Tandridge Canoe and Kayak Club

CONSTITUTION

The name of the group shall be “Tandridge Canoe and Kayak Club” (TCKC).

The Club shall be affiliated annually to the sport's governing body - Paddle UK Affiliation No 71674.

Aims and Objectives

- To introduce, promote and provide coaching, recreational and competitive opportunities in paddle sport to young people and their families in the district of Tandridge and surrounding areas
- To ensure a duty of care to all members
- To ensure that all present and future members receive fair and equal treatment
- To offer all activities as cost effectively as possible so that it is available to all
- To encourage members to take part in a variety of paddling disciplines
- To act as a focal point for local adult paddlers and Paddle UK coaches and encourage them to share their skills and enthusiasm with young people
- To promote contacts, friendship and shared activity in the community of Tandridge, the wider county of Surrey and with other canoe clubs.

Membership

Anyone participating in any club activity must become a club member for the period of their involvement. Membership shall be open to Paddle UK coaches, adult helpers, and to any young person and their family who agrees to abide by the Constitution, Policies and Guidelines of the Club and undertakes to behave in the best interests of the Club and paddle sport.

- A membership fee shall be payable from 1 September
- The Management Committee shall review and agree the Club membership fee annually
- All coaches and members shall be required to complete and return an annual membership form to the Section Leader, along with a parent/guardian consent form for each young person under 18 years old
- Coaches and helpers shall give their time as unpaid volunteers and shall receive free annual Club membership
- The Annual Membership Pack will be available on tckc.org.uk and will be sent to all new joiners
- Club members may enrol in any section(s) of the Club. Course fees and subscriptions are set by each section.
- All fees shall be payable to Tandridge Canoe & Kayak Club.

Affiliations and Insurance

- The Secretary shall ensure that the Club is covered by appropriate public liability insurance cover for members and coaches and is affiliated to the Sport’s governing body (Paddle UK)
- The Section Leader shall ensure that the Club is covered by appropriate fire and theft equipment insurance.

CONSTITUTION

Officers of the Club

- Chairperson
- Secretary
- Treasurer
- Club Welfare Officer
- Club Administrator
- Safety Officer

The officers shall be elected at the Annual General Meeting.
Ideally the maximum term for any Officer should be two terms of office in the same role.

Committee

The Club shall be managed through the Management Committee consisting of:

- The Officers as listed above
  Only these Officers shall have the right to vote at meetings of the Management Committee
- The Management Committee meeting shall be convened by the Secretary of the Club and held no less than 3 times per year. The Secretary shall circulate the agreed Agenda at least 1 week before each meeting
- The quorum required for decisions to be agreed at Management Committee meetings shall be no less than 3 of the Officers
- The Management Committee shall be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club
- The Management Committee shall have powers to appoint sub-committees as necessary and take advice from Coaches and other helpers
- The Management Committee shall be responsible for disciplinary hearings of members who have infringed the club rules/regulations/constitution and for appeal hearings of members who have been disciplined.
  The Club Discipline and Appeals Policy gives guidance.

Accounts - Financial Policy

- Monies shall be held in a bank account in the name of the Club
- The Treasurer shall be responsible for the finances of the Club, keeping records of income and expenditure
- The Treasurer should use appropriate bank accounts to give low or no fees / high interest
- The financial year shall end on 31 August
- An independently examined statement of annual accounts shall be presented by the Treasurer at the Annual General Meeting
- Any cheque drawn against Club funds must hold the signatures of two Club Officers and any electronic payment or transfer from the bank account must be set up by one signatory and approved by a second signatory.
- The Club is not for profit. Any profit from events will remain in the Club account and be used for future purchases and events.
- No salaries are paid and no committee members will receive remuneration.

CONSTITUTION

Annual General Meeting (AGM)

- The AGM shall be held in October each year, and at most within 90 days of the end of August, unless extenuating circumstances prevent this
- Notice of AGMs shall be given by the Club Secretary, with not less than 21 clear days' notice to all members
- The AGM shall receive a report from the officers of the Management Committee and a statement of the audited accounts
- Nominations for officers of the Management Committee shall be sent to the Secretary prior to the AGM
- Elections of officers shall take place at the AGM
- All members have a right to vote at the AGM
- The quorum for AGMs shall be 25% of the adult membership
- The Management Committee has the right to call Extraordinary General Meetings (EGM) outside the AGM. Procedures for EGMs shall be the same as for AGMs
- An EGM must be called within 1 month of 25% of the adult membership submitting a signed request to the Chairman.

Dissolution

A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership. In the event of dissolution, all assets held in its name shall be transferred to youth projects in Tandridge or the wider community of Surrey.

Amendments to the Constitution

The Constitution shall only be changed through agreement by majority vote at an AGM or EGM.

Declaration

Tandridge Canoe and Kayak Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

Signed .....Matt Arnold..... **Date** .....11 November 2026.....

Matt Arnold (Chairman)

Signed .....Vicky Bamforth..... **Date** .....11 November 2026.....

