



# SLALOM COMMITTEE

## Terms of Reference



### 1 TITLE

The Committee will be called the **British Canoeing** Slalom Committee.

#### 1.1 Definitions

The following words and expressions shall be interpreted as below:

<b>British Canoeing</b>	<b>British Canoeing</b> the governing body for the sport of Canoeing in the UK;
<b>Individual Member</b>	A member of a <b>National Association</b> able to vote at general meetings of the association;
<b>National Association</b>	British Canoeing (BC) (English responsibility), Canoe Association of Northern Ireland (CANI), Canoe Wales (CW), and / or The Scottish Canoe Association (SCA);
<b>National Association Slalom Committees</b>	The Slalom committees for each of the <b>National Associations</b> : CW Slalom Committee, CANI Slalom Committee, SCA Slalom Committee, England Canoe Slalom Committee;  (Note that the England Canoe Slalom Committee is a subcommittee of the British Canoeing Slalom Committee and is subject to separate regulations.)
<b>Ranked Members</b>	Athletes appearing on the national ranking lists at Division 3 or above. Each athlete is a single member regardless of the number of times they appear on the ranking lists.
<b>Ranking Competition</b>	All ranking events completed on a site at a weekend.
<b>Registered Club</b>	Any Club affiliated to a <b>National Association</b> which has registered an interest in slalom with the Slalom Secretary;
<b>Voting Club</b>	Any <b>Registered Club</b> that has either <ul style="list-style-type: none"> <li>• Three or more <b>Ranked Members</b> registered for that club as their first named club, or</li> <li>• has organised a ranking competition in the preceding twelve months</li> </ul> Or any volunteer group approved at an Annual Consultative Meeting.

### 2 Accountability

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

The Board will annually:

- a. Approve the changes to the Terms of Reference for the Slalom Committee;
- b. Approve the rolling 4-year plan of the Slalom Committee;
- c. Approve the Annual Plan of the Slalom Committee;
- d. Agree the annual budget for the Slalom Committee;
- e. Consider grant support to the Slalom Committee;
- f. Receive and consider the minutes of the Slalom Committee meetings and meetings of its sub-committees;
- g. Receive and publish the Annual Report from the Slalom Committee as part of its British Canoeing Annual Report.



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### 3 Purpose

The British Canoeing Slalom Committee is an entirely volunteer led committee whose purpose is to interest itself in all matters relating to the management and development of Canoe Slalom in the UK with particular focus on:

- a. Increasing participation through the provision of competition;
- b. Administration of rules and regulations;
- c. Development of athletes, coaches and officials;

The Slalom Committee 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 British Canoeing Responsibilities

The following and other responsibilities are reserved by **British Canoeing** and are not the direct responsibility of the British Canoeing Slalom Committee

- a. Administer the World Class Programmes funded by the UK Sport.
- b. Preparation of selection policies
- c. Manage the selection and participation by elite athletes at international competitions
- d. Establish and be responsible for the maintenance of anti-doping policy and rules.

#### 4.2 British Canoeing Slalom Committee Responsibilities

- a. Establish and deliver a 4-year plan, in alignment with the 4-year strategy of British Canoeing.
- b. Organise and maintain control of National Championships and recognise other competitions on behalf of **British Canoeing**.
- c. Administer the official ranking list structure within slalom
- d. Set and publish competition rules and make recommendations for the conduct of canoe slalom in the UK.
- e. Manage and approve competitions to be part of the national ranking series
- f. Give advice, guidance and encouragement to sponsors of slalom in Great Britain
- g. Train and develop competition officials.
- h. Maintain and uphold disciplinary regulations within the **British Canoeing** structures
- i. Act as final authority in disputes, protests and appeals, regarding slalom rules and competitions.
- j. Set and maintain budgets in accordance with the 4-year plan and administer the finances of the **British Canoeing Slalom Committee**
- k. Organise an Annual Consultative Meeting (ACM) for **Registered Clubs** to attend for the purpose of electing members to the British Canoeing Slalom Committee, reporting progress and discussing major changes proposed for the future.
- l. Consider the recommendations made as a result of voting at Consultative Meetings
- m. Approval of competitions being run as part of the national ranking calendar, including
  - co-ordinate the competition calendar
  - approval of competitions to be appropriate for the divisional level
  - support the provision of event safety plans on behalf of **British Canoeing**



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- n. Recommend representatives from slalom to become involved in the committees of the European Canoe Association (ECA) and International Canoe Federation (ICF).
- o. Nominate individuals to become involved as technical officials within the ECA and ICF.
- p. To support the development of programmes (participation and coaching) to increase participation and improve coaching standards.

