



NATIONAL COASTEERING CHARTER CONSTITUTION

Version 2 January 2026

1: Terms of reference

Overview

1.1

The NCC is an unincorporated, voluntary membership association acting as a representative, advisory, and standards-setting body for coasteering providers and guides.. Its aim is to represent all coasteering providers across the UK whether commercial providers, charitable trusts, voluntary groups and outdoor education centres. This is achieved by having a committee (made up of officers and co-opted members as defined in 1.2 and 1.3) and coasteering regions that are represented by members and volunteer regional representatives (as per 1.3).

Committee Officers

1.2

The committee shall be composed of the elected officers which include: Chair, Vice Chair, Secretary, Treasurer and up to 2 ordinary members.

Only committee officers have a right to vote on key decisions at committee meetings

Co-opted committee members

1.3

The committee may co-opt members to support the work of the NCC. It is expected that these roles have a defined term and remit.

Regional Representatives

1.4

A region is represented by up to 2 representatives (unless a specific circumstance necessitates additional support). 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.

Liability

1.5

Anyone acting officially on behalf of the NCC will not be held liable for any act or omission carried out in good faith on behalf of the NCC or by its members except in cases of fraud or willful misconduct. This includes, but not limited to, the Committee Officers, Co-opted Members, NCC Coasteering Guide Award Providers and Regional Representatives.



Membership

1.6

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

1.7

There are currently 3 types of membership available: Individual, Organisational and Associate Membership. Details on the different membership, costs and membership benefits can be found on the NCC Website.

1.8

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

AGM

1.9

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

1.10

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

2: Aims of the NCC

2.1

To promote safe coasteering, share experiences, and learning through the charter and further afield.

2.2

To act on behalf of the membership.

2.3

To offer guidance to all coasteering providers and guides in view of the safe practice and values of membership of the NCC.

2.4

To openly share and gather information about coasteering near misses, incidents, and accidents to improve and review its own guidance and members' safe delivery of coasteering activity.

2.5

To develop and maintain structured, regular communication between coasteering providers.



2.6

To provide an organisation where coasteering practices are debated, that other agencies and stakeholders can go to for current advice.

2.7

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

2.8

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

2.9

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

2.10

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".

2.10

To promote, administer, maintain and further develop the Coasteering Guide Award scheme.

3: Working Practices of NCC

Management of the NCC

3.1

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

Role of Committee

3.2

The Chair and/or Vice Chair will normally preside at all meetings of the Committee and shall be responsible for reporting to the Membership at the NCC's AGM.

3.3

If the Chair or Vice Chair cannot attend a meeting, then the committee should choose one of its members to chair the meeting before any other business is covered.

3.4

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

3.5

In the first instance, no officer shall serve for a term longer than two years. In the event that no one 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.

3.6

The committee can nominate co-opted members to sit on the committee. This nomination is required to go to vote at a committee meeting.

3.7

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 email, through the Secretary, or an allocated independent person agreed by the committee.

3.8

An independent count is required.

3.9

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

3.10

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

3.11

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

3.12

Be part of the two-way communication of regional and national level dialogue.



3.13

To endeavour to meet a minimum of twice a year. The meetings should take place pre and post season following an agreed standard agenda and minutes of the meeting shared shortly after.

3.14

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

3.15

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

3.16

Consider any matters referred to it by any Coasteering Provider members? in the region.

3.17

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

Election of Regional Representatives

3.18

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.

3.19

Each rep is voted in for 3 years. Each region shall endeavour to stagger the selection of its reps to avoid new reps starting post at the same time.

3.20

Records of the voting process must be kept as part of the minute keeping procedures.

3.21

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.

3.22

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

3.23

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



3.24

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 regional members. There is no limit to how many times they can be re-elected if no one else is willing to stand.

3.25

To stand for election as a regional representative, the proposed candidate must be either an individual member of the NCC or be the named contact of an organisational member of the NCC.

3.26

Regional representatives must maintain their NCC membership during their term or risk having their position removed.

Annual General Meeting (AGM)

3.27

The Annual General Meeting will be held each year and is a standalone 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.

3.28

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

3.29

The agenda should be approved by the committee prior to the secretary sending the agenda out to all members.

3.30

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

3.31

The secretary will produce minutes of the meeting and share within 2 months of the meeting.

3.32

Final minutes will also be available on the NCC website.

3.33

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



3.35

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

3.36

Only current NCC members can attend the AGM and vote.

Quorum

3.37

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

New Regions

3.38

Should new regions wish to apply to be recognised by the NCC, they will need to hold an open regional meeting and invite all known providers of coasteering. At this meeting they will need to vote at least one representative into position and apply to the chair for inclusion. New regions will be discussed on an individual basis by the committee.

4: Membership Fees

4.1

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

4.2

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 partway through a term, then the fees may be pro rata.

4.3

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

4.4

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

4.5

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

4.6

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



5: Finance

5.1

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.

5.2

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.

5.3

Decisions on all planned expenditures of NCC funds will be signed off by a minimum of the quorum of the NCC Chair, 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 committee.

5.4

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

5.5

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.

5.6

The monies of the NCC are held in a community 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.

5.7

Any monies paid out are paid out by electronic transfer 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.



6: Dispute Resolution

6.1

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.

6.2

Should a member have an issue related to their regional representative(s), they can, in line with the NCC Complaints Policy, make contact with the Chair.

6.3

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

6.4

Only the committee is in the position to pass an issue onto any regulatory and/or other related organisations.

7: Specialist Working and Sub Groups

7.1

At the discretion of the committee sub-groups may be formed to address specific issues or projects.

9: Constitution Amendments

9.1

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.

10: Expulsion of members

10.1

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 in writing 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.

10.2

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 fourteen days written notice of it.



10.3

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.

10.4

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.

10.5

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

10.6

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.

10.7

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

10.8

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

10.9

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

11: Effect of ceasing to be a member of NCC

11.1

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

12: Dissolution of the NCC

12.1

The NCC can be dissolved by a 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.