



YORKSHIRE SHARKS DRAGON BOAT CLUB

CONSTITUTION

1. NAME OF CLUB

The club will be called **YORKSHIRE SHARKS DRAGON BOAT CLUB** (Hereinafter will be referred to as The Club), and may also be known as **YORKSHIRE SHARKS**.

1.1. Location

The Club known is situated on **Dockfield Road, Shipley**, and operates on the Leeds-Liverpool canal.

1.2. Affiliation

Yorkshire Sharks Dragon Boat Club will be affiliated to the **BRITISH DRAGON BOAT RACING ASSOCIATION (The BDA)** and will incorporate its rules and regulations.

2. AIMS AND OBJECTIVES

The aims and objectives of the Club will be:

- To promote community participation in Dragon Boating through provision of a club
- To provide coaching and competitive or recreational opportunities
- To promote the club within the local community
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone

3. MEMBERSHIP

3.1. Eligibility

Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in Dragon Boating, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

Total membership of the Club shall not be limited, however if the Committee considers that there is good reason to impose a limit from time to time then the Committee shall put forward such proposal to a General Meeting of the Members.



3.2. Categories

The membership shall consist of the following categories:

- Adult members – 19 years and over
- Junior members – 18 years and under
- Family members – family membership will be available
- Life members – owners of the club

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

3.3. Membership Fees

Individuals shall be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.

Any member that has not paid his/her membership fee for a period in excess of 30 days from the due date shall be immediately suspended from the Club until such payment is received or that Member is deemed to have resigned in accordance with this Constitution.

3.4. Resignation

Any member may resign by giving one month's notice in writing to the Secretary.

3.5. Sport Equity

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.

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.

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

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

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



4. COMMITTEE

The Committee shall conduct the affairs of the Club as delegated/ directed by the Trustees of the Club. The Committee consists of:

- The Chair
- Head Coach
- The Treasurer
- The Secretary
- The Welfare Officer

These members shall be elected at the Annual General Meeting (with exception to head coach).

The Committee may from time to time appoint from their number such subcommittees as they shall see fit and delegate to them such powers and duties as they may determine.

4.1. Members

All committee members must be members of the Club and over 18.

Any member who wishes to become or to participate as a member of the Committee shall declare potential conflicts of interest, to include but not limited to, commercial interests.

Candidates for election to membership shall make a written application to the Secretary of the Club on the form provided.

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

If the post of any officer or ordinary committee member should fall vacant after such an election, the (trustees/ owners) shall have the power to fill the vacancy until the succeeding Annual General Meeting.

The committee meetings will be convened by the Secretary of the Club and be held no less than 4 times per year. Special meetings of the General Committee shall be called by the Secretary on instructions from either the majority of the committee or the Chairperson and or Owners.

4.2. Duties

Trustees/ Owners

- The trustees/ owners hold the right to dissolve the committee at any given time through process of trustee/ owners vote (Vote must be unanimous). In addition to this the trustees reserve the right to remove any person/ persons from the committee via vote of no confidence within the trustees (vote must be unanimous). The removal of a member of the committee is only considered justified if said committee member has broken a constitution rule.



- The trustees reserve the right to veto any legislation (excluding financial decisions see section 5 under finances), including but not limited to membership decisions, proposed by the committee through process of majority vote within the trustees.
- The trustees hold the rights and reserves of the club.
- The trustees will be responsible for disciplinary hearings of committee members who infringe the club rules/regulations/constitution. The trustees will be responsible for taking any action of suspension or discipline following such hearings.
- The roles of the trustees are as follows:
 - To sign off on all legislation.
 - To guide the club to its aims and goals.
 - To progress the club and help the club grow.
 - To provide equipment/ resources/ funding for the club to utilise.

Committee

Any and all legislation voted on by the committee must gain a majority vote within the committee before being passed up to the trustees for their vote of confidence (a majority within the trustees will determine if said legislation passes or not).

The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

All members of the committee must be voted in by club members and the trustees, they may serve multiple terms. The committee holds and reserves the rights to remove any committee member via vote of no confidence with the backing of the trustees (where the majority will win out).

