|  | **Cumbria Canoeists** **Terms of Reference** |  |
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January 2024

These Terms of Reference replace and supersede all previous versions.

**1. Name**

Cumbria Canoeists is the operating name of British Canoeing Cumbria Regional Development Team (Cumbria RDT), originally agreed at the 2019 AGM.

**2. The Role of Cumbria Canoeists**

* To develop paddlesport in the region, using appropriate communication channels with key volunteers supported by British Canoeing resources, e.g. finance, booking system, recreational paddlesport, coaching & leadership, waterways and the environment.
* To offer paddlesport development activities in areas that Cumbria Canoe Clubs do not have capacity, expertise or qualified volunteers.
* To offer support – financial, advice and liaison with British Canoeing – to Cumbria paddlesport clubs and organisations.

**3. Makeup of Cumbria Canoeists**

Cumbria Canoeists is made up of a **Management Team**, comprising its elected officers, and an **Operational Group**, comprising the various paddlesport discipline leads and expert advisors.

**4. Management Team (elected officers)**

The Management Team are elected/re-elected annually at the AGM for a term of three years. The elected officers are:

* **Chair**
* **Vice Chair**
* **Secretary**
* **Treasurer**
* **Webmaster / Communications Officer**

In the event of officer position(s) remaining vacant at an AGM, or subsequently becoming vacant, the Management Team may co-opt suitable candidate(s) to the role(s). The Management Team may further co-opt individuals where the Team identifies a benefit from having additional expertise. Co-opted officers may serve until the next AGM.

The role of the Management Team is to oversee the governance of the RDT, which includes a responsibility for setting policy and directing the safe operation of its events.

The Management Team shall meet face to face at least twice annually and may additionally conduct business in electronic format. A meeting quorum shall comprise at least three officers that shall include the Chair or Vice Chair. Decision making shall be by a simple majority vote, with the Chair (or Vice Chair) having a casting vote in the event of a tied vote. An auditable record shall be kept of proposals, agreements and decisions.

A role description for each of the elected officers is set out in **appendix A.**

**5. Operational Group**

Members of the operational group are appointed by the Management Team. The appointment shall be for a term of three years unless terminated earlier by resignation or by a decision of the Management Team. A role may be shared by more than one individual.

The Operational Group is made up of expert advisory roles and paddlesport discipline leads as follows:

**Expert advisory roles:**

* **Access, Waterways and Environment**
* **Coaching / Leadership CPD**
* **Event Safety**
* **Safeguarding**

Their role is to provide expert advice to the Management Team to inform policy, paddlesport development and the safe conduct of Cumbria Canoeist events. Roles may involve representing Cumbria Canoeists in discussions and negotiations with third parties.

**Paddlesport discipline leads:**

Cumbria Canoeists shall endeavour to appoint a lead for each of the following paddlesport disciplines:

* **Kayak Polo**
* **Open Canoe**
* **Racing (Marathon and Wildwater)**
* **Sea Kayak**
* **SUP**
* **Women’s Paddling**
* **Youth River Running**

The role of the discipline lead is to coordinate an annual programme of activities and to provide advice to the Management Team in relation to their respective discipline.

Cumbria Canoeists will seek representation that reflects the diversity of members and membership of the regional paddlesport clubs.

**6. Conflicts of Interest**

Members of the Management Team shall declare any pecuniary or non-pecuniary interest that may have a bearing on the conduct of Cumbria Canoeing business and shall absent themselves from any related discussion and/or vote. A record should be maintained of any such declared interests.

**7. Finance**

Cumbria Canoeists, as a regional development arm of British Canoeing, shall be subject to British Canoeing’s financial accounting policies and procedures. Cumbria Canoeists accounts will be administered by British Canoeing and overseen **by Cumbria Canoeists independent** Treasurer (as set out in appendix A). The Management Team is charged with maintaining the financial viability of Cumbria Canoeists as a going concern.

**8. Safeguarding and safety**

Cumbria Canoeing shall be subject to and abide by British Canoeing’s safeguarding policies, and its published guidelines for the safe and effective conduct of paddlesport events.

**9. Data Protection**

Cumbria Canoeists shall be subject to British Canoeing data protection policies, procedures, and Fair Processing Notice(s).

**10. Annual Consultative Meeting (Annual General Meeting)**

Cumbria Canoeists, as a Regional Development Team, is required to hold an Annual Consultative Meeting with its stakeholders, herein referred to as an Annual General Meeting or AGM.

At least four weeks prior notice of an AGM shall be provided to **Stakeholders**.

The **Stakeholders** of Cumbria Canoeists comprise representatives of all British Canoeing affiliated paddlesport clubs within Cumbria, that were at the time of writing:

* **Carlisle Canoe Club**
* **Copeland Canoe Club**
* **Duddon Canoe Club**
* **Lakeland Canoe Club**
* **Penrith Canoe Club**
* **Sedbergh and District Canoe Club**
* **Ulverston Canoe Club**
* **West Cumbria Canoe Club**

At the discretion of the Management Team, representatives of organisations and individuals currently having an active working relationship with Cumbria Canoeists may be invited to attend an AGM and may be invited to present reports to the meeting.