Vicky Bamforth (Secretary)

Safeguarding Policy

The Club's aim is that, when taking part in paddle sport, children and young people's experience should be positive and enjoyable. Canoeing and kayaking are assumed risk activities and whilst these risks cannot be totally eliminated, they can be managed to acceptable levels. Parents should be aware that it is not possible to guarantee absolute safety and should speak to a coach if they have any concerns.

When it comes to protecting a child from abuse, the welfare of children is **everyone's responsibility** and everyone has a part to play - administrator, club official, coach, parent, friend and children themselves.

Whilst the welfare of children is our first consideration, we are also aware of the needs of coaches and helpers, particularly where falsely accused. We encourage our helpers to minimise the opportunity for false allegations, especially by avoiding physical contact when coaching and being alone with someone else's child. Through Paddle UK we can help individuals who are falsely accused to have access to confidential advice, guidance and support.

The Club recognises that it has a responsibility for the safety and welfare of the minors in its care and seeks to protect children and young people from all types of harm (physical, sexual, emotional and neglect) whilst they are with the Club's coaches and other regular helpers. Our policy is that

- coaches and session leaders are responsible for juniors during coaching sessions, whereas parents/guardians are responsible for juniors when they are not being coached unless specific alternative arrangements have been made
- activities are led by suitably qualified coaches
- session leaders identify the risks involved with all the sessions that they run and implement measures to safeguard the well-being of participants
- lines of responsibility for safety are defined within this policy
- all members of TCKC should read Paddle UK Safeguarding Policies: https://paddleuk.org.uk/safeguarding-policies
- TCKC appoints a Welfare Officer who has attended a recognised Safeguarding and Child Protection workshop and his/her contact details are posted on http://www.tckc.org.uk and in the annual Club Membership Pack
- TCKC will post the Club's Constitution, Policies and Guidelines on http://www.tckc.org.uk
- TCKC informs new and existing members about the Club Constitution and Policies in the annual Membership Pack;
  TCKC reminds coaches of the Club Constitution and Policies on their Club Coach Registration Form;
  TCKC asks all members and coaches to sign their acceptance on the Membership/Registration Form.

WHAT TO DO IF YOU HAVE A CONCERN

It is not your responsibility to decide whether a child is being abused, but it is your responsibility to pass the information on to the appropriate person.

If a child tells you that he or she is being abused

- Do not promise to keep it to yourself
- Listen to what the child says and, please, take it seriously
- Only ask questions if you need to identify what the child is telling you – do not ask about explicit details
- Make a detailed note of what the child has told you but, do not delay passing on the information

Anyone with a concern or who receives an allegation should contact our Club Welfare Officer, who will investigate the issues and ensure that the appropriate actions are taken. If the Welfare Officer is unavailable, contact a Coach.

The template for recording concerns is available on www.paddle.uk and from the Club Welfare Officer. Following the report of an allegation, the incident would be reviewed by the Club Chairman and Club Welfare Officer who, in turn, would contact the Safeguarding Team at Paddle UK.
The NSPCC free 24-hour Child Protection Helpline for anyone with general concern about a child is 0808 800 5000.

Safeguarding Policy

PARTICIPANT RESPONSIBILITIES

- To behave in a safe manner
- To communicate any problems, fears or doubts to the coach
- To respond immediately to requests or commands
- To observe a duty of care to all other participants
- To tell the coach before withdrawing part way through a coaching session, camp or event
- To follow the Club's Constitution, Policies and Guidelines.

CLUB MEMBER, VOLUNTEER AND PARENT/GUARDIAN RESPONSIBILITIES

- To tell the coach of any relevant medical conditions or disabilities of those in their care
- To report any concerns regarding the welfare of a child, as detailed above
- To supervise their children when they are not being coached
- To tell the coach before withdrawing part way through a coaching session, camp or event
- To follow the Club's Constitution, Policies and Guidelines.

COACH RESPONSIBILITIES

- To be clear about responsibilities and lines of authority for every activity session and to ensure that everyone involved knows who to contact and what to do if things do not go to plan
- To provide a suitable first aid kit at all sessions
- To provide or refer to a written risk assessment or SOP for each venue they use regularly, including:
  measures for reducing risk to an acceptable level
  guidance over appropriate supervision ratios, referring to Paddle UK Terms of Reference
  controls for checking that kit is appropriate and in suitable condition
  whether a parent/guardian/adult must remain present throughout
- To educate paddlers to ensure that any equipment they use is in good order and appropriate for the user, with all relevant safety requirements fulfilled
- To have emergency contact details and medical details for each minor in their care
- To keep in mind the Club and Paddle UK guidelines "Supervision of Away Trips" for any trip that they organise and take actions accordingly
- To be conversant with child protection issues and current legislation and follow the Club Safeguarding Policy and use it in conjunction with the Paddle UK policy in the event of any concerns or allegations
- To follow the Paddle UK guidelines on bullying of children and address any incidents of inappropriate behaviour amongst peers
- To follow the Club Code of Conduct and be aware of the Paddle UK Photography Guidelines
- To report all incidents / near misses to the Committee, and in the case of serious injury or dangerous incidents as required under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), to https://www.hse.gov.uk/riddor/
- To ensure that participants in taster activities become Club Members for the duration of the activity
- In consultation with the Committee, use the Paddle UK Incident Report Form to report any serious incident or injury **https://paddleuk.org.uk/online-incident-reporting**

