



Sheffield Lifesaving Club

CLUB CONSTITUTION

1. THE CLUB

- a. Is called "Sheffield Lifesaving Club", hereinafter referred to as the Club

2. OBJECTIVES

- a. Every person who joins the Club will learn not only the advantages of being aware of the dangers around them in everyday living, but also with the knowledge of how to respond to those dangers.
- b. Every person who joins the Club must leave with the ability to help contribute to the preservation of life, whether that of their own or another.
- c. For every person in and around Sheffield to have the opportunity to be educated in lifesaving skills

3. AIMS

- a. The aims of the Club shall be: -
 - i. To deliver a quality, customer focused culture that permeates every aspect of the Club
 - ii. To provide facilities for and promote participation of the whole community in lifesaving and lifeguarding
 - iii. To create greater opportunities for the general public to become involved in all aspects of the Club's work
 - iv. To promote the wider benefits of Lifesaving as a healthy, fun and worthwhile recreational activity and competitive world class sport
 - v. To promote, publicise and communicate information about the RLSS UK to present a positive image of the Club, and the Society
 - vi. To promote and maintain the highest standards of technical competence and safety in the sport
 - vii. To provide equal opportunities for successful participation by all sections of the community

4. AFFILIATION AND MEMBERSHIPS

- a. The Club shall maintain affiliation and membership of the RLSS UK and ensure that their membership does not lapse.

5. RLSS UK SAFEGUARDING AND PROTECTING CHILDREN REGULATIONS

- a. As taken from Paragraphs 1 to 3 of the RLSS UK Safeguarding and Protection Children Regulations the following statements must be included, under a child protection heading, in each of the bye-laws and constitution of RLSS UK, its affiliated Clubs and all other affiliated bodies involved in Lifesaving in the United Kingdom which provide the opportunity to work (either on a paid or voluntary basis) with children and young people up to the age of 18 (individually as "The Affiliated Body" and collectively referred to as "The Affiliated Bodies") to ensure the same is binding throughout the sport.
- b. The Club agrees to adopt the RLSS UK Safeguarding and Protecting Children policies and procedures.
- c. All individuals involved in Lifesaving through the Club at every level, including participants, Officials, Trainers/Assessors, Volunteers, Administrators, Club Officials or spectators agree to abide by the RLSS UK Code of Ethics and Conduct ("Code") and all such individuals participating or being involved in Lifesaving



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through the Club in one of the aforementioned roles or in a role which comes within the intended ambit of this paragraph and the RLSS UK Safeguarding and Protecting Children policies and procedures generally are deemed to have assented to and as such recognise and adhere to the principles and responsibilities embodied in the Code.

- d. Each and every constituent member of the Club including without limitation all Clubs and disciplines, shall be responsible for the implementation of the RLSS UK Safeguarding and Protecting Children policies and procedures in relation to their members.

6. MEMBERSHIP OF THE CLUB

- a. All members are subject to the Constitution of the Club.
- b. Membership of the Club is open to all individuals over the age of 8 provided they comply with this Constitution and have paid the annual subscription as laid down from time to time by the Club Executive Committee.
- c. No person shall be refused membership on the grounds of race, ethnic origin, religion, sex, sexual orientation, impairment or disability.
- d. To align with the teaching of the course syllabus & awards and so that the incumbent benefits & accreditations can be attained and awarded, each club member will also be a paid-up member of the RLSS.
- e. Any minor's (under the age of 18) application for membership should be signed by the applicant's parent or guardian as an integral part of their Medical/Contacts Form (and approvals therein).
- f. The Medical/Contacts Form is a minimum mandatory document for each member to encompass
 - i. RLSS Membership Number
 - ii. Contact Details of at least one parent and/or guardian – email + phone numbers
 - iii. Any food intolerances/allergies
 - iv. Any medical considerations
 - v. Contact Details of the members Doctor and GP Practice.
- g. Any person on or over the age of 18 applying for membership of the Club in a volunteer capacity, accepts that he/she will be DBS checked and their membership application shall be considered on the results of such check.
- h. Acceptance of membership shall be at the discretion of the Executive Committee but other person(s) authorised by the Committee may make recommendations as to the applicants' acceptability. The Committee shall not be required to give reasons for the refusal of any application for membership.
- i. The Club shall not refuse an application for membership on discriminatory grounds, whether in relation to ethnic origin, age, sex, religion, disability or sexual orientation.
- j. All members will receive a copy of the relevant Code of Conduct and Policy Statements, Child Protection Policy and Constitution.
- k. All applications for membership shall be accompanied by the appropriate documentation and annual membership fee which shall thereafter be payable on demand.
- l. The total membership of the Club shall not normally be limited. If however the Executive Committee considers that there is a good reason to impose any limit from time to time then the Executive Committee shall put forward appropriate proposals for consideration at the Annual General Meeting of the Club.



