



Membership Form

Name:	Date of Birth:
Address:	
*A separate form must be completed for each family member	
Mobile Tel. No:	Home Tel. No:
Email Address:	
Emergency Contact:	Telephone No:
Doctors Name:	Telephone No:
Medical Details* Are there any physical or other condition(s) which the TCC should be made aware of, if so please provide details below	
Allergies:	
Special Diet:	
Prescription Drugs:	
Other Information:	
Please give a short description of your paddling experience	



Undertaking of Members' Personal Responsibility

I the undersigned understand and accept that canoeing and kayaking are adventure sports with inherent risk of; loss or damage to personal possessions, injury and potentially death. I accept that no one but me is responsible for judging my level of physical fitness and qualifications for my safety when I choose to paddle.

I hereby waive for myself and for anyone else claiming through me my right to sue; the Club, its committee, other club members, trip coordinators or any of my fellow paddlers for any injuries to my person, including death, or damage to my equipment which may occur: during, in preparation for, in transit to or from, and during a Club outing. The waiver applies to any negligent act or omission whatsoever.

I confirm that I do not suffer from any disability or medical condition which may render me unfit for strenuous exercise*

I have read, understood and will abide by the constitution and rules of the club.

Signature	Date
Parent/Guardian Signature	Date
Print Name	

* Should a medical condition exist this does not necessarily preclude you from membership and participation in the club, but it must be declared. If you are in any doubt whatsoever advice must be sought from your Doctor.

Please return this completed form along with your membership fee (cheque to be made payable to Trim Canoe Club) to Trim Canoe Club, Trim, Meath.

Cost:

€80 Full Adult Member	Adult Paddler in possession of an ICU Level 2 Certificate.
€60 Junior	Junior Paddler between the ages of 10 and 18 years in possession of an ICU Level 2 Certificate.
€120 Family	Two adult and their children or legal wards, all in possession of an ICU Level 2 Certificate
€50 Concession	Persons already in possession of a valid ICU membership card and minimum Level 2 Certificate

Juniors do not have voting rights and cannot be hold positions on the Trim Canoe Club Committee.

Full, Junior and Family Membership includes membership of the ICU for named individuals.



Constitution and Rules

1 Name

1.0 The club shall be known as 'Trim Canoe Club' hereinafter known as THE CLUB.

2 Mission Statement

2.0 The mission of the Club is to assist its members in developing their Canoeing and Kayaking Skills. To do so regardless of their level of ability by; facilitating or organizing river trips, training and other activities.

2.1 The Club is also committed to being a responsible river user and member of the Trim Community and will engage in activities compatible with this secondary goal.

3 Classes of Membership

<i>Full Adult Member</i>	<i>Adult Paddler in possession of an ICU Level 2 Certificate.</i>
<i>Junior</i>	<i>Junior Paddler between the ages of 10 and 18 years in possession of an ICU Level 2 Certificate.</i>
<i>Family</i>	<i>Two adult and their children or legal wards, all in possession of an ICU Level 2 Certificate</i>
<i>Concession</i>	<i>Persons already in possession of a valid ICU membership card and minimum Level 2 Certificate</i>

4 Application for Membership

4.0 Candidates for membership shall make written application to the Secretary of the Club on the form provided. The power of election shall rest with the General Committee, who may refuse to elect to membership any applicant without assigning a reason for so doing.

4.1 Limits may be set on the number of junior members and their participation in club activities. These limits are at the discretion of the General Committee who will be guided by The Code of Ethics and Good Practice for Children's Sport in Ireland.

5 Restriction

5.0 Any person who has been expelled from or refused membership of the Irish Canoe Union shall not be eligible for membership.



6 Acceptance

6.0 The General Committee may at its sole discretion decline to accept renewal of membership from any person without disclosing the reason.

7 Annual Membership Fee

7.0 The rates of subscription shall be determined by the members in the Annual General Meeting and shall be due on acceptance of membership, and thereafter on or before 1st July in each year.

