensure that they have:
 - a) Personal insurance (extended to cover rafting activities at the appropriate level)
 - b) Emergency contact numbers
 - c) Additional insurance to cover loss or damage to any organisation equipment they are transporting with them
- 7.2. Any member attending an event overseas as a representative crew of British Rafting **must** be a fully paid up member of British Canoeing

8. LIABILITY

Pursuant to the British Rafting Constitution:

- 8.1. The Management Committee shall manage the affairs of British Rafting. Financial or legal liability incurred in the rightful exercise of their office shall not, however, be the personal liability of the Management Committee, but shall be the responsibility of the organisation as a whole and officers of the Management Committee shall be entitled to an indemnity out of the assets of British Rafting for all expenses and liabilities properly incurred by them in the management of the affairs of the organisation
- 8.2. All members or other persons who attend British Rafting events or meetings do so at their own risk, and neither the organisation nor its officers can accept any liability for any loss or injury of any kind sustained at or during transport to/from those events or meetings

9. AMENDMENTS TO POLICY

- 9.1. This Safety & Liability Policy can only be amended by a two-thirds majority decision by the incumbent Management Committee

FINANCE POLICY

1. FINANCE PRINCIPLES

- 1.1. British Rafting shall operate as a not-for-profit organisation
- 1.2. All funds received by British Rafting shall be invested on genuine expenses relevant to the Objects and Aims as set out in the British Rafting Constitution (Section 2)
- 1.3. An operating cash reserve shall be agreed by the incumbent Management Committee at the first meeting following the AGM. This cash reserve should be in place at all times with minor fluctuations permitted where income and expenditure require it. The recommended operating cash reserve is currently the cost price of two (2) new R6 Race Rafts
- 1.4. Annual reports shall be presented by the Treasurer to the AGM for review, and published to the website upon approval by the AGM
- 1.5. The Treasurer shall report on the financial status of the organisation at all Management Committee meetings

2. EXPENDITURE APPROVALS

- 2.1. The Treasurer must agree all expenditure in advance
- 2.2. The Treasurer may delegate expenditure to other Management Committee members or Event Directors as required or appropriate
- 2.3. Shortly after the AGM, the incumbent Management Committee shall nominate up to two secondary signatories. These will normally be either the Chair or Secretary but can be any Management Committee member
- 2.4. Where an expense is equal in value or greater than £250.00 GBP, a second authorisation is required by one of the two nominated secondary signatories
- 2.5. Where Management Committee members or organisation members incur expenses on behalf of British Rafting, these should be claimed back by completing an Expense Claim form and submitting it along with receipts to the Treasurer for review and consideration for approval

3. TRANSACTION PRINCIPLES

- 3.1. Where practical, British Rafting prefers to handle transactions online via bank transfer, PayPal or other online payment transactional method as approved by the Treasurer from time to time
- 3.2. A Risk Assessment shall be in place to cover all cash and non-cash transactions involving British Rafting

4. LIABILITY

- 4.1. The liability of British Rafting Management Committee members or their representatives shall be limited to the stipulations as set out in the British Rafting Constitution (Section 11)

5. AMENDMENTS TO POLICY

- 5.1. This Finance Policy can only be amended by a three-quarters majority decision by the incumbent Management Committee

COMMUNICATIONS POLICY

1. REMIT OF COMMUNICATIONS POLICY

This policy shall cover all external communications from British Rafting and provide guidance for internal communications (between Management Committee members)

2. INTERNAL COMMUNICATIONS

- 2.1. All decisions or agreements must be documented in minutes of meetings regardless of whether the decision or agreement was made outside of an actual meeting
- 2.2. Due to the regional diversity of the Management Committee, email to the full Committee is the preferred method of Communication when engaging with other Committee members
- 2.3. Where practical, communications regarding British Rafting business may be conducted via face-to-face meetings, teleconference, Skype (or other online conference method). Where any discussions are held or decisions made, these shall be documented in a follow up email and/or minutes of the meeting.
- 2.4. For audit, accountability and transparency, all Management Committee members must use British Rafting email accounts to conduct any business for or on behalf of British Rafting. No personal email addresses should be used