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- m. The members shall have the right to impose (and remove) from time to time any limits on total membership (or any category of membership) of the Club
- n. Any person who regularly assists with the Club's activities shall therefore become members of the Club and hence of the RLSS UK and the relevant RLSS UK fee shall be paid for by the Club (on proof of receipt of payment).

Assisting with the Club's activities shall include, but not be restricted to, administrators, associate members, voluntary instructors, teachers and coaches, executive committee members, helpers, honorary members, life members, officers, patrons, technical and non-technical officials, temporary members, Chair, Vice-Chair and verifiers or tutors of the RLSS UK educational certificates

- o. The club membership fees shall be set annually and agreed by the Executive Committee or determined at the Annual General Meeting
- p. It is the responsibility of the member to ensure that their membership of the Club does not lapse. If such a lapse of 30 days or more occurs, membership may be suspended by the Executive Committee from all or some of the activities until such payment is made.
- q. Members shall be enrolled in one of the following categories:
 - i. Junior (Rookie) Member - Age 8 – 14
 - ii. Youth/Student in full time education Age 14 – 18
 - iii. Senior - Age 18 & over

- r. Each fully paid up member aged 14 and over shall be entitled to attend and vote at General or Annual General Meetings, except for the appointment of the Rookie Club Captain and Vice Club Captain when only members of the Rookie section shall be entitled to vote.

A member of the Club may notify the name of a representative, entitled to speak and vote on their behalf, to the Secretary prior to the commencement of a general meeting, if they are unable to personally attend. Such representative must also be a member of the Club.

A member of the Club may also register their vote on any proposal or election of Executive Committee members with the Secretary prior to the commencement of a general meeting and the Secretary will then vote on the member's behalf, in accordance with their instructions

- s. All Club members must agree to participate and assist the Club in activities that the Club undertakes

7. DISCIPLINE AND APPEALS

- a. All complaints regarding the behaviour of members should be submitted in writing to the Secretary (this does not include Safeguarding concerns which must in every case be submitted to the Club Safeguarding Officer). The Executive Committee will meet to hear complaints within fourteen days of a complaint being lodged.
- b. The Executive Committee may by unanimous vote, and for good reason, terminate the membership of any individual, provided that the individual concerned shall have the right to be heard by the Executive Committee, accompanied by a friend/representative, before a final decision is made. The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club and/or RLSS UK into disrepute.
- c. An appeal against such a decision may be made to the Club and decided by a majority vote of the



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Executive Committee. Such Appeal should be considered within fourteen days of the Secretary receiving such request

8. EXECUTIVE COMMITTEE

- a. The Executive Committee should consist of at least a
 - Chair,
 - Vice-Chair,
 - Secretary,
 - Treasurer,
 - Teaching Officer,
 - Youth Representative (for all members under 18 years of age)
 - Safeguarding Officer,all the above are in post and report into the Executive Committee
- b. Any additional posts that are deemed necessary by the Executive Committee should be proposed and appointed at the Annual General Meeting
- c. Fully paid up club members having attained the age of 18 may be elected and serve on the Executive Committee.
- d. Each member of the Executive Committee will stand for two years but are eligible for re-appointment at the Annual General Meeting, but ideally may serve no longer than three consecutive periods of two years in any one post.

