



CANOE POLO COMMITTEE

TERMS OF REFERENCE



1. Title

The Committee shall be called the Canoe Polo Committee of British Canoeing (Herein after called "CPC").

2. Accountability

The British Canoeing Board has overall responsibility for canoeing within Great Britain and Northern Ireland but delegates the responsibility for the management of Canoe Polo to the CPC.

The British Canoeing Board will:

- Approve the Terms of Reference
- Approve the 4 year plan
- Approve the annual plan
- Approve the annual budget
- Consider grant support
- Receive and consider the minutes of the CPC meetings
- Receive and publish the annual report from the CPC as part the British Canoeing annual report.

3. Purpose

The purpose of the CPC is to interest itself in all matters relating to the organisation and development of Canoe Polo in the UK with particular focus on:

- Management of selection and participation in squad training programmes and Great Britain representative teams at Men's and Women's senior and U21 level.
- Provision of competition through the National League
- Administration of rules
- Development of officials
- Development of participation through clubs and by supporting recreational competition delivered by the English regions.

The CPC and its subcommittees will adhere to all the relevant British Canoeing policies, procedures and guidelines.

4. Responsibilities

4.1 The responsibilities of the CPC shall include:

- a) Establish and deliver a 4 year plan, in alignment with the 4 year strategy and annual plan of British Canoeing.
- b) Set and maintain a financial budget in accordance with the strategic plan, with the aim of achieving a balanced budget over the period of the plan and maintaining sufficient financial reserves to ensure its delivery.
- c) Promoting the views and interests of Canoe Polo at national level and, in particular, to represent the CPC at the Discipline Chairs group.
- d) Providing strategic direction for the development of Canoe Polo across all the National Associations.
- e) Managing the National Events calendar for canoe polo.
- f) Managing a National League structure.
- g) Arranging for the management of specific National events, such as the British Open Championships.
- h) To work in collaboration with the Canoe Polo Technical group to guide the development of coaching in clubs and regions.
- i) Providing technical assistance and timing/scoring systems to support delivery of national and international events.
- j) Promoting a consistent National approach to marketing and publicity for the sport.
- k) Ensuring that Canoe Polo applies a consistent approach to recognising and valuing the contribution of volunteers.
- l) To set and publish competition rules and make recommendations for the conduct of national and regional events and competitions.
- m) To select, train and administer teams representing Great Britain in international events.
- n) To maintain disciplinary regulations.
- o) To act as the final authority in disputes, protests and appeals with regards to Canoe Polo rules and competitions.
- p) Nominating representatives from Canoe Polo to become involved in the committees of the ECA and ICF.
- q) Nominating officials from Canoe Polo to become involved as technical officials within the ECA and ICF.
- r) To encourage the development of suitable new and existing Canoe Polo competition sites.

s) To work with the British Canoeing Safety Group to ensure the provision of a safety framework for the delivery of events with Canoe Polo in the UK.

4.2 Each National Association CPC (where they exist) is subject to their own separate terms of reference and objectives but these may include the following responsibilities in line with the CPC:

- Manage the rules and regulations
- Organise and maintain control of National Association championships
- Develop and support coaching development
- Administer finances of the National Association committee.

5. **Membership of the CPC**

a) The Canoe Polo Community will elect the following executive officers, at their ACM:

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Chief Referee

b) The following committee positions will be appointed by the Canoe Polo Committee

- Safety Officer
- Safeguarding/ Welfare Officer
- National League Organiser
- Event Officer
- Performance Manager
- Coaching Officer
- Publicity Officer
- Referee Administrator
- Position without portfolio

c) The Northwest, Northeast, Central, Southwest and Southeast Regions, CW (Wales), CANI (N Ireland) and SCA (Scotland) may nominate one representative each to the committee.

d) The CPC should, wherever possible, reflect the diversity of members participating in the discipline and, in particular, encourage a minimum of 30% representation by women.

e) All appointed members of the CPC and its Sub-committees shall be full individual members of British Canoeing or other National Association.

f) The Chair and Secretary will normally both be elected in even years. The Vice-Chair and Treasurer will normally be elected in odd years.

g) Elected and appointed member of the CPC shall each have one vote.

- h) Any member of BC, CW, CANI or SCA who wishes to nominate him/herself for an “officer” position on the committee, such as Chair or Secretary or any other official role, should advise the incumbent Chair of their proposed intentions at least 21 days prior to any ACM.
- i) The following sub committees will be appointed to support the needs of the CPC. Members will be co-opted by the CPC. Co-opted members do not have a vote on the CPC.
- The Refereeing, Safety and Disciplinary Sub-committee (normally Chaired by the Chief Referee);
 - Canoe Polo Performance (National Squads) Sub-committee (normally Chaired by The Performance Manager)
 - Canoe Polo Combined Regions Sub-Committee (normally chaired by the Canoe Polo Chair)

Further Sub-committees may be formed to support the needs of the CPC. The Chairs of such Sub-committees will normally be members of the full CPC.

