



National Coasteering Charter (NCC)

“Who we are and what we do”

Introduction and Background of the NCC

The National Coasteering Charter (NCC) was formed after a number of leading coasteering providers recognised a need to formalise safety and training guidance on a UK scale.

Over a period of 12 years between 1999 and 2011, coasteering providers from all parts of the UK met to collaborate and share best practise and produce a nationally recognised set of minimum safety and training guidelines and an environmental code of conduct document.

This action was supported by a number of leading safety and training bodies including the RNLI, RoSPA, MTUK, AMI, AALS, NWSF and the MCA.

In October 2010, two documents regarding minimum operating safety guidelines and guide training information were agreed. In November 2011, over 80 Coasteering Providers and the supporting safety and training bodies met in Bristol to agree to support the way forwards by forming the National Coasteering Charter.

Aim of the NCC

The NCC is a focal point in the United Kingdom for Coasteering safety guidance.

Objectives of the NCC (What we do)

- To offer guidance on appropriate safety and guide training so that they can be continuously developed for the safety of the general public and to support coasteering providers.
- To openly share and gather information about coasteering near misses, incidents and accidents in order to improve and review its own guidance and members safe delivery of coasteering activity.
- To develop structured regular communication with coasteering providers across the UK.
- To be a place where coasteering practices are debated, and that other agencies and stakeholders go to for up to date advice and to answer queries. To provide objective and supportive advice to coasteering providers.
- To actively promote Coasteering activities and offer guidance and encourage environmental sustainability.



Draft Constitution

Status

The NCC is a voluntary association of representatives from different coasteering regions around the UK involving over 130 coasteering providers nationwide.

Accountability

The NCC is accountable to its membership. It has a responsibility to maintain a fair and open network of communications amongst its members and promote a transparent system of accounting and decision making on behalf of its members.



(a) Regional Representative

The purpose of the representatives (there are 2 per region) are to:

- Represent objectively the coasteering providers in their region, by feeding forwards information at national level.
- Represent objectively the national decision making process to the coasteering providers in their region.
- Be part of the decision making process at national level, and be professional in the decisions that are reached.
- Host two workshops a year, pre-season and post season, with an agenda that meets the needs of the region and national levels. There is strong evidence that when this is done in conjunction with 'real coasteering' as part of the meeting, the outcomes are much more tangible.
- Refer to the NCC any matter it considers as requiring specialist attention.
- Consider any matters referred to it by the Coasteering Provider.
- Maintain an overview of external matters which may have a bearing on the NCC or its members.
- Keep under review this NCC document and terms of reference.

(b) The National Coasteering Charter Co-Ordinating Group consists of:

Voting Members: (Only these posts will have the right to vote at meetings of the NCC.)

NCC Chairman and Vice-chairman,
Representatives of the regions: 14 in total
Treasurer
Secretariat

Non Voting Members:

Representatives from RNLI, RoSPA, MTUK, AMI, AALS and MCA.
Co-optees as approved by the chairman

The purpose of this group is to:

- To receive information and opinion from Coasteering providers, via regional reps, and try to reach a consensus view on how this may impact on current coasteering practice
- To disseminate consensus opinion, via regional reps, to coasteering providers
- To disseminate consensus opinion to other national governing bodies and the public via its website
- To promote safe coasteering
- To represent coasteering providers at a national level.
- To influence, where appropriate, National Governing Bodies, Government Bodies and other national bodies of the direction of Coasteering Providers
- To be a point of contact for other national bodies



Annex 1- Co-ordinating Group Terms of Reference.

Appointment of positions.

The **Chairman** and **Vice Chairman (VC)** will be nominated and elected, at a period of no greater than two years. Election to the above posts will be decided by a simple majority. Election voting is limited to the Regional Reps; with one casting vote per Region.

The Chair and Vice will not hold more than one voting position within the Co-ordinating Group (Group). Regional votes will be awarded to the second representative.

National organisations, observers and co-opted members are not eligible for election to the Chair or Vice role.

Should there be no new willing representatives present at the two year point, then the incumbent may stand again. The Chair and Vice may not stand for more than two consecutive terms. The Group will aim to stagger the voting for these to avoid both roles requiring election at the same time.