8 Termination of Membership

8.0 Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may by resolution of the General Committee be suspended or expelled. Any member so suspended or expelled may appeal to an Extraordinary General Meeting if such an appeal is sponsored by not less than 50 per cent of members who are entitled to vote.

8.1 A member shall be deemed to have resigned from the Club if they have not paid by end of July the then annual subscription which became due on 1st July. They may however rejoin at any time during that year without payment of any entrance fee, subject to the provision of 3.3 or 3.5 above. Lapsed members are hereby notified that under rule 21 any personal property left on Club premises may be categorized as waste after a period of six months and be disposed of without warning.

9 Sections

9.0 The Club may organize various sections to cover the various activities of canoeing.

9.1 The affairs of each section may be conducted by a subcommittee of up to 3 members of whom the Chairperson or their deputy shall serve on the General Committee.

10 Disqualification from Holding Office

10.0 Only members entitled to vote are eligible to hold office.

10.1 Any member, who is under the age of 18 years, shall not be eligible for election to the General Committee of the Club.

11 General Committee

11.0 It is the primary responsibility of the General Committee to organize and facilitate activities in accordance with the club's mission statement. Since the committee has financial control of the club they are responsible for ensuring club funds at a minimum cover annual fixed expenditures. The minimum club funds available at any one point in time must be no less than €1000.00



- 11.1 The activities organized as well as spending on equipment and subsidized activities must be fairly split amongst members of different abilities. Whereas spending may not always be equal, the benefits for 'assisting members in developing their Canoeing and Kayaking Skills' must be equitable for each active club member 'regardless of their level of ability'.
- 11.2 The General Committee shall conduct the affairs of the Club as a whole and at a minimum shall consist of a Chairperson, Secretary, Treasurer, Safety Officer. Other officers shall be as deemed necessary.
- 11.3 Nominations for the position of Chairperson, Secretary, Treasurer and other officers shall be put forward in the form of a motion under the terms of section 13.
- 11.4 The term of office shall be for one year, and members shall be eligible for re-election.

12 Duties of the General Committee

- 12.0 Each member of the General Committee can, on their own accord, co-opt up to three other club members to form a Sub-committee to assist them in the execution of their duties provided that they remain the Chairperson of this Sub-committee.

12.1 Chairperson

The Chairperson will preside at all General Meetings of the Club and at all meetings of the General Committee. They will be responsible for guiding the activities of the club in accordance with its rules and general policy as expressed by the club members. The Chairperson shall represent or arrange for the representation of the Club at Irish Canoe Union General Meetings. They shall ex officio be a member of any other committee of the club.

12.2 Secretary

The Secretary will be responsible for the organization of meetings of the General Committee and of the Club, and the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club. They shall be responsible for transmitting all correspondence relating to particular activities to the relevant individuals at the earliest opportunity.

12.3 Finance and Treasury Officer (FTO)

The FTO will be responsible for the collection of all monies including subscriptions and shall keep such books of account as required by the General Meeting. The FTO shall audit the accounts of the club annually and shall produce at the AGM balance sheet showing the financial state of the club and where required this to be accompanied by an Auditor's report.

The FTO must, after engagement with other committee members, submit and annual projection of operating expenditures to the club members at the AGM.

The FTO must make the General Committee aware of any existing or potential financial or cash flow problems.



12.4 Health, Safety and Child Protection Officer (HSCPO)

The HSCPO will be responsible for promoting safe practices amongst club members. The HSCPO is the point of contact for issues relating to child protection, dignity and ethical treatment of all club members. The HSCPO must be in receipt of a valid certificate of attendance for the Irish Sports Council Training Course on Code of Ethics Good Practice for Children's Sport. In the event children of both genders being members of the club the HSCPO must co-opt a Full Club Member of the appropriate gender into this role.

12.5 Activities Officer

The Activities Officer shall arrange a program of canoeing trips for club members.