- j) Chairs of Sub-committees will normally be appointed by the CPC with a view to their serving for two years, (other than in the case of Sub-committees that are established for a fixed period of time). (The Chair of the Performance Sub-Committee will be appointed in September of each even year).
- k) No more than two individuals associated with one club may hold any voting position on the CPC. (Multiple individuals may sit on the committee but without voting rights)
- l) Members of the CPC May appoint a suitable deputy where a vacancy exists, pending an ACM or where a representative is unable to attend a meeting. Such Deputies shall have the same voting rights as those for whom they are deputising.

6. Subcommittees

6.1 Refereeing, Safety & Disciplinary Subcommittee

Members will be appointed by the Sub-Committee Chair. However, all nominations will be subject to confirmation by the CPC.

6.2 Canoe Polo Performance Sub-Committee

The CPC will be responsible for the appointment of a Performance Sub-committee Chair. If possible the appointment will be made for 24 months, immediately prior to each World Championships

6.3 Canoe Polo Combined Regions Sub-Committee

Four English Combined Regional Subcommittees shall be established and supported by the CPC. They roughly encompass the following Canoe England Regions:

- Cumbria, Northwest & West Midlands
- Northeast, Yorkshire & East Midlands
- South, Southwest & Channel Islands
- East, Southeast and London

7. Managing meetings

- a) The CPC should meet at least four times per year. Voting at meetings shall be by show of hands. No proxy or postal voting is permitted.
- b) The quorum at CPC meetings shall be a majority of the number of voting members who are elected or co-opted to the committee. For urgent business or on other occasions as required, the committee may hold meetings and take votes electronically by means such as conference call or email.
- c) In matters of urgency or of a sensitive nature powers may be delegated to specific committee members to make executive decisions which would then be ratified by the committee at their next meeting.
- d) At least 30 days' notice of meetings shall be given to all members of the CPC.
- e) The CPC shall keep minutes of the business and decisions of their meetings, publicise these via the website and make available to the British Canoeing Board.
- f) Meet the approved cost of members' attendance at meetings.

8. Annual Consultative Meetings

- a) The Chair shall call a Consultative Meeting at approximately 12 monthly internals and at an appropriate time, in each calendar year.
- b) At least 28 days notice of the date, time and place of the meeting shall be given. All practical means, to include an e-mail to each current National League Team contact and an entry on the CPC web site, shall be used to inform as many individual members and clubs as possible of details of the meeting.
- c) The purpose of the meeting shall be to:
 - i) Receive from the Chair, Treasurer, Performance Manager and other Officers as considered appropriate, brief reports of the activities of the Committee since the last Annual Consultative Meeting
 - ii) Receive a summary Statement of Accounts
 - iii) Elect Executive Officers to the CPC. (These appointments will take immediate effect).

- d) Any topics for discussion will be included on the agenda if two British Canoeing, or other National Association members submit a formal request by e-mail to the Committee secretary at least 2 month and not more than 3 months in advance of the date of the meeting. Other items may be discussed at the discretion of the Chair.
- e) Voting shall be by a show of hands unless two Clubs present request a poll.
- f) Each affiliated Club present at the meeting and with one or more Teams registered to compete in the current or next National League or Regional Leagues season shall be entitled to two votes. In order to register a vote the club must be represented at the meeting by one (or two) people who are current full British Canoeing or other National Association members.
- g) The quorum for an Annual Consultative Meeting shall be eight clubs with one or more Teams registered to compete in the current or next National League or Regional League season. No business shall be transacted at any Annual Consultative meeting unless a quorum of members is present at the time the meeting proceeds to do business.
- h) At the meeting the Chair of the CPC shall preside. In the event that the Chair is known to be unable to attend the Vice-Chair will preside. If neither is available the Chair will appoint another member of the CPC to manage the meeting.
- i) In the event of the unannounced absence of the Chair, Vice Chair or nominated stand-in, the meeting shall not start for half an hour. Then, if at least eight clubs present agree, the meeting shall proceed, chaired by an individual of their choice who must be a current British Canoeing or home nation member.
- j) Minutes of the business and decisions of their meetings shall be taken. These will be publicised via the website and make available to the British Canoeing Board.
- k) The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed or proceedings at any meeting.

9. Financial management of the committee

The Treasurer shall keep such books of account as the Board and the Committee may from time to time direct

The finances of the CPC will be managed in accordance with guidelines provided by British Canoeing

The accounts of the CPC and its sub-committees shall be submitted annually to the Finance Manager within British Canoeing made up to the 31st October.

Approved costs of committee members attending meetings shall be paid.

The committee shall set an annual budget in line with their annual plan for each year for approval by the Board.

CPC

APPENDICIES

CPC Appendices

- Appendix 1 – BC CPC Competition Rules
- Appendix 2 – BC CPC Rules of Play
- Appendix 3 – BC CPC Red Card Regulations
- Appendix 4 – BC CPC Development Plan 2017-2020
- Appendix 5 – BCC CPC Committee and Regional Structure

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