Other Group roles are open to any NCC member, subject to agreement by the Group, through the Chair. These positions should be held for no longer than three consecutive years.

Annual General Meeting

Normally, an Annual General Meeting will be held at the discretion of the Chairman. The Secretariat will circulate (electronically) draft minutes within two weeks of a meeting. Final minutes will be available via the Secretariat and on the NCC website.

As far as practicable, business will be carried out using electronic media. The secretariat will prepare the agenda in conjunction with the chairman for circulation to members at least two weeks before the meeting.

The Group, through the Chair may invite observers and other specialists, without implying any status to that person.

Quorum. One third of the voting membership, rounded up to the nearest whole number.

Voting. All members have equal voting rights, the chairman having a casting vote only when and if needed.

Monies. The Group will receive reports from the treasurer on the expenditure of any monies granted or paid to the Forum, the progress made, and expenditure against.

Secretariat. One of the regional representatives at the meeting will host this.



Annex 2- Regional Representatives Terms of Reference

Membership.

Each regional representative will be comprised of persons of wide experience in coasteering provision, ideally managing their operation which delivers coasteering as a major part of its offer.

There will be at least two regional representatives for each region, a minimum of one will be asked to make the national meeting to represent their area.

Regional Reps. Are to be voted in by their regional members each year. The full term will be for a maximum of three years. Should there be no new willing representatives coming forward at the three year point then the outgoing representative may stand again.

An aim of the of each regional group is to have sufficient members so that no single member is required to stand for more than two consecutive terms

Decision making.

With the regional structure and in some cases specialist needs, it is expected that decisions will be taken by consensus within the region. Where this cannot be achieved the issue will be referred to the Co-ordinating Group for resolution.

Reporting.

Each region will hold **two workshops per year**, hosted by the respective regional representatives. Minutes will be recording from the meetings, including current business and the actions being taken to achieve a conclusion. The agenda will be consistent for all levels and regions and agreed by the NCC Chairman.

They will circulate the minutes **within two weeks** of the meeting to the NCC Secretary and NCC Chair. The final minutes will be freely available to members on the NCC website and/or via the regional/national secretariat.

Annex 3 – Groups

Dispute Resolution. The Co-ordinating group does not provide a dispute resolution service.

Specialist Working and Sub Groups. At the discretion of the Coordinating Group, task and finish sub-groups may be formed to address specific issues or projects. Their membership will consist of the right coasteering providers and other specialists with strengths in appropriate areas to allow them to add value to the sub groups.



Annex 4 – Monies Terms of Reference

Any monies raised by the NCC group, such as monies from membership fees, grant claims, or statutory funding provided shall solely and exclusively be used for the purposes of furthering of the aims of the NCC group, and to support the continued development of the NCC through establishing and developing communications between all members (both online and at meetings), and the sharing and development of best practice for Coasteering in the UK.

Decisions on all planned expenditure of NCC funds will be signed off by a minimum of the quorum of the NCC Chair, or Vice Chair and treasurer, and be in line with the majority view of the wider membership.

For all expenditure two signatories will be required. Signatories are as follows: Chair, Vice Chair, Secretary, and Treasurer

A summary of all expenditure and income will be made available to all members at the annual meeting to ensure openness and clarity of all income and expenditure of the NCC group.