12.6 Public Relations Officer

The Public Relations Officer shall organize a program of social events and promote the club to encourage new applications for membership.

12.7 Development Officer

The Development Officer will ensure progression of the club in accordance with our mission statement.

12.8 Training Officer

The Training Officer will schedule Level 2 Courses, Level 1 Introductory Courses, manage the identification and selection of instructors and assist other club members identify suitable courses to progress their skills according to their individual needs.

12.9 Equipment and Premises Officer (EPO)

The EPO shall maintain a register off all the clubs physical assets, ensure club equipment is fit for purpose and remove unsafe equipment from use. The EPO shall submit costs for repair and maintenance of club assets and premises to the General Committee and inform them of any defects identified.

12.10 Competitions and Polo Officer (CPO)

The CPO shall be responsible for organization of events such as; Polo Competition, Daft Raft Race and Boyne Decent. The CPO may also co-opt a Sub-committee to maximize revenue resulting from club events.



13 Election to the General Committee

- 13.0 Election to the General Committee is by self-nomination at the club AGM. Should more than one person nominate themselves for a position a secret ballot will occur and the member will be elected by simple majority. Only Full club members are eligible for election to the General committee.
- 13.1 The General Committee is responsible for the general conduct of the Club's business and activities in accordance with the club's mission statement refer to Section 11.0 & 11.1.
- 13.2 The General Committee shall meet at regular intervals during the year, as required by the business to be transacted.
- 13.3 Special meetings of the General Committee shall be called by the Secretary on instructions from the Chairperson, or not less than three committee members.
- 13.4 A quorum shall consist of not less than 3 members of the General Committee.
- 13.5 In the case of casual vacancy among the General Committee, the said Committee shall appoint another eligible person to act until the next AGM.

14 General Meetings

- 14.0 An Annual General Meeting shall be held each year and no later than 18 months after the preceding Annual General Meeting.
- 14.1 An Extraordinary General Meeting shall be called on the instructions of a simple majority of the General Committee, or on a requisition signed by not less than 30 percent of the members entitled to vote.
- 14.2 Not less than 14 days clear notice shall be given, specifying to all members the time and business of the General Meeting.
- 14.3 Motions for discussion at the Annual General Meeting, not of origin from within the General Committee, shall be lodged with the Secretary at least 14 days preceding the AGM.
- 14.4 At any General Meeting, a resolution put to the vote of the Meeting shall be decided by a show of hands, of those entitled to vote, except when more than one nomination has been received for a position on the General Committee, in which case voting will be by secret ballot.
- 14.5 At all General Meetings the Chairperson will preside or, in their absence, a Chairperson for the meeting will be elected by the voting members present.
- 14.6 At all General Meetings not less than 25 per cent of active members of the Club shall constitute a quorum.
- 14.7 If after a half hour from the time appointed for the meeting, a quorum is not present, the Meeting, if called at the request of the members shall be dissolved. In any other case, the Meeting shall be



adjourned. If a quorum is not present with half an hour of the time appointed for an Adjourned Meeting, the members present shall be a quorum.

- 14.8 Accidental omission to give notice of a meeting to, or the non- receipt of notice of, a meeting by any member shall not invalidate the proceeding of the meeting.

15 Liability

- 15.0 The General Committee shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of their office shall not, however, be the personal liability of the individual Committee members, but shall be the responsibility of the Club unless negligent.
- 15.1 All members or other persons who attend club tours, meetings or present themselves at the club premises do so at their own risk, and neither the Club nor its officers can accept liability for any loss or injury of any kind sustained at its premises or whilst on a Club tour, meet or other activity.

16 Voting

- 16.0 Only full adult members and concession members over the age of 18 years are entitled to vote at all meetings.

17 Alteration of the Constitution

- 17.0 This constitution shall not be altered, amended, or rescinded except by a General Meeting of the Club.
- 17.1 A resolution to give effect to a change must be passed by at least 51% of the members present at the General Meeting.

