



# **RULES of KENDAL SNOWSPORTS CLUB**

**V1.05**

**16<sup>th</sup> April 2025**

## Version control

| Version | Author             | Date       | Changes                                                                                                                              |
|---------|--------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------|
| V1.5    | J Bryers           | Aug 20     | New document                                                                                                                         |
| V1.6    | Committee review   | Jan 21     | Issued draft                                                                                                                         |
| V1.7    | J Bryers           | 12/1/21    | Added Section 10                                                                                                                     |
| V1.8    | J Bryers           | 14/1/21    | Added Section 13                                                                                                                     |
| V1.9    | J Bryers/R Blyth   | 17/1/21    | Final review as draft                                                                                                                |
| V1.10   | J Bryers           | 11/3/21    | Final draft issued                                                                                                                   |
| V1.11   | J Bryers           | 12/4/21    | Added 6 (e)                                                                                                                          |
| V1.12   | J Bryers/Rob Blyth | 15/4/21    | Changed H&S co ordinator to policies co ordinator                                                                                    |
| V1.13   | J Bryers           | 20/4/21    | References to constitution in section 1, 11 & 22 updated to match constitution                                                       |
| V1.14   | J Bryers           | 1/5/21     | Updated slope supervisor coordinator to Volunteer co-ordinator and/or Instructor co-ordinator in sections 9 & 18                     |
| V1.0    |                    | 6/5/21     | Approved at GM (Reverted to V1.0)                                                                                                    |
| V1.01   | J Bryers           | 23/6/21    | Correct numbering for 22 onwards                                                                                                     |
| V1.02   | J Bryers           | 5/3/2022   | Add participant(s) in Section 3, 4 and Section 6(a) and Section 6(r) to cover all slope users. Approved at AGM on 12/5/22.           |
| V1.03   | J Bryers           | 29/3/2023  | Updated links to policies to point to web site policies page rather than individual versions.                                        |
| V1.04   | R Prescott         | 18/4/2024  | Updates to match approved club policies, changes to section 23 regarding roles on the committee                                      |
| V1.05   | D Gray             | 16/04/2025 | All juniors under 12 years of age must be supervised by an adult added to Section 6. Section 25, reference to section 6.0 of the CIO |

|  |  |  |                                                                                                                                                      |
|--|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  |  | <p>constitution updated to read section 11.0.</p> <p>Section 25 – Section referring to Committee quorum added.</p> <p>All updates in grey scale.</p> |
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## 1. Introduction

Kendal Snowsports Club is a Charity Commission approved Charitable Incorporated Organisation known as a CIO. The constitution for the Club is a legal requirement and is available to view on our website. [KSC Constitution](#)

Kendal Snowsports Club CIO constitution 13.1 states, 'The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they must determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation'.

Kendal Snowsports Club CIO constitution 21.1 states, 'The charity trustees may from time to time make such reasonable and proper rules or as they may deem necessary or expedient for the proper conduct and management of the CIO. Copies of any such rules currently in force must be made available to any member of the CIO on request'.

Therefore, this document 'The Rules of Kendal Snowsports Club' known as the Rules, is delegated to the elected Committee, known as the Committee, of the Club along with all Club policies to be managed by them and ensure they are upheld by all members of the club. The Committee shall control and manage the Club on behalf of the charity trustees of the CIO. All members of the CIO are bound by the Rules.

All Kendal Snowsports Club policies are approved or amended by a two thirds majority by the Committee and approved at the next available AGM.

Kendal Snowsports Club adopt the Snowsport England values, its qualifications framework and adopt the majority of its policies. Some of these policies have been adapted to suit the needs of Kendal Snowsports Club.

## 2. Membership

Responsible officer: Membership Secretary

Membership prices are proposed by the committee and trustees and approved by the members at the Annual General Meeting (AGM). All prices are available in the Club's Prices Flyer in the Club and on the club website.

All applications for membership shall be considered by the Committee at the first available Committee meeting, after the application has been accepted by the Membership Secretary . The application will be approved by a simple majority vote of the Committee.

The Club may refuse membership of any member for conduct or character likely to bring the Club into disrepute. See also [Membership Discipline](#).

Membership of the Club operates from the September of any year. Any membership renewals not received by the Membership Secretary by the 31st October of that year will be deemed to have lapsed and the additional joining fee will be payable on subsequent renewal. Membership expires on the 31st August of the year following. No member shall be entitled to vote, or to enjoy any privileges of the Club until any due membership subscriptions have been paid.

