

# British Canoeing Sprint Racing Committee Terms of Reference

## 1. Title

The Committee shall be called the British Canoeing Sprint Racing Committee (SRC).

## 2. Accountability

2.1 The Board will approve the Terms of Reference of the SRC. The SRC will be accountable to the Board of British Canoeing for carrying out the responsibilities which are delegated within these Terms of Reference. This accountability will be managed in the following ways:

The Board will annually:

- 2.1.1 Approve the Terms of Reference for the SRC.
- 2.1.2 Approve the rolling 4 year plan of the SRC.
- 2.1.3 Approve the Annual Plan of the SRC.
- 2.1.4 Approve the Annual Budget for the SRC.
- 2.1.5 Consider grant support to the SRC.
- 2.1.6 Receive and consider the minutes of the SRC meetings and its sub-committees.
- 2.1.7 Receive and publish the Annual Report from the SRC as part of its British Canoeing Annual Report.

## 3. Purpose

- 3.1 The Purpose of the SRC is to interest itself in all matters relating to the management and development of sprint racing in the UK with particular focus on:
  - 3.1.1 Increasing participation through the provision of competition.
  - 3.1.2 Administration of rules and regulations.
  - 3.1.3 Development of athletes, clubs, coaches and officials.
- 3.2 The SRC has UK wide responsibility for those areas outlined within its Purpose and Responsibilities and will work closely with the national associations in Scotland, Wales and Northern Ireland and the regions in England, as agreed between the Parties.

## 4. Responsibilities

- 4.1 The following responsibilities are reserved by British Canoeing and may involve the SRC but are not the direct responsibility of the SRC:
  - 4.1.1 Administer the World Class Programmes funded by UK Sport.
  - 4.1.2 Preparation of selection policies.
  - 4.1.3 Manage the selection and participation by elite athletes at international competitions.
  - 4.1.4 Establish and be responsible for the maintenance of anti-doping policy and rules.
  - 4.1.5 Approval of changes to these Terms of Reference.
- 4.2 The following are responsibilities which will usually be carried out by the National Associations' Sprint Racing Committees. Each National Association, Sprint Racing Committee is subject to their own, separate, regulations and objectives which may include the following:
  - 4.2.1 Manage the rules and regulations for competitions within their National Association.
  - 4.2.2 Organise and maintain control of their National Association Championships.
  - 4.2.3 Develop and support coaching development within its regions and clubs.
  - 4.2.4 Administer the finances of their National Association SRC.
  - 4.2.5 Nominate representatives to the SRC.
- 4.3 The Primary Responsibilities of the SRC shall be to:
  - 4.3.1 Organise and manage UK National Championships and other competitions on behalf of British Canoeing.
  - 4.3.2 Agree and publish \*<sup>1</sup>competition rules and regulations and make recommendations for the organisation and management of national and all other sprint regattas.
  - 4.3.3 Follow the current International Panel [IP] Terms of Reference as laid down by the BC Board of Management.
  - 4.3.4 Contribute as a formal consultee to the Sprint Racing selection policies
  - 4.3.5 Manage disputes, protests and appeals with regard to the \*<sup>2</sup>sprint racing rules and \*<sup>1</sup>competition regulations.
  - 4.3.6 Maintain \*<sup>3</sup>disciplinary rules and other regulations.
  - 4.3.7 Support non-Olympic and non-UK sport funded events/athletes.

\*<sup>1</sup>, \*<sup>2</sup> & \*<sup>3</sup> Rules and regulation defined in appendix

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- 4.3.8 Train and develop competition officials.
- 4.3.9 Nominate competition officials to become involved as international technical officials within ECA and ICF.
- 4.3.10 Nominate representatives to become involved in the committees of the ECA and ICF.
- 4.3.11 Support the Racing Technical Group in the development of programmes which improve coaching standards in Sprint Racing within the English regions and clubs.
- 4.3.12 Encourage the development of suitable new and existing sprint competition sites in conjunction with British Canoeing facilities development.
- 4.3.13 Support the development of competition programmes which increase participation in Sprint Racing at all levels.
- 4.3.14 Work with British Canoeing Safety Advisory Group to ensure the provision of a safety framework for the delivery of events.