18 Auditor

- 18.0 Every Annual General Meeting shall appoint an Auditor who shall at least once in every year examine the Accounts of the Club, and ascertain the correctness of the income and expenditure accounts and of the Balance Sheet.

19 Distribution of Club Funds

- 19.0 In no circumstances whatsoever can any profit be distributed to members, but any profits earned shall be contributed to a General Fund for the purpose of furthering the mission of the Club.

20 Dissolution of the Club

- 20.0 The Club shall not terminate except by resolution of a Special General Meeting convened for the purpose where a majority of no less than 75% of members with voting rights pass a resolution to dissolve the club.



20.1 In such an event, any surplus assets shall be handed over to a body or bodies with similar objectives (e.g. a Kayaking Club) or to a charity or charities agreed by the meeting which formally terminates the Club. Surplus Assets are expressly forbidden from being handed over to any form of business, for profit organization or private individual(s).

21 Power of Decision

21.0 Any matter not provided for in this constitution, or any question over the interpretation of it shall be dealt with by the General Committee whose decision shall be final.

21.1 The General Committee should primarily seek to agree by consensus, if a consensus cannot be reached a motion must be put to the vote and pass by a margin of 51% or greater. If a margin of 51% cannot be reached then the motion must be put to the members of the club at the next AGM or EGM.

22 Safety Rules

22.0 The General Committee shall be empowered to draw up rules for the safe conduct of canoeing activities in accordance with Canoeing Ireland Guidance and limits of Insurance.

23 Protection of Premises

23.0 The registered address of Trim Canoe Club is Watergate Street, Trim, Meath.

23.1 Only members of the General Committee may hold keys for the Club's Premises.

23.2 Only the following persons are permitted access to the club premises, including yard area and slipway; members of Trim Canoe Club be they Full, Junior or Concession, instructors employed on behalf of the club and participates in on training courses.

23.3 Non-members not categorized above are not permitted access to the club premises.

23.4 The Club is not responsible for any loss or damage that may occur to vehicles or property located on the premises.

23.5 The club house and main gate must be locked shut whenever club members are not on the premises.

23.6 Club property must be locked within the Club House when club members are not on the premises.

23.7 Club Members must respect the access rights and property of other users of the premises, specifically Boyne Valley Activities and their clients. Members must not act in any way that could interfere with their ability to conduct business.

23.8 Club Members may use the premises for storage on their own equipment; however the club is not responsible for any loss or damage that may occur.



- 23.9 Equipment left on the premises by non-members and lapsed members will be assumed to be waste after being on the premises for a period of six months and may be disposed of.
- 23.10 Yard area within the club grounds is limited, the area yard should be restricted to the loading and unloading of equipment and vehicles should be left in the public parking places wherever possible. Club members must undertake due care and attention when loading/ unloading equipment and moving vehicles within the yard area, paying attention to other persons and particularly children who may be in the vicinity.

24 Procurement

- 24.0 Procurement is only permitted when it is directly linked to the clubs' Mission Statement of assisting in the skills development of club members regardless of their ability level. Procurement for other purposes is strictly forbidden unless is it as part of a fund raising event, in which cases the calculated return must be higher than the expenditure. The only exception being for the end of year party when a sum no greater than 5% of club funds may be spent on entertainment.
- 24.1 All requests for procurement must be made in writing from a member of the General Committee.
- 24.2 Authorization for procurement requires the agreement of a majority of the General Committee and authorization must be made at a monthly meeting of the committee.
- 24.3 General Committee is not required to accept the lowest quote and should reach a decision based on quality, suitability and value for money.
- 24.4 Emergency Procurement of no greater than a total of €50 can be made between monthly meetings of the General Committee provided a minimum of two club members make the request to the Finance & Treasury Officer who will have authority to approve the emergency procurement.