The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

The Committee/Trustees shall be required to give reasons for the refusal for an application for membership in writing. Any person refused membership may seek an appeal before an appeal panel comprising of 3 members including 2 sitting committee members.

All decisions of the Committee shall be taken by a simple vote of majority save that expulsion of a member shall require a two thirds majority of the Committee.

A quorum for a meeting of the General Committee shall be the lowest odd number that represents a majority of the Committee membership and where a quorum is not present the meeting shall be adjourned to a time and date not less than 7 days from the date of the meeting.



Committee roles

All committee roles (chairperson, head coach, secretary, treasurer, and welfare officer) hold and reserve the right to have one singular vote each in any committee only held meeting.

Chairperson

The chairperson's roles are as follows:

- They are responsible for ensuring that each meeting is planned effectively and conducted according to the constitution.
- They must ensure that matters are dealt with in an orderly and efficient manner.
- Reporting the committee's findings to the trustees.
- Announcing the agenda.
- Opening and closing meetings.
- Spokesperson on behalf of members and the committee.
- The chairperson holds and reserves the right to have the casting vote if the committee is tied on a vote.
- Communicating with the BDA and other governing bodies, alongside the trustees.
- Monitoring and responding to club emails.

Head Coach

The role of head coach is not an elected position, the position is to be held by **Daniel J Patchett (Patch)** until the day he and the trustees deems he is unable to fulfil his role as head coach, at which point the trustees/ owners will appoint a successor. The head coach's roles are as follows:

- The head coach holds and reserves the right to add and remove training sessions as deemed fit.
- Should the head coach not be able to run a session the head coach will provide cover for said session and provide a detailed session plan to be followed, should the session plan not be followed this would result in a committee hearing.
- The head coach holds and reserves the rights to dismiss any persons from any training sessions, any dismissal results in a review from the committee.
- The head coach is the de facto crew manager at any and all race events.
- The head coach is responsible for making both the team sheet and helm of the race, of which the decision made is absolute.
- The head coach holds and reserves the rights to elect persons to undergo further coaching and helming qualifications within the club.
- Organising and running the training sessions.



- The head coach holds and reserves the rights to appoint/ remove any assistant coaches/ crew managers where in compliance with the welfare officer's role.

Secretary

The secretary's roles are as follows:

- To work effectively with the chairperson to support them where required.
- To provide minutes for all committee meetings.
- To maintain effective records and administration upholding legal requirements of governing documents, including but not limited to charity law.
- Aiding the trustees and chairperson in their communications with the BDA and other governing bodies.
- Working alongside the treasurer with the membership process.
- To promote the club on all social media platforms.
- To distribute relevant information to the trustees (including but not limited to funding), committee, and club members.
- To aid the chairperson in monitoring and responding to club emails.

Treasurer

The treasurer's roles are as follows:

- General financial oversight.
- Sales/ fundraising.
- Giving permission for spending of funds



Welfare Officer

The welfare officer's roles are as follows:

- To work with club members within the club to promote safeguarding, diversity, and inclusion.
- To deliver information regarding policies.
- Ensuring safeguarding, diversity, and inclusion are on the agenda at committee meetings.
- Act as the first point of contact for all children and adults where concerns about welfare, discrimination, poor practice, or abuse are identified within the club.
- Work with others within the club to ensure the relevant people have completed a satisfactory DBS check, including but not limited to the head coach and any and all assistant coaches.

5. FINANCES

The Club Treasurer will be responsible for the finances of the club.

The committee reserve the right to spend £100 per item without gaining full consent of the trustees however, the committee must gain the approval of the treasurer and a majority in the committee in order to gain approval for purchase. The committee may not exceed the stated £100. Should the committee wish to purchase anything over the £100 limit, after gaining a majority vote within the committee the chair will present their reasons for wanting said purchase to the trustees. The trustees will then reconvene to take a vote where a 2-1 vote would win out.

Should the trustees wish to make a purchase they first must gain approval by the current sitting treasurer and then gain a 100% vote within the trustees. Upon completion of this the treasurer and a representative of the trustees will pitch their proposal to the committee where any concerns can be raised (after any concerns have been raised the final vote will be cast which results are final).

