

These Terms of Reference are bound to the Articles of Association of British Canoeing.

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Wildwater Racing Committee Terms of Reference



1. Title

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

1.1. 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	Any BC or National Association affiliated club that has registered interest in Wildwater Racing. with the secretary.
Voting Member	A member of BC/CANI/CW/SCA who votes on behalf of a club at an ACM or Special Consultative Meeting
Individual Member	A member of a National Association able to vote at Consultative and General meetings of the association

2. Accountability

The BC Board has overall responsibility for canoeing within Great Britain and Northern Ireland but delegates the responsibility for the management of Wildwater Racing to the WWRC.

2.1. The BC 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 for the creation and delivery of its 4 year plan and objectives to the Board of BC, and 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 Federal 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 of rules and regulations.
- f. The development of talent, clubs, coaches and officials.

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. 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. Set and publish competition rules and make recommendations for the conduct of national and regional events and competitions. Only in exceptional circumstances can rules be amended mid-season and only through discussion (and voting if required) at a committee meeting.
- 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.
- 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 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.
- t. Terms of reference will be reviewed every four years.

4.3. National Association Responsibilities: (SCA/CW/CANI)

The authorisation and running of events in their countries.

Running of events can be delegated to the National Association WWRC and/or any other appropriate organisation providing that the events are duly authorised.

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

5. Membership of the WWRC

All members of the committee shall be voting individual members of BC or other National Association.

5.1. Officers

The following officers shall be elected at the Annual Consultative Meetings.

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

5.2. Term of Office

Officers will be elected at alternate ACMs and serve for 2 years, a year being the period between ACMs. The Chair and Treasurer being elected in odd years and the Secretary in even years.

5.3. Committee Members

- a. A representative from each of the National Associations will be nominated by the relevant National Association.
- b. Up to 6 committee members, to include safeguarding and safety officers, each serving for 2 years with 2 to 4 of them being elected at the ACM each year.
- c. To fill casual vacancies, the WWRC may co-opt additional members until the next ACM.
- d. Persons who are employees of BC or National Associations may serve as members of the WWRC with the consent of the BC CEO.
- e. 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 Nominations

- a. Nominations for Officers and committee members shall be made to the Secretary as per section 7.5 below.
- b. If no nominations have been received by the time of the election, the standing Officer may be re-elected for further one-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.
- c. Nominations for committee members shall be made by two individual members and may be made at any time until the election.

5.6 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.

5.7 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 a minimum of 2 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. Duties of the WWRC Officers and Members

6.1. Chair

- a. The Chair and in their absence the Vice-Chair shall take the Chair at meetings of the WWRC and of any Consultative Meeting.
- b. Steer the activities of the WWRC to deliver its Purpose and Responsibilities
- c. Formally represent the sport of Wildwater Racing

6.2. Secretary

- a. Keep minutes of the proceedings of the meetings of the WWRC and Consultative Meetings.
- b. Ensure that the required notice period is given for WWRC and Consultative Meetings.
- c. Receive and circulate minutes of any sub committees.
- d. Be the custodian of WWRC documentation and point of reference for information, ensuring only up to date versions are publicly available.
- e. Maintain a list of registered clubs.

6.3. Treasurer

- a. Keep books of account and prepare budgets.
- b. Present annual balance sheets to the BC Board and the WWR ACM
- c. Keep the WWRC informed on the financial position
- d. Manage the finances of the WWRC in accordance with the guidelines provided by BC.

6.4. Delegation of Other Roles

Other roles are routinely required and shall be delegated to WWRC members or other appropriate people as needed. Any one individual may have more than one role and will not necessarily be a WWRC member. In this case then a WWRC member will be designated to follow up activities and report to the WWRC or invite that person to join a WWRC meeting.

- a. Performance Director
- b. Calendar Manager
- c. Team Managers – Senior and/or Junior
- d. Head Coach
- e. Results and Rankings Officer
- f. Welfare Officer
- g. Marketing, Sponsorship & Communications Officer
- h. Web Site and Social Media Officer
- i. Equalities Officer
- j. Regional Representatives
- k. Athlete & Young Persons Representative
- l. Safety Officer

7. Consultative Meetings

- a. An Annual Consultative Meeting (ACM) will be held during October to December each year. The date, place and agenda of the Annual Consultative Meeting will be published at least 30 days in advance at least on the WWR Website.
- b. Only the business notified on the Agenda accompanying the notice shall be transacted.
- c. 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 prior to September 1st.
- d. The WWRC 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 WWRC there has been a substantial change in the circumstances or new evidence is available.
- e. The business of the ACM shall be to:
 1. Receive and approve the previous ACM Minutes
 2. Receive the report of the Chair and other Committee Members and sub-committees
 3. Receive a report from the Treasurer and accept the Annual Accounts
 4. Present the draft budget for the following year.
 5. Report on the four year plan and approve future proposals.
 6. Elect Officers and members of the WWRC
 7. Consider any items on the Agenda
- f. 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.
- g. 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.
- h. Special Consultative Meetings may be called at any time by the WWRC or by notice to the Secretary by not less than ten Registered Clubs. Such notice must state in the form of an Agenda item the business to be discussed and be signed on behalf of the Registered Clubs. The WWRC shall convene such a meeting within sixty days of receipt.

7.1. Voting At Consultative Meetings

- a. Each BC, SCA, CANI or CW affiliated club which has registered an interest in Wildwater Racing with the Secretary to the WWRC shall have one vote at the ACM or any WWR Consultative Meeting.
- b. Any person representing an Affiliated Club or casting its vote, must be a full member of BC, CW, CANI or the SCA. Similarly no Affiliated Club can be represented or cast a vote, unless it has paid all money due to its relevant National Association.
- c. The person casting votes on behalf of a club shall make themselves known to the Secretary of the meeting before voting starts and it will be recorded in the minutes.
- d. Voting will be by a show of hands.
- e. There will be no proxy votes.
- f. A decision to replace or alter any part of these terms of reference 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. Other decisions may be taken by a simple majority and stand as recommendations to the British Canoeing WWR Committee. The Chair shall not be entitled to vote unless a casting vote is required.

8. 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. Papers will be circulated by the Secretary at least two weeks before the meeting, preceded by a request to members for agenda items.
- e. Minutes will be taken by the Secretary and a draft copy circulated within two weeks of the meeting.
- f. Once approved by the WWRC the minutes will be published on the website, copies sent to BC and the Club Contacts at Registered Clubs
- 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. No non – committee members should be present at meetings unless requested for a specific part of the agenda.
- 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.

9. 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