25 Conflict of Interest

- 25.0 All Committee Members should avoid conflicts of interest when representing Trim Canoe Club. Potential Conflicts of interest do not bar Club Members from election to the General Committee, however where a conflict of interest occurs the committee member may be asked to waive their voting and decision making rights so that the remaining committee members can reach and independent decision.
- 25.1 A conflict of interest is deemed to occur in the following instances:

The Committee Member will be financially impacted by influencing club policy or decisions.

A Committee Member is also an employee or otherwise decision making member of an organization from which the Club is actively engaged with.



For Example: A conflict of interest would occur should a committee member apply to be a paid instructor for a club course. In such an instance the committee member must waive their procurement voting rights relating to the instructor selection.

25.2 All Potential Conflicts of Interest must be declared to the General Committee.

26 Bullying

26.0 The Club operates a Zero Tolerance Approach to bullying within the Club. If an incidence of bullying is suspected it must be reported any member of the committee in private. It is the duty of the committee to conduct an investigation without disclosing identity of the complainant. Bullying, harassment or causing of offence, intentional or otherwise, is unacceptable behaviour and as an outcome of the investigation offenders may suspended from the club and subsequently have their membership terminated.

27 Social Media

27.0 The Club has two official social media forums www.trimcanoeclub.ie/forum and the Trim Canoe Club FaceBook Page. The purpose of the forums is to post information regarding club events, some banter and a bit of craic.

27.1 The posting of abusive, defamatory, obscene, harassing, discriminatory or derogative content is strictly forbidden and may lead to termination of membership and/ or banning from the clubs social Media forums.

27.2 If a member feels harassed, bullied or offended by content on the clubs social media outlets they can approach any member of the committee in private. It is the duty of the committee to remove offensive content and conduct an investigation without disclosing identity of the complainant. Bullying, harassment or causing of offence, intentional or otherwise, is unacceptable behaviour and as an outcome of the investigation offenders may suspended from the club and subsequently have their membership terminated

27.3 Access to the Trim Canoe Club Website forum is restricted to Club Members. Access to the Trim Canoe Club Facebook page is open to club members and friends of the Club as decided by the site Admin.

27.4 Posts by commercial organizations or their representatives are not banned, but permission should first be sought from a committee member prior to posting on the club forum or Facebook page.

27.5 Any person attempting to sell shoes, handbags or similar goods on the clubs social media outlets will be immediately banned from the clubs social media forums.

27.6 All members are reminded that access is open to the Club's social media is open to both junior and adult members and that all posts must be appropriate for these persons. The Clubs Child Protection Policy applies to all club activities including posts on the clubs social media forums.



27.7 All posts on the social media sites represent the views of the individuals posting and do not represent the views of the Club.

28 Use of Club Equipment

28.0 The provision of club equipment has three primary purposes. Firstly to facilitate club training courses and encourage new members into the sport, secondly to assist new members prior to them purchasing their own equipment. Lastly to ensure that a minimum level of safety equipment is available to all club members.

28.1 Every Club Member has the right to use Club equipment on Club Trips provided it is used in accordance with the safety rules. Club Equipment may not be used for non-club activities.

28.2 All club equipment must be signed in and out.

28.3 If a club member loses or damages equipment they are liable to pay fair market value for a replacement. Failure to do so may lead to termination of membership.



CHILD PROTECTION POLICY

Trim Canoe Club agrees to adopt the The Code of Ethics and Good Practice for Children's Sport in Ireland. As a condition of their membership all members are required to have read and understood and to agree to abide by the The Code of Ethics and Good Practice for Children's Sport in Ireland and as such recognize and adhere to the principles and responsibilities embodied in that Code.

Declaration: I the undersigned have read and understood the The Code of Ethics and Good Practice for Children's Sport in Ireland and as such agree to fully recognize and adhere to the principles and responsibilities embodied in the The Code of Ethics and Good Practice for Children's Sport in Ireland.

It is the responsibility of any Club Member who has reasonable grounds for concern to report those concerns to the Club's Child Protections Officer and/ or the relevant statutory authority.