However, depending on the size of the Club membership and available volunteers for Officer posts the AGM may decide to extend the period of office longer for than this. This decision must be underwritten at the AGM will be minuted.

- e. A member cannot be elected into the position of Chairman unless he/she has served on the Executive Committee for a minimum of one term of 2 years
- f. Should any Executive Committee member wish to resign their post during their term of office they may do so by writing to the Club Secretary
- g. Should the resignation mean that the Executive Committee number is less than five, then the Executive Committee should offer the post to the general membership
- h. An Extraordinary General Meeting should be held within thirty days of the post becoming vacant to elect the replacement Executive Committee member. Unless the proposed member is unopposed.

9. ANNUAL GENERAL MEETINGS (“AGM”)

- a. The AGM will be held within 26 weeks of the financial year-end.
- b. All members of 14 years or over shall have the right to one vote.
- c. Nominations for Officers of the Executive Committee shall be sent in writing to the Secretary no later than twenty-one days prior to the Annual General Meeting
- d. Should nominations exceed vacancies, election shall be by a vote of members present.
- e. The quorum for the AGM shall be not less than 25% of the Club’s total membership.



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- f. The Executive Committee shall present the report and annual accounts of the Club for the preceding year.
- g. Proposals in writing need to be submitted to the Secretary of the Executive Committee no later than fourteen days prior to the Annual General Meeting.
- h. Proposals requiring a change to the Constitution of the Club needs to be passed by a 66% majority of the members present and voting at the AGM meeting.
- i. Proposals of a non-constitutional nature shall be passed by a simple majority of the members present and voting.
- j. Meeting Agenda should include details of all proposals and nominee's for Executive Committee posts and sent out at least seven days prior to the Annual General Meeting
- k. The Secretary or other person specially appointed by the Executive Committee, shall keep a full and accurate record of proceedings at such meeting

10. EXTRAORDINARY GENERAL MEETINGS

- a. The Executive Committee has the power to call an Extraordinary General Meeting of the Club at any time, providing that at least 51% of members request such a meeting, in writing, stating the business to be considered.
- b. The Secretary shall call such a meeting and at least twenty-one day's clear notice shall be given. The procedures for an Extraordinary General Meeting shall be the same as for an Annual General Meeting.

11. ALTERATIONS TO THE CONSTITUTION

- a. As above in 9.h.
- b. The Constitution may be altered by a Resolution passed by not less than 66% of the members present and voting at an AGM.

12. CLUB CLOSURE

- a. A resolution to dissolve the Club can only be passed at an Annual General Meeting or Extraordinary General Meeting by not less than 70% of all the members who must be present and voting.
- b. A copy of the statement of Accounts, or account and statement, for the final accounting period of the Club, must be published and made available to Club members
- c. In the event of dissolution, any assets of the Club that remain after the payment of debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more approved non-profit making Charitable bodies or organisations as deemed by the attendees at the dissolution meeting.



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13. DECLARATION

- a. Sheffield Lifesaving Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of its members.

Signed:

Print Name:

Date:

*Position - Chair - **Jamie Wright***

Signed:

Print Name:

Date:

*Position - Vice Chair - **Georgia Wild***

Signed:

Print Name:

Date:

*Position - Secretary - **Chris Ledger***

Signed:

Print Name:

Date:

*Position - Treasurer - **Chris Ledger***

Signed:

Print Name:

Date:

*Position - Safeguarding Officer - **Laura Housley***

Signed:

Print Name:

Date:

*Position - Teaching Officer - **Georgia Wild***