#### 4.3 Delegated to National Association Slalom Committees

Each **National Association / National Association Slalom Committee** is subject to their own, separate, regulations and objectives which include the following objectives delegated from the **British Canoeing Slalom Committee**:

- a. Organise and maintain control of **National Association** championships.
- b. To work in collaboration with the Slalom Technical Coaching group to guide the development of coaching in clubs and regions.
- c. Administer the finances of the **National Association Slalom Committee**.
- d. Train and select teams to represent the **National Association** at International Races
- e. Jointly Administer the rules for, and recognise competitions as part of, the Pan Celtic Championship

## 5 Officers and Committee Members

### 5.1 Officers

To carry out the above objectives, the following officers shall be elected at Annual Consultative Meetings.

- a. Chair
- b. Vice Chair
- c. Secretary
- d. Treasurer

### 5.2 Term of Office

Officers will be elected at alternate ACMs and serve for approximately two years. The Chair and Treasurer being elected in even years, Vice Chair and Secretary in odd years.

Officers may be re-elected up to four times in a row (eight years) for a role, then are ineligible for nomination for that post for a further two years.

### 5.3 Committee Members

- a. Up to six committee members, each serving for approximately two years with three members being elected at the ACM each year.
- b. A paddler representative elected every even year by a ballot of the **Ranked Members**.
- c. A representative from each of the **National Associations Slalom Committees**.
- d. The **British Canoeing Slalom Committee** may only co-opt additional members, until the next ACM, to fill casual vacancies.
- e. A representative of **British Canoeing** Performance Department.

Committee Members will be appointed to co-ordinate particular areas of the sport. Identification of the priority areas and allocation of roles will be undertaken at the first meeting of the **British Canoeing Slalom Committee** each year. **British Canoeing** may specify particular co-ordinator remits.



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#### 5.4 Nominations

- a. Persons employed by **British Canoeing** may stand for election as members of the **British Canoeing Slalom Committee**.

#### 5.5 Officers

- b. Nominations for Officers shall be in the form of an Agenda item as in 8.5 below;
- c. If no nominations are received before the issue of the Agenda, nominations be made by two **Individual Members** and may be taken up to the election;
- d. If no nominations have been received by the time of the election the standing Officer may be re-elected for further one-year terms. In the case that that person is not willing to stand, **British Canoeing** will appoint the Officer until the next ACM;

#### 5.6 Committee Members

- e. Nominations for committee members shall be made by two **Individual Members** and may be taken at any time up to the election.

### 6 Duties of Officers and Committees

6.1 The Chair (or in their absence the Vice Chair) shall take the chair at meetings of the **British Canoeing Slalom Committee** and of any Consultative Meeting

6.2 The Secretary shall keep minutes of the proceedings of the meetings of the **British Canoeing Slalom Committee** and Consultative Meetings.

The Secretary will receive minutes from any subcommittees (including the English Canoe Slalom Committee) and will undertake other duties as directed.

6.3 The Treasurer shall keep books of account and present annual balance sheets and budget to the **British Canoeing** board and to the Annual Consultative Meeting. They will also report financial positions, budgets and forecasts and to the **British Canoeing Slalom Committee** as directed.

The treasurer and one other Officer will be empowered to authorise payments from bank accounts operated for the **British Canoeing** Slalom Committee.

6.4 The **British Canoeing Slalom Committee** will propose representatives to other relevant committees and panels.

### 7 Managing the Meetings of the British Canoeing Slalom Committee

#### 7.1 Managing Meetings

- a. The quorum at committee meetings shall be a majority of members eligible to vote.
- b. Decisions shall usually be reached through consensus, but when voting takes place this shall be by a show of hands. Only members present shall have the right to vote. Votes are decided on a simple majority basis.
- c. Except when dealing with confidential matters, meetings of the British Canoeing Slalom Committee are open to all Individual Members and Non-members actively supporting slalom. Attendance is dependent on invitation or by approval of a request to attend. Requests must be submitted to the Slalom Secretary before the meeting starts. Attendance does not confer a right to speak unless invited to do so.
- d. 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.



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- e. 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.
- f. Minutes of the **British Canoeing Slalom Committee** will be published within 14 days of the meeting. Copies will be sent to all **Registered Clubs**, a designated **British Canoeing** contact and any other individuals registered with the Secretary.

#### 7.2 Sub-Committees

- a. The **British Canoeing Slalom Committee** may appoint sub committees, standing or otherwise. Each for a specific period and with a specific brief. The committee shall appoint the chair of the sub-committee. The **British Canoe Slalom Committee** shall supervise and be responsible for the work of its sub-committees and shall fund its sub-committees from within its budget.
- b. Each sub-committee shall be fully accountable to the **British Canoeing Slalom Committee** and shall have in place Terms of Reference which are approved by the committee.