3. COMMUNICATION TO MEMBERS

- 3.1. British Rafting will communicate to its members via regular email communication (where opted-in by individual members), via the website, and social media channels as determined appropriate
- 3.2. British Rafting will seek to keep its members informed and updated on British Rafting and its affiliated organisations events and any consultations deemed appropriate for the rafting community

4. EXTERNAL COMMUNICATION

- 4.1. All communications from Management Committee members or their delegates to stakeholders, media, members of the public or any other person or body not already a member of British Rafting must follow the following guidelines:
 - a) Clear, concise, and factual
 - b) Represent the views of British Rafting as an organisation
 - c) Not the opinion or representation of any individual person
 - d) Not seek to promote or otherwise engage British Rafting in any transactional activity that has not already been agreed by the Management Committee

5. COMMUNICATION FROM / BY TEAMS ASSOCIATED TO BRITISH RAFTING

- 5.1. When teams are selected at a National Selection Event, they are selected to represent Great Britain; they are not selected to be a British Rafting Team. As such, they must not portray themselves in any communications, marketing, advertising or products to be or to represent the views of British Rafting
- 5.2. The same applies to teams who are associated to British Rafting but have not been selected

6. SOCIAL MEDIA AND WEBSITE

- 6.1. British Rafting shall maintain a public website and social media profiles as determined to meet requirements to communicate with organisation members, members of the public and stakeholders
- 6.2. Content on each of these channels should be fresh and updated regularly
- 6.3. No communication via these channels should promote any product or provider that is not directly engaged or otherwise related to British Rafting

7. ASSOCIATION

- 7.1. British Rafting shall remain an independent body not aligned to any particular political party
- 7.2. Where it is for the betterment of British Rafting's Objects and Aims as set out in the Constitution (Section 2), the Management Committee may seek to follow, engage or otherwise promote rafting or community promotions e.g. International Day of Actions for Rivers, International Women's Day, Black History Month, GLBTQ Pride Month etc

8. AMENDMENTS TO POLICY

This Communications Policy can only be amended by a two-thirds majority decision by the incumbent Management Committee

EQUIPMENT USAGE POLICY

1. Only the Equipment Officer, or their nominated deputy(s), may issue equipment
2. All equipment hire or loan must be accompanied by an Equipment Hire form signed by the person(s) responsible for the upkeep and storage of the equipment
3. Equipment can only be issued to:
 - a) Fully paid up members; or
 - b) A nominated team recognised by British Rafting; or
 - c) A nominated club or paddle sports organisation recognised by British Rafting
4. Any loss or damage to British Rafting Equipment must be notified to the Equipment Officer as soon as practical after the loss/damage is known
5. Repairs to British Rafting equipment must only be carried out once approved by the Equipment Officer or their deputy(s)
6. Equipment hirers will be liable for any damage or loss which the Management Committee considers has been caused by negligence on the part of the equipment hirer
7. All equipment hirers must make available and make best endeavours to get their hired/loaned equipment to British Rafting events if it is required by the Event Officer or their deputy(s)
8. Any member who fails to comply with the Equipment Hire Rules will be reported to the Management Committee and may be banned from hiring or the loan of equipment in the future
9. Equipment hired by British Rafting is not a statement of competence, any activities undertaken using the raft is at the risk of the hirer. Although British Rafting endeavour to ensure all equipment is hired in a full working and safe condition the hirer should carry out safety checks before each use
10. This Communications Policy can only be amended by a two-thirds majority decision by the incumbent Management Committee

1. REMIT OF ESCALATION AND SANCTIONS POLICY

This policy shall be enacted where any actions or behaviours by individuals, teams or non-members are reported to be in breach of the British Rafting Constitution and/or any/all British Rafting Policies whether internal or adopted from British Canoeing or the International Rafting Federation