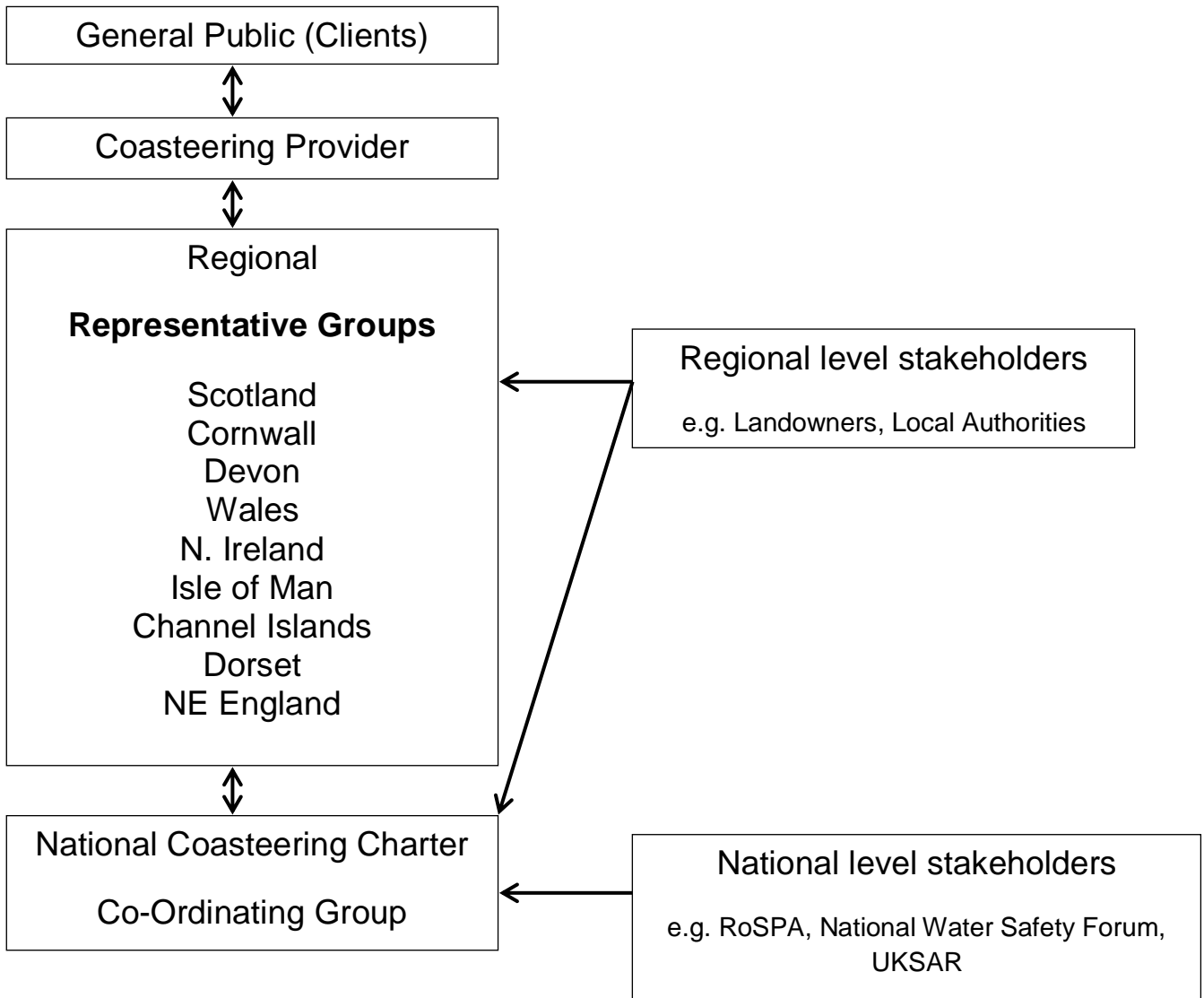
Should the NCC cease to exist in the future, any monies left in the NCC account will either be kept in trust until such time as the NCC group is re-established, or be divided equally between all members with the understanding that monies are to be used by members for outputs in line with the established aims of the NCC group

The monies of the NCC are held in a Barclays community/Charity account chosen because of its suitability and lack of business fees by the treasurer. The treasurer is sent a monthly statement showing transactions these are filed appropriately. The only monies paid out are countersigned by cheque and pre agreed i.e. expenses for events for the better of coasteering and the charter. A card system has been applied for but is only used to view the account online to make the monitoring of payments more simple. If and when the treasurer or chairs etc change the NCC account can fairly easily be transferred to new named persons. Currently full details of the account and statements are all held with the treasurer.



Annex 5 - Structure and Organisation

The structure of the NCC and its relationship with the general public and stakeholders can be seen in the following diagram.



Should new regions wish to apply for addition to the Charter they will need to apply to the chair for inclusion, hold a meeting to discuss the matter maintaining minutes of that meeting and vote in regional representatives.