
Great Britain Wild Water Racing

Terms of Reference

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Wildwater Racing Committee Terms of Reference



Revision History

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Definitions

British Canoeing - BC	The Governing Body for the sport of Canoeing in the UK
International Canoe Federation - ICF	The International Governing Body for the sport of Canoeing
WWRC	The WWRC of British Canoeing
National Association	British Canoeing (BC), (English Responsibility), Canoe Association of Northern Ireland (CANI), Canoe Wales (CW), The Scottish Canoe Association (SCA)
National Association Wildwater Racing Committees	The Wildwater Committees of each National Association
Registered Club	To qualify as a Registered Club the following conditions apply <ol style="list-style-type: none"> 1. Be affiliated with the relevant NGB <p>And any one of the following:</p> <ol style="list-style-type: none"> 2. Have had at least 1 club member compete in at least 1 race in the previous 12 months prior to the meeting 3. Have organised at least one regional or national race within the previous 12 months
Individual Member	A member of a National Association able to vote at Consultative and General meetings of the association.

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1. Title

The Committee shall be called the Wildwater Racing Committee of British Canoeing (WWRC)

2. Accountability

The WWRC is accountable to the Board of British Canoeing. The WWRC will be accountable to the Board of British Canoeing for carrying out the responsibilities which are delegated within the Terms of Reference.

2.1 The British Canoeing Board

The BC Board will:

- a. Approve the Terms of Reference and any subsequent changes
- b. Approve the 4 year plan
- c. Approve the annual plan
- d. Approve the annual budget
- e. Consider grant support
- f. Receive and consider the minutes of WWRC meetings
- g. Receive and publish the annual report from the WWRC as part of the BC annual report

2.2 The WWRC

The WWRC is responsible:

- a. For the creation of its strategic plan and delivery of its objectives to the Board of BC.
- b. To individual members of BC and their clubs who are actively involved in Wildwater Racing.

3. Purpose

The WWRC is an entirely volunteer led committee that has a UK wide responsibility to BC for all matters relating to the management and development of Wildwater Racing at UK Level. The WWRC will work closely with the National Association Wildwater Racing Committees and in the regions of England within the UK agreement, with a particular focus on:

- a. Increasing participation at all levels through the provision of competition.
- b. Encouraging the organisation of, and participation in club, regional, national and international events.
- c. Preparation of selection policies and governance and management of selection.
- d. Management of participation by elite athletes at international competition.
- e. Administration and compliance of rules and regulations.
- f. The development of talent, clubs, coaches and officials.
- g. Engagement and consultation with paddlers and clubs.
- h. Promote the marketing and publicity for the sport across GB.

4. Responsibilities

4.1 BC Responsibilities

The following responsibilities are reserved by BC and may involve the WWRC but are not the direct responsibility of the WWRC:

- a. Establish and be responsible for the maintenance of anti-doping policy and rules.
- b. Approval of changes to these Terms of Reference.
- c. Appeals procedures as the ultimate arbiter after WWRC procedures have been completed.

4.2 WWRC Responsibilities

- a. Consult on, establish and deliver a 4-year plan for WWR in GB, in alignment with the 4-year Strategy and Annual Plan of BC. This plan shall be approved by the Board of BC.
- b. Set and maintain a financial budget in accordance with the Strategic Plan, with the aim of achieving a balanced budget over the period of the plan and maintaining sufficient financial reserves to ensure its delivery.
- c. Manage, promote and conduct the British National Championships Series and Selection.
- d. Manage the English National Championships and regional races.
- e. Manage the WWR calendar with regards to British National Series races, Selection, International events and English regional races.
- f. Ensure all British National Series races and selection are run according to BC WWRC rules.
- g. Select and administer teams representing Great Britain in international events.
- h. Select and administer teams representing England in international events.
- i. Consult on, set and publish competition rules and make recommendations for the conduct of national and regional events and competitions
- j. Maintain and publish the athlete ranking system for GB across all boat classes, ages and gender.
- k. Declare British National Champions and maintain the National Trophies and Ranking List in accordance with published rules.
- l. Give advice, guidance and encouragement to sponsors of Wildwater Racing in the UK.
- m. Maintain Wildwater Racing specific disciplinary regulations and manage disputes and protests as per those regulations.
- n. Nomination of representatives to British Canoeing to become involved in or act as technical officials on the committees of the ECA and ICF.
- o. Encourage the development of suitable new and existing Wildwater Racing competition sites.
- p. Work in collaboration with the BC Coaching and Leadership team to guide the development of coaching in clubs and regions.
- q. Support the development of programmes which increase Wildwater Racing participation.
- r. Work with the BC Safety Group to ensure the provision of a safety framework for the delivery of events within Wildwater Racing within the UK.
- s. The WWRC shall adhere to all current BC policies, procedures and guidelines.