Membership is by annual completion of an application form whether for new memberships or renewals. New memberships or renewals can be made either online or in person in the

lodge. This ensures any updates to Club rules, policies or codes of conduct are accepted by the member for the coming year.

No memberships are offered after the published Full Winter Programme closure date.

The club offers one vote per paid up adult member with those given full voting rights. These votes can be cast at any general meeting of the club called by the trustees or committee. Affiliated groups have one vote per group.

### 3. Slope pricing

Members types with full voting rights

| Membership type              | Requirement                                                                                  |
|------------------------------|----------------------------------------------------------------------------------------------|
| Charity Trustee * 5          | Elected Charity Trustee                                                                      |
| Officer Charity Trustee * 2  | Elected Chair/Vice Chair of Committee                                                        |
| Honorary                     | Elected for Exceptional Service to Club                                                      |
| Adult                        | Adult: 18 years of age and over                                                              |
| Instructor                   | Approved ski/board or freestyle instructor by Committee                                      |
| Plus                         | Approved by Committee for free use of Club<br>(Excludes membership fees)                     |
| Adult Helper                 | Approved by Committee for free open sessions and equipment<br>(normal membership fees apply) |
| Adult Associate              | Spouse or partner of helper with free open sessions                                          |
| Family                       | 2 adults and up to 5 juniors<br>(Discounted membership applies)                              |
| Affiliated group (Corporate) | See Schools & Groups                                                                         |

All prices for the use of the slope are proposed by the committee and trustees and approved by the members at the Annual General Meeting (AGM). All prices are available in the Club's Prices Flyer in the Club and on the club website.

## Memberships types with no voting rights

| Membership type          | Requirement                                  |
|--------------------------|----------------------------------------------|
| Junior member            | Aged between 4 and under 18 years of age     |
| Junior associate         | Junior member of approved helper             |
| Junior taster (Under 18) | Pay for 1 off taster session (i)             |
| Adult taster             | Pay for 1 off taster session (i)             |
| GoSkiGoBoard             | Paid for Snowsports activity (i)             |
| Snowability              | Adaptive skier                               |
| Non-affiliated group     | See <a href="#">Schools &amp; Groups</a> (i) |

Schools & Group prices for the use of the slope are proposed by the committee and trustees and approved by the members at the Annual General Meeting (AGM). All prices are available in the Club's Prices Flyer in the Club and on the club website.

- (i) These are non members referred to as participants in the Code of conduct for members and participants. See [Code of conduct for members and participants](#).

## 4. Welfare

Responsible officer: Welfare Officers

The welfare of members is of paramount concern. Kendal Snowsports Club is committed to ensuring all participants in Snowsports have a safe and positive experience. The Club formally adopts the overarching policy of Snow Safe developed by SnowSport England. Other welfare policies are developed from within that framework. If a member has any concerns or wish to contact the Club privately, they can email or contact someone using our [Welfare Contacts List](#) or telephone the named Club Welfare Officers.

We will display contact details for a male and female welfare officer in the lodge and on the website.

## 5. Data protection

Responsible officers: Chair

Kendal Snowsports Club is committed to ensuring all data is managed appropriately and follows current GDPR requirements. See [Kendal Snowsports Club privacy policy](#) for a more detailed description of how we manage this data.

A register of all members will be kept by the membership secretary and provided to Snowsport England as a requirement of our association with the Home Nation Governing Body. The content of this data will comply with the clubs [KSC Privacy Policy](#).

## 6. Code of conduct for members and participants

- (a) All members must hold a current membership of Kendal Snowsports Club, unless a paying participant such as taking a Taster or GoSkiGoBoard activity.
- (b) You shall respect all other members.

