

TERMS OF REFERENCE

SOUTH WEST REGIONAL DEVELOPMENT TEAM

1. Purpose

The South West Regional Development Team (SWRDT), one of the English Regional Development Teams shall involve itself in all matters relating to the development of the sport and recreation of paddle sport within its region.

2. Responsibilities of the committee

The responsibilities of the SWRDT are to:

- To develop an integrated approach to development in the region through good communication channels with key volunteers and regional British Canoeing staff.
- To produce and deliver a Regional Development plan for Paddlesport that reflects the needs of the Region and supports the overarching British Canoeing strategy and national projects.
The plan will reference:
 - Coaching and leadership
 - Waterways and environment
 - Safety management
 - Clubs and centres
 - Volunteer development and recognition
 - Paddle-Ability
 - Support of entry level discipline events and/or competitions
- To provide a mechanism for receiving and resolving regional disputes and complaints. Clubs and centres will be encouraged to deal with disputes themselves and SWRDT may be able to assist but if not then these will be referred to HQ.
- To seek out and then represent the views of members, clubs and centres within their regions at a national level via the Regional Development Team Chairs Group, at the AGM or directly to the executive office or Board.
- The chair or representative is responsible for sharing the views from the region at the RDT Chairs Group meetings.

3. Accountability

The SWRDT is accountable to the Board of British Canoeing, through approval of Terms of Reference, appointed members, annual plans and budgets.

In addition, the SWRDT has an implicit responsibility to clubs, centres and members in its region via an Annual Consultative Meeting (ACM) or where this is not feasible to get a fair attendance at a meeting due to geography to issue an annual consultative briefing note to invite comments and feedback and provide a fair mechanism for appointing members of the committee and reports received.

4. Compliance with British Canoeing policies and procedures

The SWRDT will recognise and adhere to the policies and procedures of British Canoeing.

5. Membership and composition of the Committee

The voting membership of the SWRDT shall comprise of the following officer positions:

1. Chair
2. Secretary
3. Treasurer

And the following essential positions:

4. Regional Waterways Advisor South West (A)
5. Regional Waterways Advisor Wessex (A)
6. Regional Coaching Representatives - Wessex and Devon and Cornwall.
7. Regional Safety Advisor (A)
8. Regional Communication Officer (A)

And additionally other appointed members who can take the lead for some or all of the following functions where possible will be appointed.

9. Regional Paddle-Ability
10. Regional discipline activities
11. Youth and schools
12. Volunteer support and recognition
13. Regional disputes and legal
14. Events, trails and tours

Members of the committee may take on responsibility for more than one technical role

The SWRDT may elect a vice-chair from within the membership or where the chair is unavailable nominate another officer to cover the role.

Members of the SWRDT shall serve for two years and shall be eligible to stand for re-election/appointment at alternate Annual Consultative Meetings or equivalent mechanism.

In principle, members are able to serve for a maximum of four terms of two years, equating to eight years in one particular role. *Placing limits on terms is considered good practice.*

The chair, secretary and treasurer [and any other elected positions] shall be elected at the Annual Consultative Meeting or equivalent mechanism.

In principle the election and appointment of new members shall be evenly spread across 2 years to allow for continuity within the committee.

Appointed Members (A) will be appointed based on competency. The appointment process will follow an open request for applications and formal selection process. Appointed members shall be approved by the committee.

In principle, nominations for candidates for election at the ACM or equivalent shall be made to the secretary in writing supported by the signatures of two full members of British Canoeing and must reach the secretary not less than 30 days prior to the ACM or equivalent mechanism.

[In addition up to two co-opted members may be invited onto the committee, co-opted members will not have a vote.]

All members shall be full individual or club associate members of British Canoeing.

6. Meetings

The SWRDT will meet at least three times a year. Ideally the dates should be arranged at least two months in advance and papers circulated at least one week prior to the meeting.

The SWRDT shall keep minutes of the business and decisions of their meetings, and these shall be shared with all committee members within a month of the meeting and available to British Canoeing on request.

At least four members, one of whom shall be an elected member are required to be present at the meeting to achieve quorum.