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- t. Terms of reference will be reviewed every four years.
- u. To champion equality of opportunity for all paddlers within Wild Water Racing.

4.3 National Association Committees Responsibilities: (e.g. the SCA WWRC)

National Association Committees (where they exist) are subject to their own separate terms of reference and objectives but these may include the following responsibilities for the management and development of Wildwater Racing:

- a. Appoint a representative as a member of the WWRC, (see 5.3).
- b. The authorisation and running of events in their countries.
- c. Select and administer teams representing the National Association in international events.
- d. Manage the WWR calendar with regards to National Association regional races.
- e. Liaise with the WWRC to agree the dates and locations for British National Series races taking place in the country of the National Association.
- f. Liaise with the WWRC in matters relating to the GB teams.
- g. Satisfy any additional requirements of the National Association, for example, event authorisation, safety planning and safeguarding/child protection.
- h. Organise and maintain control of closed National Association championships.
- i. Send all results of GB National Championships to the WWRC ranking officer.
- j. Develop the sport of WWR in its country, including participants, coaches and officials.
- k. Administer the finances of the National Association committee.

5. Membership of the WWRC

5.1 Membership

The WWRC shall comprise of up to 10 elected or appointed persons, each being a full individual member of British Canoeing or a National Association. This total will include 3 Officers (Chair, Secretary, Treasurer) 3 general members and National Association delegates.

5.2 Elected

The following will be elected at the Annual Consultative Meetings:

- Chair
- Secretary
- Treasurer
- 3 general members

5.3 Appointed

Each National Association in England, Scotland, Wales and Northern Ireland has the right to appoint a representative to the WWRC.

The WWRC will appoint an England representative.

5.4 Term of Office

Members of the WWRC shall serve for approximately two years. Officers will be elected at alternate ACMs and serve for 2 years, a year being the period between ACMs. The Chair and Treasurer being

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elected in odd years and the Secretary in even years. Retiring members may be appointed for further terms, subject to being elected in the usual way.

- a. To fill casual vacancies, the WWRC may co-opt additional members until the next ACM.
- b. Persons who are employees of BC or National Associations may serve as members of the WWRC with the consent of the BC or relevant National Association CEO.
- c. Vice-Chair - At the first meeting of the WWRC following an ACM, a Vice-Chair will be elected by the WWRC from the elected members.

5.5 Declaration of interests

Following election all WWRC Members will declare all relevant interests and their involvement in Canoeing. No WWRC member will use the WWRC or its activities for commercial or other benefit. A register of the declared interests for all committee members will be maintained and any new interests must be declared as they arise.

If a possible conflict of interest arises during a member's term of office then the member will highlight it immediately so that appropriate procedures for managing the conflict can be used according to BC policies.

5.6 Expectations of WWRC Members

Elected, nominated and Co-opted members of the WWRC are expected to:

- a. Sign up to and abide by the members code of conduct
- b. Act as a representative of the WWRC and fulfil any roles to which they have been appointed to the best of their abilities, both during and outside of committee meetings
- c. Delegate decisions or refer enquires to the appropriate WWRC member in keeping with the decision-making process of the committee
- d. Except in extenuating circumstances, attend all ordinary meetings of the WWRC each year.
- e. Volunteer for and fulfil at least 1 committee or sub-committee role involving work outside of ordinary meetings
- f. In the case that a Committee Member is not able to fulfil expectations then the Chair has the right to highlight this to the member and give them opportunity to withdraw from the Committee if necessary.

6. WWRC Meetings

- a. Four members, one of whom must be the Chair or Vice-Chair, shall form quorum at a meeting of the WWRC.
- b. The WWRC will meet at least four times a year, at least two of the meetings will be in person, the others will be by conference call if not at races.
- c. Meeting dates will be set immediately after the ACM.
- d. At least 14 days notice of the date of the meetings shall be given to all members of the committee. Copies of the agenda and available papers to be sent to members of the committee at least 7 days in advance. Additional papers will be circulated to the WWRC members as soon as practical.
- e. The Secretary should ensure that Minutes are taken and a draft copy circulated within two weeks of the meeting.

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- f. Once approved by the WWRC the minutes will be published on the website.
- g. Decisions shall be made by consensus and where there is not a clear majority agreement a vote will take place. Each elected and co-opted member except the Chair of the meeting shall have 1 vote with only those in attendance at the meeting having the right to vote. The vote will be open, by a show of hands if in person or the meeting secretary will record responses in the case of a video/teleconference. A simple majority will carry the decision and in the case of a tie the Chair of the meeting will have a casting vote.
- h. 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.
- i. All members of the WWRC have voting rights.
- j. Non committee members may be invited to attend meetings for specific agenda items.
- k. The WWRC has the right to appoint sub-committees. These will consist of at least one member of the WWRC who will report back the findings and recommendations of the sub committee. These committees will have no voting rights.