### 8 Consultative Meetings

- 8.1 An Annual Consultative Meeting will be held in Late November / early December each year. The date and place of the Annual Consultative Meeting must be published at least fifty days in advance.
- 8.2 Special Consultative Meetings may be called at any time by the **British Canoeing Slalom Committee** or by notice to the Secretary by not less than ten **Voting Clubs**. Such notice must state in the form of an Agenda item the business to be discussed and be signed on behalf of the **Voting Clubs**. The **British Canoeing Slalom Committee** shall convene such a meeting within sixty days of receipt.
- 8.3 At least fourteen clear days' notice of the date, time and place of a Consultative Meeting and proposed Agenda items shall be given to each **Registered Club**.
- 8.4 Only the business notified on the Agenda accompanying the notice shall be transacted.
- 8.5 Any item for the Agenda at the Annual Consultative Meeting, not originating from the **British Canoeing Slalom Committee** must be signed by two **Individual Members** who are members of and represent a **Voting Club**. Such Agenda items must be lodged with the Secretary at least 36days prior to the Annual Consultative Meeting.
- 8.6 The **British Canoeing Slalom Committee** is empowered to reject Annual or Special Consultative Meeting Agenda items that, in their opinion, have either the same purpose as ones that have been rejected by a large majority or negate the purpose of an item accepted by a large majority in the previous year. Such motions may be accepted if, in the opinion of the **British Canoeing Slalom Committee** there has been a substantial change in the circumstances or new evidence is available.
- 8.7 The business of the Annual Consultative Meeting shall be to:
  - a. Receive and approve the previous ACM Minutes;
  - b. Receive the report of the Chair and other Committee Members and sub-committees;
  - c. Receive a report from the Treasurer and accept the Annual Accounts;
  - d. Present the draft budget for the following year;
  - e. Elect Officers and members of the **British Canoeing Slalom Committee**;
  - f. Consider any items on the Agenda.



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- 8.8 To control the length of Consultative Meetings, certain Agenda items will be marked for 'fast tracking'. Such Agenda items will be voted on immediately without debate. If the item receives a 75% majority (for or against) it is immediately accepted (or rejected) without further debate.
- 8.9 The quorum at a **Consultative meeting** shall be ten **Voting Clubs**.
- 8.10 Amendments must be kept within the terms of the Agenda item for consideration and the Chair has the power to refuse any amendment which, in their view, substantially alters the intention of the Agenda item.

## 9 Voting at Consultative Meetings

- 9.1 Each **Registered Club** is allocated 1 vote if it has between 3 and 20 **Ranked Members registered for their club** and will be allocated 2 votes if it has 21 or more **Ranked Members registered for their club**.
- 9.2 Each **Registered Club** is allocated 1 vote for each Ranking Slalom it has organised in the immediately preceding 12 months. If a Ranking Slalom is organised by more than one club, or a consortium of clubs, the vote relating to that Ranking Slalom may be assigned to a **Registered Club** by notifying the Secretary of the allocation. There is no vote for any competition organised by the **British Canoeing Slalom Committee**, or a **National Association Slalom Committee**.
- 9.3 Each **Voting Club** may have a maximum of five votes.
- 9.4 **Voting Clubs** may not vote at a Consultative Meeting unless all money due to the **British Canoeing Slalom Committee** by them at the time has been paid by no later than 48 hours before the appointed start of the Consultative Meeting.
- 9.5 Only **Individual Members** are permitted to represent **Voting Clubs** and vote at Consultative Meetings.
- 9.6 Voting shall be by a show of voting slips, unless before or on the declaration of the result of the show of hands a ballot is demanded the Chair or two **Voting Clubs**. A show of voting slips will be superseded by the results of a ballot.
- 9.7 A decision to replace or alter any part of these regulations can only be taken at a Consultative Meeting with a two thirds simple majority and is subject to latter approval by the **British Canoeing board**.
- 9.8 Other decisions may be taken by a simple majority and stand as recommendations to the **British Canoeing Slalom Committee**.
- 9.9 The Chair may hold club and / or proxy votes. Otherwise the Chair shall not be entitled to vote unless a casting vote is required.
- 9.10 Club votes are only issued to the nominated contact. Any other club member may hold the vote if the Secretary is notified in writing half an hour before the published start time of the meeting.
- 9.11 Proxy voting at Consultative Meetings is permitted. Proxy vote forms shall be sent out with the Consultative Meeting Agenda. Proxy forms must be received by the Secretary half an hour before the published start time of the meeting. Proxy votes may be held by the representative of another **Voting Club** or by the Chair and shall be cast as directed by the originating club.



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#### 10 Financial Year

- 10.1 The finances of the committee will be managed in accordance with the guidelines provided by **British Canoeing** and agreed with the committee
- 10.2 The Financial Year shall end on 31<sup>st</sup> October.
- 10.3 The **British Canoeing Slalom Committee** or the **British Canoeing** board may require that the books and accounts be audited at any time.

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