7. Voting rights of the committee

Matters will usually be determined by consensus, but where voting is required this will be undertaken by the eligible voting membership. Matters that require decision between meetings may use digital means.

8. Reporting

The chair of the SWRDT will submit an annual report and accounts to the Board of British Canoeing, that include the activity of its sub committees.

9. Financial management arrangements

The treasurer shall be responsible for the financial management of the SWRDT. The funds will be held within the British Canoeing finance systems, on behalf of the SWRDT.

The SWRDT will present budgets, accounts and present annual statements as required by the Board or the executive office, as appropriate. The financial year for all committees is November 1st to October 31st.

The SWRDT annual accounts will be made available each year as part of British Canoeings annual external audit.

10. Sub committees

The SWRDT has the powers to create sub committees and are responsible for the operation of these. Any subcommittee shall be accountable to the SWRDT, which in turn be accountable to the Board.

Any subcommittee shall have published terms of reference, follow British Canoeing's policies and procedures and any separate financial requirements be held within the British Canoeing financial systems and be subject to annual auditing.

11. Annual Consultative Meeting (ACM)

The chair shall call a consultative meeting or equivalent communication and consultation mechanism in the autumn of each year. The reason for alternative methods is that holding a meeting in this region in any location will potentially disenfranchise large sections of the membership due to long travel journeys many in darkness and local roads.

In the case of the alternative communication mechanism being used (which is to try and ensure no club or member is disenfranchised by reason of geography), a formal briefing note will be issued containing all elements that would be covered by an in person meeting and inviting comments and feedback which should be submitted in writing within 21 days of issue of the briefing. Subsequent communications may be made addressing all comments received. Voting for elected positions will be by a digital mechanism which will be detailed in the briefing note.

The SWRDT shall provide in the case of a meeting at least 90 days' notice of the date and time, with a call for agenda items, this shall be communicated by the best practical means to as many club, centres and members as possible.

Voting members are able to request items for the agenda, if the request is made by at least two voting members, at least 45 days before the date of the meeting. Any request should be made by email or in writing to the chair or secretary.

The SWRDT shall provide the agenda and any meeting papers 21 days before the date of the meeting, this shall be communicated by the best practical means to as many club, centres and members as possible.

The meeting is open to all members of British Canoeing (on the water, on the bank and club affiliated members) who are members of affiliated clubs or centres within the region or who live in the region.

Voting members are defined as :

11.1 individual members of British Canoeing, (On water and On the bank) who are members of affiliated clubs or centres with the region or who live in the region.

11.2 Registered members of affiliated clubs or centres in the region (registered in this instance means that if requested an officer from the club or centre can prove the members legitimate club or centre membership to the SWRDT)

Voting in a meeting attended by members in person shall be by a show of hands unless two voting members present request a poll. Voting members may be asked to provide proof of membership at the meeting. However the size of the region and to ensure the largest possible involvement across the region appropriate electronic means may be used

No proxy or postal votes can be accepted.

The purpose of the meeting or alternative communication method shall be:

- i. to receive from the chair, or the appropriate committee officer, a brief annual report of the activities of the SWRDT since the last annual consultative meeting, presentation of the regional plan, together with a summary statement of accounts.
- ii. to consult with members, clubs and centres on their views and advice on activity within the region.
- iii. to elect the officers and members of the SWRDT with immediate effect.
- iv. to welcome the appointed members.

The quorum for an annual consultative meeting shall be eight voting members. Any informal views expressed on urgent matters in the absence of a quorum shall be transmitted to the chair who may refer them to the SWRDT, Regional Development Team Chairs Group or Board for consideration.

At the meeting, the chair or the vice chair shall preside. In the event that the chair or vice chair are known to be unable to attend (or in the event of their unannounced absence), the meeting shall not start for half an hour, after which the SWRDT shall choose a voting member present to preside.

12. If a committee is wound up

If the SWRDT be required to be 'wound up' for whatever reason, the Board will appoint a new committee temporarily, who will call an extraordinary consultative meeting, where a new committee will be elected.

The funds and assets of a 'wound up' committee will transfer to the control of the Board or the executive office, as appropriate until a formal committee is reformed.

DATE: 16th October 2018

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