During slope use all members shall;

- (c) Wear gloves, long sleeves and long trousers or waterproof pants.
- (d) During activities members shall take guidance/instruction from either a slope supervisor or instructor.
- (e) The tows may only be used by people who can perform a controlled gliding plough from the level of the first 'get off' points.
- (f) Control your speed.
- (g) Give way to users below.
- (h) Choose a route that will not endanger or alarm other slope users.
- (i) No straight running.
- (j) Leave plenty of room when overtaking.
- (k) If you have to stop do so at the side of the slope.
- (l) Do not leave ski or board equipment at bottom of slope.
- (m) The bottom of the slope is not a spectator area or place to store equipment.
- (n) Look up and down the slope before setting off.
- (o) You should not walk on the slope, if you have to do this it should be up or down the sides with the slope supervisors permission.
- (p) In the event of an accident all activity must stop.
- (q) Everyone is duty bound to assist and witnesses must provide relevant information and assist in completing an [Accident form](#) or [Near Miss Form](#).
- (r) Kendal Snowsports Club reserves the right to ask a member or participant to leave the slope if they are considered by a Club Official/Slope Supervisor or Instructor not to be abiding by these codes of conduct.
- (s) Members with full voting rights must ensure that their contact details (including email) are up to date and inform the Membership Secretary immediately of any change of details.
- (t) All Club policies, Code of Conduct, Inductions and Declarations must be adhered to.
- (u) Agree to the findings of any disciplinary as defined in '[Membership Discipline](#)' found within these rules.
- (v) Any member bringing their own equipment for use on the slope does so at their own risk and in using their equipment is confirming it is fit for purpose.



(w) Ski DIN settings or forward pressure settings on members own equipment are not the responsibility of the Club.

(x) All juniors under 12 years of age must be supervised by an adult.

See also [KSC Code of Conduct for Juniors](#)

See also [KSC Code of conduct of ethics for Parents](#)

See also [KSC Code of conduct of ethics for Coaches](#)

## 7. Health & Safety

Responsible officer: Health & Safety Officer or Nominee

See also [KSC Health & Safety Plan](#)

See also [KSC Risk Assessments](#)

See also [KSC Helmet Policy](#)

Kendal Snowsports Club will endeavour to provide a high level of Health and Safety Protection to its officials, members and visitors.

The Health and Safety Plan shall be reviewed annually by the Health & Safety Representative or their nominee or sooner if any major changes occur to equipment, procedures or from any learning from accident investigations.

## 8. Accident reporting

Responsible officer: Slope Supervisor/Health & Safety Officer/Instructors

All accidents and near misses shall be reported using the pre-printed forms available in the lodge. These forms are also available on the web site - [Accident Form](#), [Near Miss Form](#).

All users of the slope involved in an accident or near miss or witness an accident or near miss shall provide information to aid with the completion of the accident or near miss form.

Accident reports shall be reviewed by the Health & Safety Officer or their nominee periodically to identify underlying risks and trends in activities and, based on the outcome, carryout a review of the Club's risk assessments and Health and Safety Plan and update accordingly if required.

Accident reports shall be reviewed as soon as is practical, by the Health & Safety Officer or their nominee regarding any accidents that required a hospital visit. To identify underlying risks and trends in activities and based on the outcome carryout a review of the Club's risk assessments and Health and Safety Plan and update accordingly if required.

All Accident forms will be reviewed by committee at the next available committee meeting to review and agree any changes provided as a result of the review.

## 9. Slope management

Responsible officer: Volunteer co-ordinator/Health & Safety Officer

All slope supervisor trainers shall be suitably trained and briefed annually on any changes to slope supervision procedures by the Health & Safety Officer.

All slope supervisors shall be suitably trained and briefed annually on any changes to slope supervision procedures by the Health & Safety Officer or a Slope Supervision approved trainer.

Slope supervisors are responsible for safely managing all activities on the slope during recreational sessions.

The slope safety devices and surface shall be inspected daily (when open) and the findings recorded on a slope inspection record sheet.

#### 10. Risk Management

Responsible officer: Health & Safety Officer or Nominee

Risk Assessments will be reviewed annually by the Health & Safety Officer or their nominee or sooner if any major changes occur to equipment, procedures or from any learning from accident investigations. See [KSC Risk Assessments](#) for a more detailed description of how we manage this.

The impact of any changes to risk assessments shall be review by the Health & Safety Officer or their nominee and the Health and Safety Plan shall be updated to reflect these changes.

The Health & Safety Officer or their nominee shall bring to the attention of the Committee any significant changes in risks or procedures.

#### 11. Membership Discipline

To expel or suspend a member from the Club, notice should be sent to the Club Secretary with the circumstances that gave rise to such notice. The member shall have the right to appear, along with a supporter, before the Committee in the first instance to explain their conduct. Such expulsion or suspension shall occur if a majority of the members of the Committee vote for their expulsion or suspension. Any member so expelled or suspended shall forfeit all such rights to, or claim upon, the Club, or its property or funds as they otherwise would have by reason of their membership. They shall not be entitled to any return of subscription of membership and shall remain liable for any subscription or other fees outstanding at that time. The Committee's decision is final.