7. Consultative Meetings

- a. The WWRC will be responsible for organising the WWRC Annual Consultative Meeting (ACM) for the clubs to attend for the purpose of electing members to the WWRC, reporting progress and discussing major changes proposed for the future.
- b. An ACM will usually be held during October to December each year. The date of the ACM and the call for nominations and ACM business will usually be published 2 months in advance on the WWR Website.
- c. The accidental omission to give notice of a meeting shall not invalidate any resolution passed or the proceedings at any meeting.
- d. The business of the ACM shall be to:
 - Receive and approve the previous ACM Minutes
 - Receive the report of the Chair and other Committee Members and sub-committees
 - Receive a report from the Treasurer and accept the Annual Accounts
 - Present the draft budget for the following year.
 - Report on the four-year plan and approve future proposals.
 - Elect Officers and members of the WWRC
 - Consider any items on the Agenda requested by those eligible to vote
- e. Nomination of candidates for officer positions, (Chairman, Secretary, Chair) for election to the WWRC at the ACM must be submitted to the Secretary of the WWRC in writing supported by the signatories of two full members of BC/ National Association and must reach the Secretary at least 30 days prior to the ACM.
- f. Nominations for general members shall be made by two individual Members and may be made at any time until the election.
- g. Any item for the Agenda at the ACM, not originating from the WWRC must be signed by two individual Members who are members of and represent a Registered Club. Such Agenda items must be lodged with the Secretary 30 days prior to the ACM
- h. Notice of the meeting shall be communicated to each Registered Club at least 21 days prior to the meeting.

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- i. The notice of the consultative meeting shall include the following: The Agenda of the meeting, details of the date, time and place of meeting, details of those standing for election and details of any matters raised by members.
- j. Only the business notified on the Agenda accompanying the notice shall be transacted.
- k. If no nominations have been received by the time of the election, the standing Officer may be re-elected for further two-year term. In the case that that person is not willing to stand and no interim solution can be found. The committee and BC will work together, through an open recruitment process to appoint against an agreed role description. If the post remains unfilled the committee have the power to co-opt for a period of 12 months.
- l. The quorum at a Consultative meeting shall be four Registered Clubs and at least 2 officers of the WWRC, one of which can be the WWRC elected Vice-Chair
- m. The Chair of the Committee shall preside at the ACM. If the Chair is known to be unable to attend or remains absent 30 minutes after the scheduled start time of the meeting, the vice -chair will take the chair.
- n. Only Wild Water Racing Registered Clubs are able to vote at either the ACM or a SCM. Each club has one vote. They may also hold one proxy vote from one other club.
- o. A Voting Club representative must be a full individual Member of British Canoeing or a National Association.
- p. The proxy arrangements will be circulated in advance with the Notice of the Meeting and the details shall be determined by the WWRC. Proxy votes can be given to the Chair of the Meeting or to another Voting Club. A maximum of 1 proxy vote may be held by any one club.
- q. All proxy votes must be registered in advance with the Secretary and received at least 72 hours before the time of the ACM
- r. Voting shall be by a show of voting slips and proxy cards, unless two or more Voting Club representatives present at the meeting or the Chair, request a poll. A Special Consultative Meeting may be called at any time at the discretion of the Committee or by notice in writing to the Secretary by not less than 5 Voting Clubs. Such notice must state in the form of a motion the business to be discussed and be signed on behalf of the Voting Clubs, by the Voting Clubs' representatives who are Full Individual Members of British Canoeing or a National Association.
- s. The Committee shall convene a Special Consultative Meeting within 60 days of receipt of such notice.
- t. A Special Consultative Meeting will be conducted in line with the proceedings of an ACM as outlined within these Terms of Reference.

8. Managing the finances

- a. The Treasurer shall be responsible for the financial management of the committee.
- b. The treasurer shall keep such books of account as the Board of BC and the WWRC may from time to time direct.
- c. The Treasurer shall provide a report for circulation prior to each meeting providing a summary of the financial situation
- d. The Financial year shall follow BC, ending on 31st October.
- e. The accounts of the WWRC shall be submitted annually to the Finance Manager within BC, made up to the 31st October.
- f. The funds of the WWR Committee shall be held by BC in the WWR account.
- g. The accounts will be audited as part of the BC audit process.
- h. The WWRC will present an annual budget for approval by the BC Board.