



National Coasteering Charter (NCC) Constitution

1: Terms of reference

Overview

1.1

The NCC is a voluntary organisation of professional coasteering representatives who derive from a range of backgrounds. Its aim is to represent all coasteering providers across the UK whether commercial providers, charitable trusts, voluntary groups and LEA centres. This is achieved by having a NCC committee and a variety of local area regions. A regional representative manages these regions.

Committee Officers

1.2

Shall be composed of the elected Officers of the NCC-Chair, Vice Chair, Secretary, Treasurer and 1 Co-Opted member.

1.3

The committee may co-opt a maximum of 2 members. Officers are voted in at an AGM.

Regional Representatives

1.4

It is preferred that there are two for each region. However, one will be suitable if circumstances permit. Each regional representative will need to uphold experience in coasteering provision and ideally be in a position of managing / being involved in an operation that delivers coasteering.

NCC- Co-ordinating Group

1.5

This group will comprise of Committee (It is noted, these positions may also be held by a regional rep).

1.6

Maximum of 2 regional representatives.

1.7

1 representative from RNLI, RoSPA, AALS and MCA.



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Membership

1.8

Full Membership of the NCC is open to any coasteering provider, organisation that provides coasteering and individual coasteering guides within the UK.

1.9

Overseas coasteering providers and guides are able to join as associate members. In becoming a member they agree to work within the guidelines set out by the NCC, and be a part of the support and communication network, promoting safe coasteering.

1.10

Associate Member – Organisations involved with the Group and its Aims and Objectives that are not Outdoor Activity Providers.

1.11

Observer – Organisations and individuals that would benefit from knowing what the Group is doing, without wanting to be a Full or Associate Member.

1.12

Membership is not open to anyone under the age of 18.

AGM

1.13

The AGM will be held once a year. This will provide the platform to elect officers and for the committee to up date members on the major points from the previous year.

1.14

In the event that an officer stands down prior to an AGM, the committee has the right to vote in a replacement.

Coordinating Group meeting

1.15

A Coordinating group meeting will be run annually.



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2: Aims of the NCC

2.1

To promote safe coasteering within the UK, share experiences and considered learning through the Charter and further afield. To act on behalf of the membership.

2.2

Offer guidance to all coasteering providers and guides in view of practice and values of membership of the NCC. To provide an association where organisations such as RNLI, ROSPA, AALS and others can contact for advice on appropriate safety and training guidance and NCC membership. In addition, to provide training guidance for NCC members.

2.3

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.

2.4

Develop and maintain structured regular communication with coasteering providers across the UK.

2.5

Provide an organisation where coasteering practices are debated, that other agencies and stakeholders go to for current advice and to answer queries.

2.6

To provide reasonable, objective and supportive advice to coasteering providers.

2.7

To actively promote Coasteering activities, encourage practice and encourage environmental sustainability.

2.8

Have responsibility to maintain a fair and open network of communications amongst its members and providers.

2.9

To actively promote coasteering to the general public, providing an educational and exhilarating experience led by professional coasteering guides "in a wide variety of locations around the UK Coastline and abroad whilst working within safe parameters".



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3: Aims of Co-ordinating Group

3.1

To promote safe coasteering and receive information and opinion from Coasteering providers, via regional reps, and try to reach a consensus on how this may impact on current coasteering practice.

3.2

To disseminate information, via regional reps, to coasteering providers.

3.3

To disseminate information to relevant national governing bodies and the public.

3.4

To represent coasteering providers at a national level.

3.5

To influence and guide, where appropriate, National Governing Bodies, Government Bodies and other national bodies of the direction of Coasteering Providers.

3.6

To be a point of contact for other national bodies.

3.7

The group shall have the power to co-opt a maximum of 2 additional non-voting members.



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4: Working Practices of NCC

Management of the NCC

4.1

The Management of the NCC shall be entrusted to the NCC Chair, Vice Chair, Secretary, Treasurer and the Co-opted Member hereinafter referred to as “the Committee”.

Role of Committee

4.2

The representative will normally preside at all meetings of the Co-ordinating Group meetings and shall be responsible for reporting to the Membership at the NCC’s AGM. They should chair at both meetings.

4.3

If the representative cannot attend either of the meetings then the committee should choose one of their number to chair the meeting before any other business is covered.

4.4

The Treasurer shall be responsible for the collection of subscriptions and will account for any other income and expenditure made on behalf of the NCC. In addition, they shall keep records about the Membership of the NCC.

Election of Committee members

4.5

In the first instance no officer shall serve for a term longer than two years. In the event that no one new is forthcoming to take on any of the above mentioned committee positions, those in place can put themselves forward for re-election (when relevant posts are for re-election). In this instance there is no limit on how many times they can be re elected.

4.6

The committee can nominate one co-opted member to be voted onto the committee. This nomination is required to go to the AGM to be voted upon.