#### 12. Approved equipment

Responsible officer: Health & Safety Officer or Nominee

All equipment provided by the Club is approved rental equipment and is fit for purpose. Club helpers will only check and set Club equipment.

No Club equipment will be sold to individuals.

No Club equipment will used outside the Club without prior consent by the Committee.

All Ski and Board setters will be trained initially and then refreshed on changes annually.

#### 13. Head protection

Responsible officer: Health & Safety Officer, or Nominee

All those under 18 years of age shall wear either their own helmet or one provided free by the Club. Additionally, Helmets must be worn by all participants in Tubing, Freestyle and Race sessions. See our [KSC Helmet Policy](#) for more details.

#### 14. Freestyle

Responsible officer: Health & Safety Officer or nominee

Any member taking part in freestyle activities shall complete the [Freestyle Members Induction](#) and complete a [Freestyle Members Declaration](#).

See also [Code of conduct for members and participants](#).

#### 15. Inversions

Responsible officer: Health & Safety Officer or nominee

Manoeuvres that invert the freestyler (for clarity, this means going upside down) shall only be allowed to be performed by those who have completed both the [Freestyle Members Induction](#), [Advanced Freestyle Declaration](#) and [Trampoline Agreement](#). Any evidence as defined in the advanced freestyle declaration will be stored on a secure server for the benefit of the Committee and serve as proof of a valid advanced freestyle member and therefore approved to complete inverts at Kendal Snowsports Club.

See also [Code of conduct for members and participants](#).

#### 16. Coaches, Instructors and trainees

Responsible officer: Instructor Development Team

Kendal Snowsports Club is proud of its instructor team. Instructors offer all of their time for free. All qualifications gained are financed by the individual instructor. Once qualified and having completed 12 months probationary training with a qualified instructor, their refresher training and first aid training are provided free. Child protection costs for refreshers can be claimed back from the club. In exceptional circumstances the Committee can choose to support specific training needs. Most instructors are home grown from its membership by invitation and approved by the Committee. KSC adopt the Snowsport England values, qualifications and policies. However, we look favourably on BASI and other international qualifications. For more details see our [Coach and Instructor Recruitment and Retention Policy](#).

See also [KSC Code of Conduct for Coaches](#)

#### 17. Additional Policies

Responsible officer: Committee

All Kendal Snowsports Club policies are approved or amended by a two thirds majority by the Committee and approved at the next AGM. All approved Policies will be made available to view on the club website [here](#), this includes, but is not limited to:

[KSC Safeguarding Policy Statement](#)

[KSC E-Safety Policy](#)

[Snowsafe policy](#)

[KSC Photographic policy](#)

[KSC Tubing Supervisors Guidance Document](#)

18. Volunteering (Helping)

Responsible officer: Volunteer co-ordinator

Any adult wishing to apply to become a helper at Kendal Snowsports Club can do so by initially completing a [Helper Application Form](#). Once the application is approved by the Committee and after appropriate training, the Member shall be given the membership type of 'Adult Helper'. Regular helping will be managed with a rota (currently <https://dutyman.biz/>) and attend annual training refreshers.

All approved helpers have rights to the [Helper Privileges](#). Privileges exist only during the published Official Full Winter Programme.

To help deliver additional club events outside of the Full Winter Programme, only those helpers enlisted on a rota will retain their helper privileges.

See also [KSC Recruitment Policy](#)

19. Lodge duties

Responsible officer: Volunteer co-ordinator

Lodge duties to be coordinated by the Volunteer co-ordinator.

All Ski and Board setters must be trained initially and then refreshed on changes annually.

20. Slope duties

Responsible officer: Instructor co-ordinator/Volunteer co-ordinator

Slope Supervisor duties to be coordinated by the Instructor co-ordinator for Thursdays and Sunday open sessions. Other session duties to be co-ordinated by the Volunteer co-ordinator.