### 5. Appointment of the Committee

- 5.1 The SRC shall comprise of up to 12 elected persons, each being a Full Individual Member (Voting Member) of British Canoeing or a National Association. This total will include the Chair, Secretary and Treasurer and other elected members but does not include the National Association delegates or any co-opted members.
- 5.2 The following offices and other SRC members shall be elected at Annual Consultative Meetings (ACM)
  - Chair
  - Secretary
  - Treasurer
  - 9 other SRC members of the committee
- 5.3 In the event of no nominations being received for an office post the SRC may appoint from within the committee members or co-opt a Full Individual Member (Voting Member) of British Canoeing or a National Association to fulfil the vacant role.
- 5.4 The National Association delegates (1 from each of Scotland, Wales and Northern Ireland) will also be voting members of the SRC.
- 5.5 In addition to the office roles of Chair, Secretary and Treasurer, the Committee shall appoint from within their membership (including any co-opted members):
  - Regatta Committee Chair
  - Safeguarding/Welfare Representative
  - And such other posts the Committee considers necessary for its administration
- 5.6 Members of the Committee are elected for a term of three years and shall be eligible to stand for re-election. One third of the elected members retire at each Annual Consultative Meeting.
- 5.7 The terms of each member shall be coordinated so that usually 4 members of the committee retire each year. Should a member resign before the end of their term, the person elected to replace them will be appointed only for the remainder of that term. SRC may co-opt someone to fill a mid-year vacancy until the next ACM. The Chair, Secretary and Treasurer shall retire in consecutive years.
- 5.8 A further 3 members may be co-opted by the SRC, each being a Full Individual Member (Voting Member) of British Canoeing or a National Association, to serve on the Committee for one year. These members shall be eligible to be co-opted for further terms. Co-opted members shall have the same voting rights as other Committee members.
- 5.9 Persons who are employees of British Canoeing or National Associations may serve as elected or co-opted members of the Committee if appointed by SRC to do so and with the consent of the CEO.
- 5.10 The role descriptors for each member of the committee will be developed and approved by the SRC annually.
- 5.11 The SRC may nominate the Chair or their representative to sit on other Committees of British Canoeing.

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### **6. Managing the meetings of the SRC**

- 6.1 The SRC shall meet at least twice in each calendar year.
- 6.2 At least 14 days' notice of the date of meetings shall be given to all members of the Committee. Copies of the agenda and available papers to be sent to members of the committee at least 7 days in advance. Additional papers will be circulated to SRC members as soon as practical.
- 6.3 The Secretary shall keep minutes of the proceedings of the Committee. Draft minutes, which have previously been circulated to the Committee for comment, to be published on the SRC and British Canoeing website within 2 months of the date of the meeting. Final minutes will be posted to replace the draft minutes once these have been approved by the Committee. Copies of the minutes shall also be sent to the Executive Assistant to the CEO of British Canoeing for circulation to the Board.
- 6.4 The quorum at SRC meetings shall be a majority of the number of voting members who are elected or co-opted to the Committee.
- 6.5 Decisions shall usually be reached through consensus, but when voting takes place, this shall be by show of hands only and each elected or co-opted member and National Association delegate shall have one vote. Only those attending the meetings shall have the right to vote.
- 6.6 For urgent business or on other occasions as required between meetings, the committee may conduct business and take votes electronically by means such as email or conference call.
- 6.7 The SRC may create sub-committees of the SRC, either as a standing committee or for a specific period and with a specific brief.
- 6.8 The SRC shall usually appoint one of its number to chair the sub-committee and all members of the sub-committee shall be Full Individual Members (Voting Members) of British Canoeing or a National Association.
- 6.9 Each sub-committee shall be fully accountable to SRC and shall have in place Terms of Reference which are approved by the SRC.

### **7. Managing the Finances of the SRC**

- 7.1 The finances of the SRC will be managed in accordance with the Guidelines provided by British Canoeing and agreed with the SRC.
- 7.2 The Treasurer shall manage the income and expenditure and accounts of the SRC and work closely with the Finance Manager within British Canoeing to provide financial reports to the Board.
- 7.3 The SRC shall present an Annual Budget for approval by the Board. This will include the budget of the Regatta Committee and any other sub committees of the SRC.
- 7.4 The Year End accounts of the SRC, its sub committees, including the Regatta Committee shall be submitted annually to the Finance Manager within British Canoeing made up to 31<sup>st</sup> October. The accounts will be audited as part of the British Canoeing audit process.
- 7.5 The SRC may provide funding to support the work of its sub-committees. The SRC will be responsible for the income and expenditure of the sub committees and report this in full to the Board.
- 7.6 The SRC may pay the approved costs of members attending SRC and sub-committee meetings.