The following individuals shall have voting rights at an AGM:

* Management Team members
* Operational Group members (discipline leads and expert advisors)
* A single vote for each stakeholder club

The AGM agenda as a minimum shall include:

* An overview of the year’s activities
* The presentation of accounts
* The election of officers (by voting where more than one candidate is standing)

Amendments to Cumbria Canoeists Terms of Reference require adoption by an AGM, that shall be by voting.

Voting may additionally be employed to gauge opinion on other matters as an aid to inform policy and Management Team discussion. Cumbria Canoeist policy shall not be set by an AGM, which is in concept a consultative meeting with stakeholders.

**11. Winding up**

Should Cumbria Canoeists cease to become quorate or financially viable, its assets and resources will revert to the control of the British Canoeing Board or the Executive Office as appropriate (as agreed in the 2019 Terms of Reference and agreement with British Canoeing Director of Finance in 2022).

**APPENDIX A – MANAGEMENT TEAM ELECTED OFFICER ROLES**

**Role of the Chair:**

* Represent Cumbria Canoeists regionally and nationally – promoting the principals of volunteering support that CC offers.
* Represents British Canoeing Cumbria, when necessary or when benefitting Cumbria paddlesport.
* Ensure Management team are consulted before important decisions/policy changes are made
* Oversee all paddlesport developments in the different disciplines.
* Call an Annual General Meeting (AGM) giving at least 14 days’ notice.
* Plan an Agenda for meetings, in consultation with the Management Team.
* Preside at the AGM, and other meetings or appoint the/a Vice Chair, or other member of the Management Team, to preside.
* Provide a brief annual report of the activities of the organisation.
* Keep order, manage timings, ensuring meetings cover agendas - encouraging attendees to express their views. Be objective and listen to all points of view.
* Delegate and share responsibility within the Management Team.
* Call Full Management Team meetings – live or digital platform - at least two per year.
* Steer the Management Team to develop Paddlesport in Cumbria – reflecting regional needs.
* Offer support to Cumbria Outdoor Education Centres to promote paddlesport initiatives.
* Work with the Management Team and Leads to produce a Development Plan that reflects the needs of the Region.

**Role of the Vice Chair:**

* Represent Cumbria Canoeists as required, and chair meetings in the absence of the Chair.
* Assist the Chairman, working as a dual team in all matters Paddlesport in Cumbria.
* Work with the Cumbria Canoeists Team and its Discipline Leads to develop paddle sports and recreational paddling in the Region.
* Support the production of a Regional Development Plan working with the Core Management team and leads – reflecting the needs of the region.
* In partnership/liaison with the Chair – visit Cumbria Canoe Clubs – AGM or meetings or club evenings - to represent and promote Cumbria Canoeists.
* In partnership with the Chair liaise with Cumbria Outdoor Education Centres to promote and develop regional coaching/leadership initiatives.

**Role of the Secretary:**

* Liaise with the Chair/Vice Chair to plan meetings.
* Prepare Agenda documents for circulation, in consultation with the Chair/Vice chair, Webmaster/Communications Lead.
* Circulate Agendas & meeting notices, to the Team & Clubs 14 days in advance.
* Request that Agendas, meeting Notice & Minutes, be uploaded to the website/Facebook page.
* Request reports from Management Team, all Leads and Club Chairs - in advance of the AGM.
* Keep minutes of the business and decisions at all Cumbria Canoeists meetings.
* Record attendance at meetings and AGM, checking a quorum at the AGM.
* Request that Minutes of the AGM, and full meetings, be uploaded to the website and circulated to Cumbria Clubs
* Respond to and manage correspondence between external parties and members of the Cumbria Canoeists Management Team and record via an archive of such correspondence.
* Check, and discuss with the Management Team, the appropriateness of publication/required action (by email, website, Facebook, club circulation) of material received.

**Role of the Treasurer:**

* Liaise with the British Canoeing Finance Department.
* Ensure up to date and auditable accounting records.
* Authorise volunteer expenses claims & bursaries.
* Track income and expenditure throughout the year, including financial analysis at discipline and activity level.
* Prepare a budget (including sources of revenue and anticipated expenses) for agreement by the Management Team early in the financial year.
* Advise the Management Team on finance and accounting matters.

**Role of the Webmaster/ Communications officer:**

* Build and maintain the online presence of Cumbria Canoeists.
* Update website as required under the direction of core management team (CMT) or discipline leads (DL). To include the publication of AGM agenda and minutes.
* Maintain the Cumbriacanoesits and communications Gmail account.
* Maintain the Cumbriacanoesits, communications and discipline specific calendars alongside DL.
* Maintain google drives associated with the website.
* Maintain any google forms associated with the website.
* Maintain and develop the booking system and help DL create events if required.
* Prepare and dispatch communications to interested bodies as required by the CMT/ DL.
* Moderate the Cumbria Canoeists Facebook page ensuring content is relevant.
* Prepare a report and submit it to the CMT for the AGM.