21. Fund raising

Responsible officer: Funding Officer

The Committee may raise money as they see fit for the benefit of the CIO membership. They can, if the Committee so wish, donate monies to other charities or individuals who they believe warrant their donation. See [KSC Fair Access, Financial Hardship Fund and Charitable Grants Policy](#)

22. Schools and Groups

Responsible officer: Schools & Groups co-ordinator

We welcome Schools, Colleges, Universities, U3A, Scouts & Guides, Youth Groups, Corporate Bodies, Associations and many more from across the North West to make use of our facilities every season.

Bookings are accepted subject to the rules of Kendal Snowsports Club and any organisation making a booking must comply with our conditions of use below;

- a. Leaders must be qualified by our Home Nation Governing Body or accredited by our club. This shall include training and competency in the responsible and safe use of slope tows and other facilities.

- b. It is the Group Leader's responsibility to ensure they are up to date with all Club rules and policies.
- c. Groups may not always have exclusive use of the slope and will be required to share various areas of the slope with other users at times.
- d. Group users must be familiar with [KSC Risk Assessments](#) for group visits and act in accordingly.
- e. Groups must be under instruction at all times and the instructor must be fully insured for the activity. Groups should be at a ratio of no more than 12 pupils per qualified instructor.
- f. Booked times must be adhered to otherwise additional charges may be payable.
- g. Helmets (supplied free) must be worn by those under 18. See our [KSC Helmet Policy](#) for more details.
- h. The tows may only be used by people who can perform a controlled gliding plough from the level of the first 'get off' points.
- i. The controls/power from the sprinkler system, tows and all lights must be turned off and locked when leaving. The lodge must be left secured.
- j. The prevailing Club rules and policies apply to all school and groups.
- k. Details of group numbers and sets of equipment used must be recorded on the notice board list after each visit or a surcharge may be applied.
- l. Skis and other equipment in the lodge must be left in a tidy state to the Club's satisfaction and ski boots returned properly fastened.

## 23. Nomination and election of Committee

The election of the members of the Committee shall take place in the following manner.

- a. All elections for committee are for 12 months or until the next AGM.
- b. Any two members of the Club shall be at liberty to nominate a member to serve on the Committee. The name of each member so nominated using the [Committee Nomination Form](#), which shall be with the club Secretary at least fourteen days before the Annual General Meeting.
- c. Election to the Committee will be by ballot of the members present at the Annual General Meeting. If two or more candidates obtain the same number of votes to fill the last positions on the Committee, then a fresh ballot shall be taken by all those present, between the tied candidates only.
- d. Existing Committee members shall be eligible for re-election, but may not nominate each other or new members.
- e. In the nomination and successful election of Chair and Vice Chair, elected by members at the AGM, they will automatically hold the position of Officer Charity trustee for 12 months or until the next AGM.

- f. The Committee shall have a maximum of 15 members. The candidates are expected to support and help deliver the objects of the CIO on behalf of the members. Roles can remain vacant, and the responsibility then falls to the remaining Committee members.
- g. The Committee has the right to delegate its responsibilities to a sub-committee or working group. Where delegation occurs, clear reporting structures to the Committee will be established and the role, responsibilities and remit of such sub-committees will be defined.
- h. Committee roles are as follows:
  - 1. Chairperson - Also becomes by default Officer Charity Trustee
  - 2. Vice chairperson - Also becomes by default Officer Charity Trustee
  - 3. Treasurer
  - 4. Club and Minutes Secretary
  - 5. Membership Secretary

The remaining 10 committee members between them should cover a range of areas, no specific role has to be assigned, but the following should be covered across the committee as a whole, tasks may be assigned to an individual or a group of committee members.

Tasks for the whole committee:

- Welfare/Safeguarding co-ordination
  - Safety co-ordination
  - Lessons co-ordination
  - Instructor co-ordination
  - Volunteer co-ordination
  - Junior member link representative (aged 16 – 25)
  - Adaptive Snowsports' representative
  - Maintenance team representative
  - Freestyle link representative
  - Schools & Groups co-ordination
  - Media, Marketing and social co-ordination
- h. The assigned roles can be amended to suit the skills of a particular Committee member.
  - i. If an allotted place on the committee is not filled at an AGM or a resignation occurs during the season, for example, the Committee can appoint someone to take up such a place. However, they must stand down at the following AGM and stand again for re-election if they so wish. In these circumstances, these places have full voting rights as any other committee member once the committee approve the nomination.

## 24. Finances

The Committee shall have control of the finances of the Club, including slope, ground maintenance and snowsports equipment charges and all administrative powers as may be necessary for properly carrying out the objectives of the Club in accordance with the CIO constitution and these rules.

