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*Proposed at Cumbria RDT ACM Jan 2019 based on v6 RDT Chairs Group 8 Sep 2018 1***Cumbria Regional Development Team (also known as, and operating  
under, the name “Cumbria Canoeists”)  
TERMS OF REFERENCE  
These terms of reference replace and supersede all previous terms of reference or  
constitutional documents relating to either the “Cumbria Regional Development Team”  
or “Cumbria Canoeists”.***To be Ratified : 30th January 2019, at the Cumbria RDT ACM***1. Purpose**An English Regional Development Team (RDT) shall, where appropriate involve itself in all  
matters relating to the development of the sport and recreation of paddlesport within its  
respective regions.  
**2. Responsibilities of the committee**The responsibilities of the Regional Development Team are to:  
- Develop an integrated approach to development in the region through good communication  
channels with key volunteers and British Canoeing staff.  
- Produce and deliver a Regional Development Plan for Paddlesport that reflects the needs of  
the Region and supports the overarching British Canoeing strategy and 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  
- Provide a mechanism for receiving and taking appropriate action in resolving regional  
disputes and complaints.  
- 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 Regional Development Team is accountable to the Board of British Canoeing, through approval  
of Terms of Reference, appointed members, development plans and budgets.  
*Proposed at Cumbria RDT ACM Jan 2019 based on v6 RDT Chairs Group 8 Sep 2018 2*The Regional Development Team has an implicit responsibility to clubs, centres and members in its  
region via an Annual Consultative Meeting (ACM), when the members of the Committee are  
appointed, and reports received.  
**4. Compliance with British Canoeing policies and procedures**The Regional Development Team will recognise and adhere to the policies and procedures of British  
Canoeing.  
**5. Membership and composition of the Committee**The voting membership of the Regional Development Team shall comprise the following:  
i. The following elected officer positions:  
1. Chair  
2. Vice Chair  
3. Secretary  
4. Treasurer  
ii. The following desirable appointed positions – (or alternative management system/method):  
5. Regional Waterways Advisors (A)  
6. Regional Coaching Representative (A)  
7. Regional Safety Advisor (A)  
8. Regional Communication Officer (A)

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| iii. | Other appointed members (A) who may take responsibility for some or all of the following functions: |

9. Regional Paddle-Ability (A)  
10. Regional discipline activities (A)  
(**Currently 2019: Reps in Polo, Slalom, River Running, Open Boat, Sea Kayak, Racing)**11. Youth and schools (A)  
12. Volunteer support and recognition(A)  
13. Regional disputes and legal (A)  
14. Events, trails and tours (A)  
Members of the committee may take on responsibility for more than one technical role.  
Members of the committee shall serve for two years and shall be eligible to stand for re-election or  
re-notification of appointment at alternate Annual Consultative Meetings.  
In principle, members are able to serve for a maximum of four terms of two years, equating to eight  
years in one particular role.  
The chair, vice chair, secretary and treasurer shall be elected at an Annual Consultative Meeting  
(ACM).  
In principle, the election and appointment of new members shall be evenly spread across two years,  
to allow for continuity within the committee.  
*Proposed at Cumbria RDT ACM Jan 2019 based on v6 RDT Chairs Group 8 Sep 2018 3*Appointed members (A) will be appointed based on competency. The appointment process will  
follow an open request for applications and formal selection process1. Appointed members shall be  
approved by the committee.  
In principle, nominations of candidates for election at the Annual Consultative Meeting shall be  
made to the secretary in writing supported by the signatures of two full individual members of  
British Canoeing and must reach the secretary not less than 30 days prior to the Annual Consultative  
Meeting.  
In addition, up to two co-opted members may be invited onto the committee, co-opted members  
will not have a vote.  
All committee members (elected/appointed), except for co-opted members, shall be full individual  
or club associate members of British Canoeing.  
**6. Meetings**The committee will meet at **least three times a year**, including an ACM, Ideally the dates should be  
arranged at least two months in advance and papers circulated at least one week prior to the  
meeting.  
As well as the ACM all RDT meetings will be inclusive and Club/Centre/Organisation Reps and any  
Cumbrian paddlers are welcome to join the meetings.  
The RDT management team – Chair, Vice, Sec & Treasurer (plus invited committee members) will  
communicate regularly and meet as necessary, in addition to the x3 RDT meetings.  
The committee 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 copies placed on the  
relevant websites.  
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.  
All committee members, excluding co-opted members, and Club reps have voting rights at all RDT  
meetings.  
Election of officers at an ACM is open to voting by ACM voting members as defined in Article 11.  
**8. Reporting**The chair of the Regional Development Team 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 committee. Some funds will  
be held within the British Canoeing finance systems, on behalf of the committee. In addition,  
1 *For some technical roles like RCR and RWA this process is outlined*  
*Proposed at Cumbria RDT ACM Jan 2019 based on v6 RDT Chairs Group 8 Sep 2018 4*Cumbria RDT will manage a local current account, managed by the Treasurer and the RDT  
Management team.  
The committee will present budgets, accounts and 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 committees annual accounts will be made available each year as part of British Canoeing’s  
annual external audit.  
**10. Sub committees**The committee has the powers to create sub committees and are responsible for the operation of  
these. Any subcommittee shall be accountable to the Regional Development Team, 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, including being subject each year to British Canoeing’s annual external audit.  
**11. Annual Consultative Meeting (ACM)**The chair shall call a consultative meeting normally in the autumn of each year.  
The committee shall provide 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.  
Eligible ACM voting members are able to request items for the agenda, if the request is made by at  
least two ACM 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 committee 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 and members of affiliated clubs or centres  
within the region or who live or operate in the region.  
ACM Voting members are defined as:

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| i. | Individual members of British Canoeing (On the water and On the bank), who are members of affiliated clubs or centres within the region or who live or who operate within the region. Registered2 members of affiliated clubs or centres within the region. *[Registered in this instance means that if requested an officer from the club or centre can prove the members* |
| ii. |  |

*legitimate club or centre membership to the RDT]*Voting 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.  
2 Note this has been added to provide clarity for RDTs  
*Proposed at Cumbria RDT ACM Jan 2019 based on v6 RDT Chairs Group 8 Sep 2018 5*No proxy or postal votes can be accepted.  
The purpose of the meeting shall be:

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

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 committee, 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 committee shall choose a voting member present to preside.  
**12. If a committee is wound up**If the committee be required to be ‘wound up’ for whatever reason, the British Canoeing Board will  
appoint a new committee temporarily, who will call an extra ordinary 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 British canoeing  
Board or the executive office, as appropriate until a formal committee is re-formed.  
DATE: 30 January 2019  
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