4.7

Voting for the election of Officers shall take place at an AGM. A majority vote will be used to elect each officer. Members will be able to vote by post and / or email, through the Secretary, or an allocated independent person agreed by the committee.

4.8

An independent count is required.



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4.9

Should there be a position of a vote of no confidence of the NCC committee then the NCC would be required to hold an EGM (An extraordinary general meeting, commonly abbreviated as EGM, is a meeting of members of the NCC which occurs at an irregular time due to an issue arising which requires the input of the entire membership and is too serious or urgent to wait until the next AGM).

Members and stakeholders must be informed of the purpose of the EGM so that they may attend in a position where they can discuss and exercise intelligent judgment.

Before the EGM, the committee will have agreed upon one or more resolutions that will be put to the shareholders or members for approval at the EGM. The wording of the resolution is sent to the shareholders with a note about its importance.

In the event of a call of no confidence by the membership, then an EGM will be called.

Role of Regional Representatives

4.10

Represent objectively the coasteering providers in their region, by feeding forwards information at national level, and sharing collective interpretation back to regions.

4.11

Represent objectively the national decision making process to the coasteering providers in their region.

4.12

Be part of the decision-making process at national level, and be professional in the decisions that are reached.

4.13

To endeavour to meet a minimum of once a year, ideally twice with an agenda that meets the needs of the region and national levels.

4.14

Keep accurate minutes of their regional meetings and make these available to their members and the committee and co-ordinating group.

4.15

Refer to the NCC any matter it considers as requiring specialist attention.



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4.16

Consider any matters referred to it by the Coasteering Provider.

4.17

Maintain an overview of external matters that may have a bearing on the NCC or its members.

Election of Regional Representatives

4.18

They are voted in by their regional members at a regional meeting, when required. Current membership of the NCC is required alongside a majority vote of those attending the meeting.

4.19

Each rep is voted in for 3 years. Each local region shall endeavour to stagger the selection of their reps.

4.20

Records of the voting process must be kept and sent to the NCC Chairperson.

4.21

Prior to the meeting, the regional rep should inform their region that their term is up and any new candidates should put themselves forward for the position of rep for their region.

4.22

The **representative** of the region should inform their region 45 days prior to any meeting that will elect new regional reps.

4.23

The representative of the region should keep their membership updated as to who has put themselves forward for election.

4.24

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. However, they must be re-elected by their region members. There is no limit to how many times they can be re-elected if no one else is willing to stand.

4.25

To stand for election as a regional representative the proposed candidate must be either a fully paid member of the NCC or be employed by an organisation that is a member of the NCC.

4.26

If they leave that employment they are to inform the NCC treasurer and apply for either individual membership or be recognised under a new employer's membership.



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Committee Annual General Meeting (AGM)

4.27

The Annual General Meeting will be held each year and is a stand alone meeting with separate minutes. Its purpose is to vote in committee members as required and for the committee to update the membership on key aspects of their work for the previous 12 months.

4.28

The secretary will announce the time and date of the AGM, 6 months prior to the meeting. This will be via the regional reps, which will inform their region. Should there be no rep in place for a certain region, the secretary will contact directly all members of that region.

4.29

The agenda should be approved by the committee prior to the secretary sending the agenda out to the co-ordinating group and all members.

4.30

45 days prior to the meeting, the secretary will send out the agenda to the regional reps, so that they can circulate them to their regional members.

4.31

The secretary will produce minutes of the meeting; circulate draft minutes to the co-ordinating group and then final minutes within 2 months of the meeting.

4.32

Final minutes will be also be available on the NCC website.

4.33

When an NCC coasteering symposium is running, the committee will hold an AGM within the symposium.

4.34

When there is no symposium running that year, the NCC will hold the AGM the same day as the Coordinating group meeting.

4.35

Voting. Members of the NCC

1 member of each organisation who sit on the co-ordinating group. These organisations are RNLI, RoSPA, MT, AMI, AALS and MCA

4.36

All posts will require a proposer and a 2nd. A majority vote is required to take the role.

4.37

Only NCC members can attend the AGM and vote.



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Co-Ordinating Group Annual meeting

4.37

There will be one co-ordinating group annual meeting every 12 months (ideally within a 1 month time window of the previous meeting).

4.38

The secretary will announce the time and date a minimum of 6 months prior to the meeting via the regional reps.

4.39

The agenda should be approved by the committee prior to the secretary sending the agenda out to the co-ordinating group and all members.

4.40

45 days prior to the meeting the secretary will send out the agenda to the regional reps, so that they can circulate them to their regional members.

4.41

The secretary should be the person who takes the minutes. If this person cannot attend then the committee should decide who is take the role prior to the meeting.

4.42

The secretary will produce minutes of the meeting; circulate draft minutes to the co-ordinating group and then final minutes within 2 months of the meeting.

4.43

Final minutes will be also be available on the NCC website.