Upon the reasonable assessment of any concern brought to their attention and in accordance with the The Code of Ethics and Good Practice for Children's Sport in Ireland it is the duty of the Child Protection Officer to notify the relevant authority of concerns reported to them thereafter the General Committee. If a concern does not require notification of a statutory authority it will be reported to a special meeting the General Committee to determine if further action may be required by the club.

All reports of concerns are strictly confidential and distributed to the General Committee on a need to know basis only.

Each club member must read, understand, agree and sign-up to and thereafter follow to the The Code of Ethics and Good Practice for Children's Sport in Ireland. Every member must re-sign annually at renewal of their membership. Failure for a member to have an up to date sign-up to the Club's Child Protection Policy immediately invalidates their membership and they cease to be a member of the club.

Failure of any person(s) to adhere to the Club's Child Protection policy will result in the immediate termination of said individual(s) membership.

Signature	Date
Parent/Guardian Signature	Date
Print Name	



Safety Rules

General safety

1. Never go paddling with less than 3 club members. If less than three go paddling, they are not under the auspices of Trim Canoe Club.
2. All club members must wear correctly fitting and suitable for purpose C.E. approved Helmets and Buoyancy aids.
3. All club members should have access to a first aid kit.
4. For every trip there will be a leader assigned and he/she will lead the trip.
5. If a member wishes to bring a friend he/she must check with the leader or safety officer.
6. Trim Canoe Club will have one official club trip per month unless otherwise stated. Any other trips are personal trips and do not fall under the title of official clubs trips.
7. If a club member is late for a trip they should never get on the water to catch up with the group.
8. Club members should wear suitable clothing for the weather.
9. If a club member is not going to make a trip they must inform the leader or safety officer.

Before getting on the water

1. It is the responsibility of each club member to warm up before getting on the water.
2. Club members must inform the trip leader if they suffer from any illness or disability.
3. The trip leader or safety officer may stop a member from getting on the water if he / she think it is unsafe for that paddler.
4. There should be a numbers check before getting on the water, during the trip and at the end of each trip. Each trip member should be aware of this number.
5. It is the responsibility of each club member to check and ensure that all their equipment is in good condition prior to getting on the water.
6. Each club member must have a drink and some food with them.
7. There must be at least 1 towing system per 3 club members.
8. Club members should be knowledgeable of all hand and whistle signals before getting on the water.
9. Each club member should have their personal throw rope and river knife.

On the water

1. Club members must follow the instructions of the leader at all times on the water.
2. Club members should conduct themselves in such a manner as to not compromise the safety of themselves or the safety of other paddlers in their group or any other groups of paddlers.
3. If a club member wishes to join other paddlers while on a club trip they must inform the trip leader.
4. If there is an accident all members must eddy out to a safe spot on the river and wait for instructions.
5. If a paddler capsizes, other group members must help out with any necessary rescues but taking into consideration their own safety and competency first.
6. If a club member is unsure of their ability to safely negotiate any particular feature on the river they must inform the trip leader and portage if necessary.
7. Club members must never move out of sight from the group or paddle ahead of the group leader.
8. All club members must be able to assist in an x-rescue.



SAFETY SIGNALS

HAND SIGNALS

One hand extended above head Distress / Need Attention.

One hand on top of head Okay. I am / Are You.

Two hands extended above head Stop

Two hands extended above head – then

Point left / right. Move/ Swim that direction

Two hands extended above head-

Wave arms then point left / right Eddy out that direction.

Both arms crossed in front of chest Need Medical Kit and Help

WHISTLE SIGNALS

1 Whistle blast Stop / Attention

2 Whistle blasts Upstream – Move / Look.

3 Whistle blasts Downstream – Move / look

3 Whistle blasts repeated Emergency – Eddy out /assemble on bank

I have read and understood these safety signals used by Trim Canoe Club

Name: _____

Date: _____