2. ESCALATION AND SANCTIONS

- 2.1. Any person who believes they have been treated in a way that they consider to be in breach of the British Rafting Constitution or any associated Policies, by a member of the organisation, or the organisation itself, should discuss it with a committee member, who will notify the Chair of the committee, or another committee member if appropriate.
- 2.2. Any person witnessing such breach or breaches can also discuss with a committee member.
- 2.3. The Chair will ensure the matter is investigated; either in person, or by appointing another committee member to do so.
- 2.4. The investigation will be conducted impartially, confidentially, and without avoidable delay.
- 2.5. Any person against whom a breach has been lodged will be informed of what is alleged and given the opportunity to present their side of the matter.
- 2.6. The outcome of the investigation will be notified to the parties.
- 2.7. If the investigation reveals unacceptable behaviour on the part of the party in question the committee may impose sanctions on that person.
- 2.8. If concerns relate to a committee member; they shall not be included in the investigation or decision making regarding sanctions.
- 2.9. Sanctions may range from a written notice concerning future conduct up to and including temporary or permanent expulsion from British Rafting.
- 2.10. In deciding what sanction is appropriate in a particular case the Committee will consider the severity of the matter and take account of any mitigating or material circumstances.
- 2.11. Any documents relating to the investigation and discussion, will be filed by the Committee but not published on the Organisation website. The fact that an investigation was concluded and its outcome will be minuted in the appropriate Committee minutes. The names of all members involved will be redacted from all published minutes.

3. AMENDMENTS TO POLICY

- 3.1. This Escalation and Sanctions Policy can only be amended by a three-quarters majority decision by the incumbent Management Committee

1. British Canoeing insurance

What it covers: Third Party Insurance (Public Liability Insurance) for British Rafting and all fully paid-up members

What it does not cover: personal accident or raft insurance.

Payment details: The annual charge is calculated on a set affiliation fee plus a fee per member who is **not** an individual BC member.

Affiliation and payment is due in September of each year. Failure to return the affiliation form and fee before the expiry date negates the third party insurance policy.

Other benefits: British Rafting and its members can enter British Canoeing run events, such as competitions.

2. Insurance information

2.1. Rafts: British Rafting has insurance with Towergate Mardon to cover the loss or damage of our rafts.

2.2. Equipment: British Rafting has insurance with Towergate Mardon to cover the loss or damage of our equipment.

2.3. Premises: British Rafting has no buildings or contents insurance.

2.4. Third party liability: The policy is invoked when negligence has occurred causing the injury or death or damage to the property of a third party. It includes worldwide cover for any British Canoeing activity or canoeing or social activity of a British Canoeing affiliated organisation. The cover includes all legal costs and damages awarded if negligence is proven or accepted by the insurance company. Member to member liability is included, which means that the third party can be another British Canoeing member. The Third Party Liability policy also covers British Rafting for leased, hired, rented or borrowed premises.

British Rafting must maintain accurate and up-to-date membership records so that a claimant's membership on the date of an incident can be verified and cover confirmed. The insurers reserve the right to scrutinise records at any time.

British Rafting must register the correct number of members, as detailed in the accounts for the financial year most recent to the British Canoeing affiliation renewal date, in order to maintain insurance cover. New members joining during the year are covered providing they are entered correctly on the membership records and have paid their subscription in full before the incident.

2.5. "Volenti non fit injuria": Where an adult participates voluntarily in an activity which involves known and obvious hazards, then he or she is unlikely to succeed in a claim for compensation against those leading the activity, if the injury sustained is the result of falling victim to a known and obvious danger e.g. paddler pinned against a rock in white water.

This principle may have some bearing for British Rafting members who take part in activities which are not defined as British Rafting events or meetings; for example a group of friends from British Rafting training together. While it is not known how the court might view a given set of circumstances, it would seem unlikely that an adult with personal experience compatible with the type of paddling being undertaken would succeed in a claim either against the individual presumed to be the leader, or the British Rafting's Management Committee, where injury or death results from a "canoeing" accident.

Obviously there would be a case to answer if the accident arose from some other circumstances, but the Third Party Liability policy would still protect British Rafting's Management Committee and/or a member as long as the member's details are entered correctly on the membership records. (See 2.4 above)

2.6. Further information about the Third Party Liability policy can be obtained from British Canoeing or their brokers.