4.44

Any NCC member can attend the meeting as an observer.

Voting at NCC Coordinating group meetings

4.44

The following members of the NCC are only eligible to vote:

4.45

Chair, Vice Chair, Secretary, Treasurer and 1 regional representative from each region.

4.46

The positions of Chairman, Vice-chairman, Treasurer and Secretary may personally fulfil a regional rep. role. In this instance they can only hold one vote.

Quorum

4.47

A majority vote of those attending the meeting with a minimum of 3 votes.



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New Regions

4.48

Should new regions wish to apply for addition to the NCC, they will need to hold an open regional meeting and apply to the chair for inclusion. New regions will be discussed on an individual basis by the committee.

5: Membership Fees

5.1

There is no one-off fee to join the NCC.

5.2

Membership runs on an annual basis from 1st April to the 31st March. However, for any member wishing to join the NCC for the first time part way through a term then the fees will be pro rata.

5.3

If a provider has a lapse in their membership and wishes to re join the NCC at later stage, regardless of when they join, full fees will be payable.

5.4

The NCC Committee shall have the power to set membership subscription levels for the NCC on an annual basis.

5.5

Any change to membership fees will need approval at the AGM.

5.6

The secretary should make members aware 45 days prior to AGM that fees may rise and inform membership at what level.

6: Finance

6.1

Any monies raised by the NCC group, such as from membership fees, grant claims, or statutory funding provided shall solely and exclusively be used for the purposes of furthering the aims of the NCC group.

6.2

NCC funds are to be used 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 good practice.



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6.3

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. This includes pre-agreed reasonable and out of pocket expenses, maintaining the website and administration costs. All other costs must be voted on by the committee, with decisions on amounts above £500 voted on by the Co-ordinating group.

6.4

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

6.5

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.

6.6

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 expenditure in line with the established aims of the NCC group.

6.7

The monies of the NCC are held in 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.

6.8

The only monies paid out are countersigned by cheque and pre agreed i.e. expenses for events on behalf of the NCC. Currently full details of the account and statements are all held with the treasurer.

7: Dispute Resolution

7.1

Our aim is to promote safe coasteering. Issues that may arise that give concern to any member can be raised in the first instance with their local regional rep. If the chair feels it is a matter they cannot deal with / consider unsuitable due to a conflict of interest / it is of a nature that should be dealt with by the committee then the issue/s will be passed onto the committee.



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7.2

Should a member have an issue related to the chair of their region, they can contact the NCC committee directly.

7.3

All meetings/conversations will be minuted in regards to any concern raised.

7.4

Only the committee are in the position to pass an issue onto AALS and other related organisations.

8: Specialist Working and Sub Groups

8.1

At the discretion of the Coordinating Group, task sub-groups may be formed to address specific issues or projects.

9: Safeguarding Policy

9.1

Members are responsible for their own safeguarding young people and vulnerable adult policy.

10: Constitution Amendments

10.1

May be amended at an AGM by a two-thirds majority. Notice of any amendment must be delivered to the Secretary at least 45 days prior to the AGM.

11: Expulsion of members

11.1

If at any time the Committee considers that the interests of the NCC require it, they must invite a member to resign from the NCC, by a letter specifying the reasons for their request and offering the member an opportunity to provide an explanation either in writing or in person and the date before which the reply should be received.

11.2

If the member concerned requests a meeting to provide an explanation, the committee must arrange a meeting at a suitable time and place and within a reasonable period of time and must provide the member with not less than seven days written notice of it.



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11.3

The Committee must consider the explanation provided by the member in good faith and have due regard to all available evidence and may confirm or vary their original decision.

11.4

If the Committee confirms their original decision and the member concerned does not resign the Committee must submit the question of his expulsion to a Special General Meeting to be convened for the purpose, whether or not the member requests such a meeting.

11.5

Not less than four weeks' notice of the meeting must be given to all the members.

11.6

The Chair must inform the member in question of the time and place of the meeting and the nature of the complaints against them in sufficient time to afford them a proper opportunity to explain their actions.

11.7

At the meeting the member must be allowed to offer an explanation of their conduct verbally or in writing and if after that two thirds of the members present vote for their expulsion, they will immediately cease to be a member of the NCC.

11.8

The voting at any such Special General Meeting must be by ballot if not less than five members present at that meeting.

11.9

The Committee may exclude from the NCC until the Special General Meeting is held any member whose resignation has been requested.

12: Effect of ceasing to be a member of NCC

12.1

On ceasing to be a member, a person forfeits all right and claim upon the NCC for any funds they may have paid into the NCC.

13: Dissolution of the NCC

13.1

The NCC can be dissolved by two-thirds majority vote at an EGM. The Committee will arrange to discharge any assets equally amongst the Members (*or donated to Charity*). Any liabilities at the time of dissolution shall be the joint responsibility of all Members.



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Structure