The treasurer of the Club shall provide the annual statement of accounts to 31st March each year, duly audited or examined where applicable and ready for presentation at the AGM. A copy will be made available in advance to the Trustees.

No member of the CIO will be able to charge for services provided at the Club such as instruction or training, unless working on behalf of a Home Nation Governing Body such as Snowsport England, or at the invitation of the Committee.

Other services such as cleaning, secretarial or accountancy may, at the discretion of the charity trustees, be contracted out or form the basis for part-time employment by the CIO.

See also [KSC Fair Access, Financial Hardship & Charitable Grants Policy](#).

## 25. Meetings

### Annual General Meeting (AGM)

As per 11.0 of the CIO constitution. The Annual General Meeting of Kendal Snowsports Club will be every 12 months held normally in the months of April or May each year. This meeting will normally be held in person but may in exceptional circumstances be held in a virtual environment.

### Committee meetings

Held in the first week of each month unless otherwise agreed by the Chair. An agenda will be issued usually 5 working days before the meeting to all committee members and trustees. Any items not on the issued agenda or items raised in AOB cannot be voted on at that meeting.

In cases of a vote on an agenda item a quorum of the committee must be met in order for a vote to be conducted. A quorum can include members who have used their right to a proxy vote. See also Proxy votes.

The Chair (or vice chair in the absence of the chair) has the responsibility to determine if a quorum is present. A quorum in the case of this committee shall be 60% of the full committee who have full voting rights. (e.g. 60% of 15 = 9).

When a quorum is not met, the committee can take only limited actions. These limited actions are to fix the date to which to adjourn or take measures to obtain a quorum or indeed add to the following months agenda.

### Proxy votes

A member who is chair (or vice chair in the absence of the chair) will, as a representative of another Committee member, cast the absent committee members' proxy vote on a single item on any one month's committee meeting agenda. The chair (or vice chair in the absence of the chair) must be informed of the absent committee member's desire to cast a proxy vote on an item prior to start of the said committee meeting.

## Sub committees

The Committee can create sub committees or working parties. Any sub-committee or working party is accountable to the Committee and can consist of normal members. These normal members have no voting rights for the delivery of the sub committees purpose unless its delivery of a policy, which by definition will have to be approved at a AGM, which then these votes can be counted.

## Notices to members with voting rights

The Committee shall ensure all members with voting rights are notified with notice of the AGM, its agenda and appropriate documents that will be discussed at the AGM. If such members have not provided valid contact details or updated any changes then a note on the Club website and appropriate social media shall suffice as notice. Any member can request such notices via the Club secretary.

## 26. Minutes

Minutes of all general meetings (including the AGM) and Committee meetings shall be available to the membership once approved by the committee if requested by a member.

Copies of all AGMs and committee minutes will be sent to all committee and Charity Trustees as soon as is practicable, usually within 7 days of the meeting. All meeting minutes shall be available to the general membership once approved by the committee or trustees if requested.

A register of all members including charity trustees will be kept and provision for access will be provided at the end of each season to comply with general regulations (Section 22 of the CIO constitution) and is the responsibility of the Membership Secretary to compile and issue to Club secretary.

## 27. Documentation

All of the following documents shall be stored on a secure server for reference for up to 7 years. This will allow easy access to trustees and committee members to use as references to run the CIO and club activities efficiently.

### Version control

Any updates to plans, policies or assessments must show its version number and previous versions kept.

### Templates

For professionalism and consistency the trustees and committee will follow an agreed template for all minutes and agendas.

### Approval

All minutes once approved will be signed as a true record by the designated chair.

## Documentation

| Document | Responsibility |
|----------|----------------|
|----------|----------------|



## Documentation

|                              |                              |
|------------------------------|------------------------------|
| CIO Constitution/Club Rules  | Trustees                     |
| Trustees meetings minutes    | Trustees (Nominated trustee) |
| Annual accounts              | Treasurer                    |
| Monthly accounts             | Treasurer                    |
| H&S Plan                     | H&S Officer                  |
| Accident and Near Miss Forms | H&S Officer                  |
| H&S Risk Assessments         | H&S Officer                  |
| Committee meetings minutes   | Club Secretary               |
| Club Policies                | Chair                        |
| * Membership data            | Membership Secretary         |

\* Membership data must comply with the clubs [Privacy Policy](#).

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