The financial year of the club will run from 1st April and end on 31st March. Any change to the financial year shall require the approval of the Members in General Meeting.

All club monies will be banked in an account held in the name of the club.

An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.

All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club. Financial or legal liability incurred in the rightful exercise of their office shall not, however, be the personal liability of the Committee but shall be the responsibility of the Club as a whole.

The club may not make payment to members for participation in the sport which would contravene amateur status nor can any profit be distributed to members, but any profits earned shall be contributed to a General Fund for furthering the objects of the Club.

The Committee shall retain for a period of six years all financial records relating to the Club.



6. ANNUAL GENERAL MEETING & EXTRAORDINARY GENERAL MEETING

The constitution will only be changed through agreement by majority vote of the committee and trustees/ owners at an AGM or EGM.

6.1. AGM

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

The Club shall hold the Annual General Meeting (AGM) in the month of April to:

- Approve the minutes of the previous year's AGM
- Receive reports from the Chairman and Secretary
- Receive a report from the Treasurer and approve the Annual Accounts
- Receive a report from those responsible for certifying the Club's accounts
- Elect the officers on the Committee
- Agree the membership fees for the following year
- Consider any proposed changes to the Constitution
- Deal with other relevant business

Notice of the AGM will be given by the club secretary with at least 21 days' notice to be given to all members.

Nominations for officers of the committee will be sent to the secretary prior to the AGM.

Proposed changes to the constitution shall be sent to the secretary prior to the AGM/ EGM, who shall circulate at least 7 days before an AGM/ EGM.

All members have the right to vote at the AGM on any matter excluding the constitution. The quorum for AGMs will be 25%

6.2. EGM

An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club or by the owners. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.

All procedures shall follow those outlined above for AGMs.



7. SAFETY RULES

The Committee shall be empowered to draw up rules for the safe conduct of paddle sports activities and should be adhered to by all members, in light that committee members are not necessarily experienced paddlers this role will fall to either of the club Trustees.

All level 2 BDA coaches will be responsible for their own risk assessments and are expected to have at least three risk assessments and sessions plans.

8. EXPULSION AND DISCIPLINARY ACTION

All complaints regarding the behaviour of members should be submitted in writing to the Welfare Officer. The Club's published hearing procedure will then be followed.

Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the Committee and/or the Trustees, be suspended or expelled.

The Committee or trustees may temporarily suspend or exclude a member from particular activities where it is deemed in the best interests of the Club, when agreed upon by the committee majority and at least 1 Owner.

Any member who is temporarily excluded or suspended or has had their membership terminated shall have the right to appeal against such decision to an appeal panel which shall comprise of no less than 3 members and 2 committee members.

9. PROPERTY

Any and all inventions made within the club are deemed property of the club, including but not limited to the club name "the Yorkshire sharks dragon boating club".

All property of the Club, excluding cash at bank, shall be vested in [no less than two Members] acting as custodians. Such custodians shall act in accordance with the instructions of the Trustees when dealing with the property of the Club.

The custodians shall be elected at General Meeting by the Members and shall hold such position until removed at General Meeting or death.

The custodians shall be indemnified and kept indemnified by the Members against all losses costs and liabilities they may suffer as a result of the position as a custodian.

All equipment owned external to the club that is kept at the club's location is classed as being either loaned to the club or being stored at that location. This equipment is not property of the club and is classed as the property of that person/ persons who paid for the said equipment.




10. DISSOLUTION AND TERMINATION


The club can only be dissolved by a 100% vote passing of the trustees. A date for dissolution must be set and dissolution will take place immediately on that date.


Following dissolution of the Club any surplus assets (after the discharge of all liabilities) shall be handed over to the club trustees. Any matter not provided for in this constitution, or any question over the interpretation of it shall be dealt with by the trustees whose decision shall be final.


11. DECLARATION

The Yorkshire Sharks Dragon Boat Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name	John Galt	Position	Trustee/ Owner
Sign		Date	07-07-2022

Name	Daniel James Patchett	Position	Trustee / Owner
Sign		Date	07-07-2022

Name	Daniel Windsor	Position	Trustee / Owner
Sign		Date	07-07-2022

Name	Angela Grant	Position	Chair
Sign		Date	12-07-2022