### **8. Annual Consultative Meetings (ACM)**

- 8.1 The SRC will be responsible for organising the SRC Annual Consultative Meeting (ACM) with UK sprint clubs, for the purpose of electing members to the SRC, reporting progress and discussing major changes proposed for the future.
- 8.2 The SRC ACM shall usually be held between September and December each year. The date of the ACM will usually be published approximately 3 months in advance.

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- 8.3 The business of the ACM Meeting shall be to:
- Receive the report of the Chair.
  - Receive a summary statement of accounts.
  - Receive the report and accounts of the regatta sub-committee.
  - Elect persons nominated to serve on the SRC.
  - Discuss and consider any major developments being considered by the SRC.
  - Consider any items included in the notice of meeting. Any conclusions reached on such items shall stand as recommendations for further consideration by the SRC.
  - Only at the discretion of the Chair, may additional items, not in the notice of the meeting, be discussed, or referred for further consideration by the SRC.
- 8.4 Nominations of candidates for election to the SRC at the Annual Consultative Meeting must be submitted to the Secretary of the SRC in writing supported by the signatures of two Full Individual Members (Voting Members) of British Canoeing or a National Association and must reach the Secretary at least 42 days prior to the ACM.
- 8.5 Any item for the agenda at the Annual Consultative Meeting must be submitted to the Secretary of the SRC in writing supported by the signatures of two Full Individual Members (Voting Members) of British Canoeing or a National Association and must reach the Secretary at least 42 days prior to the ACM.
- 8.6 Notice of the meeting shall be communicated to each 'Voting Club' at least 21 days prior to the Meeting.
- 8.7 A 'Voting Club' is an affiliated UK club who has registered its interest in sprint racing with the Committee by competing at a British Canoeing or a National Association's national regatta in the period since the last Annual Consultative Meeting.
- 8.8 The notice of the ACM shall include the following: The Agenda of the meeting, details of the date, time and place of Consultative Meeting, details of those standing for election, information about proxy voting, details of any matters raised by members.
- 8.9 The quorum of the ACM shall be a minimum of 8 Voting Clubs present. No business shall be transacted at the ACM unless this quorum of members is present. If the quorum is not met the ACM may be re arranged.
- 8.10 The Chair of the Committee shall preside at the ACM. If the Chair is known to be unable to attend or remains absent 30 minutes after the scheduled start time of the meeting, the Voting Clubs present may choose another Committee member of the SRC to take the chair.
- 8.11 Each 'Voting Club' is entitled to vote either through a club representative present at the ACM or via a Proxy.
- 8.12 A Voting Club representative must be a Full Individual Member (Voting Member) of British Canoeing or a National Association.
- 8.13 The proxy arrangements will be circulated in advance with the Notice of the Meeting and the details shall be determined by the SRC. Proxy votes can be given to the Chair of the Meeting or to another Voting Club. A maximum of 2-votes may be held by any one club., their own and 1 proxy vote.
- 8.14 All Proxy votes must be registered in advance with the Secretary of the SRC and received at least 72 hours before the time of the ACM.
- 8.15 The Chair shall not be entitled to vote other than when a casting vote is required
- 8.16 Voting shall be by a show of hands and proxy cards, unless two or more Voting Club representatives present at the meeting or the Chair, request a poll.

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- 8.17 A Special Consultative Meeting may be called at any time at the discretion of the Committee or by notice in writing to the Secretary by not less than 10 Voting Clubs. Such notice must state in the form of a motion the business to be discussed and be signed on behalf of the Voting Clubs, by the Voting Clubs' representatives who are Full Individual Members (Voting Member) of British Canoeing or a National Association.
- 8.18 The Committee shall convene a Special Consultative Meeting within 60 days of receipt of such notice.
- 8.19 A Special Consultative Meeting will be conducted in line with the proceedings of an ACM as outlined within these Terms of Reference.
- 9. Trophies**
- 9.1 The Committee shall keep records and ensure the security of the trophies which are the property of the SRC and which are awarded each year.
- 9.2 The Committee shall also determine and publish which trophies are to be presented for each competition each year
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### Appendix:

**\*1 National Sprint Regatta, Terms/Conditions of Participation, various other rules and regulations.** (Section B: Canoe Sprint Handbook)

**\*2 British Canoeing Sprint Racing Competition Rules**  
(Section A pages 4 – 21: Canoe Sprint Handbook)

**\*3 British Canoeing Sprint Section Discipline Regulations**  
(Section A pages 22- 24: Canoe Sprint Handbook)