Safeguarding Policy

COMMITTEE RESPONSIBILITIES

- **Permitted Coaches & Disclosure and Barring Service Check**
  To ensure that all our over-18 members who coach, assist or act in a supervisory capacity and those over-16 who act in a coaching capacity have a current enhanced DBS check. Where an enhanced DBS check has either expired or has been newly applied for, that member will only be allowed to take part in activities involving children if they are with another DBS-cleared member.
- **Coaching Qualifications**
  To require Coaches to hold updated Coaching and First Aid Qualifications. The Committee will encourage and support adult helpers to gain qualifications and assist adult coaches to stay updated.
- **Club Welfare Officer**
  To appoint a Welfare Officer for the Club and, ideally, a Welfare Officer for each Youth Section of the Club to deal with any issues concerning child protection. To publicise these names and contact details to all members via both the Club website and on the membership joining information.
- **Child Protection Training**
  To encourage our over-18 members who coach, assist or act in a supervisory capacity and those over-16 who act in a coaching capacity to attend or complete a recognised Safeguarding Course that has been approved by Paddle UK.
- **Allegations or Incidents**
  To ensure that any allegations or incidents reported are neither trivialised nor exaggerated, but handled sensitively, confidentially and promptly.
  To ensure that the person reporting any incident is given the support of the Club Welfare Officer.
  To report any and all incidents whether child protection or not to Paddle UK, in line with their policy.
  To collaborate fully with the statutory and voluntary authorities, such as the Police, the Social Services and the NSPCC, in line with Paddle UK policy.
  To encourage and help coaches to remain fully conversant with child protection issues and legislation.
- **Safeguarding Policy**
  To review our Safeguarding policy annually. To circulate our Safeguarding Policy to all members, helpers and coaches with Annual Membership Registration, and keep the current version available on the Club Website.

CLUB WELFARE OFFICER RESPONSIBILITIES

- To control and administer the DBS applications and renewals and keep the records.
- To monitor the attendance and validity of Child Protection Courses.
- To administer all allegations, ensuring that the Club Committee / Paddle UK are kept fully briefed and will involve any outside agency that the circumstances require.

This Safeguarding Policy has been ratified by the Management Committee of Tandridge Canoe and Kayak Club and takes effect from the date of signature.

Signed .....Matt Arnold..... Date .....11 November 2026.....

Matt Arnold (Chairman)

The Paddle UK Safeguarding Children policy can be found here: https://paddleuk.org.uk/safeguarding-policies

Code of Conduct

TCKC wants all paddlers to improve performance and have fun. It is Club Policy that all paddlers, parents, volunteers and coaches show respect and understanding for each other and conduct themselves in a way that reflects the guidelines and policies of the Club.

Paddlers

- Take care of all property belonging to the club or members of the club
- Treat all club members with respect at all times, on and off the water
- Treat other paddlers as you would like to be treated yourself
- Control tempers and avoid behaviour which may inconvenience or upset others
- Follow the appropriate safety rules for the activity being undertaken
- Listen to and co-operate with Coaches and Club officials.

Parents/Guardians

- Tell the Coach about your son/daughter's medical conditions that may affect participation
- Help your son/daughter to recognise good performance, not just results
- Never force your son/daughter to take part in sport
- Never punish or belittle a child for losing or making mistakes
- Publicly accept coaches'/officials' judgments
- Support your son/daughter's involvement and help them to enjoy the sport
- Use the correct and proper language at all times
- Set a good example by applauding good performances of all paddlers
- Ask permission from the Session Leader before taking photographs
- Ensure that you are present at agreed session start and finish times.

Coaches/Volunteers

- Consider the well-being and safety of participants before the development of performance
- Develop an appropriate working relationship with participants, based on mutual trust and respect
- Make sure that all activities are appropriate to the age, ability and experience of those taking part
- Encourage paddlers to value their performance, not just results
- Promote the positive aspects of the sport (e.g. fair play)
- Display consistently high standards of behaviour and appearance
- Follow TCKC and Paddle UK guidelines and policies
- Hold appropriate updated qualifications and insurance
- Never condone rule violations, rough play or the use of prohibited substances
- Encourage and guide participants to accept responsibility for their own performance and behaviour.

Discipline and Appeals Policy

All concerns, allegations or reports of bad behaviour, poor practice or safety/welfare issues regarding children and young people shall be recorded and responded to swiftly and appropriately in accordance with the Club's and the Paddle UK Child Protection Policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of child protection concerns.

Serious misbehaviour or breach of safety guidelines at an event may be dealt with by a Coach or Section Leader who has the power to take immediate disciplinary action or exclude a member from any further participation in that activity.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary. The Committee will meet to hear complaints within 15 days of it being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 5 days of the hearing.

There will be a right of appeal to the Management Committee following disciplinary action being announced. The Committee should consider the appeal within 15 days of the Secretary receiving the written appeal. The outcome of an appeal hearing shall be notified in writing to the person who made the appeal within 5 days of the hearing.