



www.redditchlifesavers.info



save_a_life@redditchlifesavers.info



Redditch Lifesavers

Redditch Lifesavers Constitution

1. The Club shall be called "Redditch Lifesavers" hereinafter referred to as the Club

2. OBJECTIVES

The objects of the Club are to advance the education of the public through the provision of education and training in life saving, life support, water safety, resuscitation and first aid, through participation in the Award schemes and competitions of the Royal Life Saving Society United Kingdom (hereinafter referred to as RLSS UK or the Society) and such other activities as are appropriate and thereby contributing to the preservation of life

3. AIMS

The aims of the Club shall be: -

- (a) To deliver a quality experience to all members of the club, in training for awards and competition.
- (b) To provide facilities for and promote participation of the whole community in lifesaving and lifeguarding
- (c) To create greater opportunities for the general public to become involved in all aspects of the Club's work
- (d) To promote the wider benefits of Lifesaving as a healthy, fun and worthwhile recreational activity and competitive world class sport
- (e) To promote, publicise and communicate information about the RLSS UK to present a positive image of the Club, the Society
- (f) To promote and maintain the highest standards of technical competence and safety in the sport
- (g) To provide equal opportunities for successful participation by all sections of the community

4. AFFILIATION AND MEMBERSHIPS

The Club shall maintain affiliation to the RLSS UK and ensure that membership does not lapse

5. RLSS UK SAFEGUARDING AND PROTECTING CHILDREN REGULATIONS

- (a) Redditch Lifesavers agrees to adopt the RLSS UK Safeguarding and Protecting Children policies and procedures. These are available on the RLSS UK website at <https://www.rlss.org.uk/wp-content/uploads/2017/06/RLSS-UK-Safeguarding-Leaflet-1.pdf> All individuals involved in Lifesaving through Redditch Lifesavers 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 through Redditch Lifesavers 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.
- (b) Each and every constituent member of Redditch Lifesavers 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 and the regulations of the National Governing Body.
- (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 laid down from time to time by the Committee
- (c) No person shall be refused membership on the grounds of race, ethnic origin, religion, sex, sexual orientation, impairment or disability or age.
- (d) Any minor's (under the age of 18) application for membership should be signed by the applicant's parent or guardian.
- (e) Any person on or over the age of 18 applying for membership of the Club in a volunteer capacity, accepts that he/she may be DBS checked and the membership application shall be considered on the results of such check.
- (f) Acceptance of membership shall be in at the discretion of the Committee but other person(s) authorised by the Committee may make recommendation as to the applicants' acceptability. The Committee shall not be required to give reasons for the refusal of any application for membership.
- (g) All members will be directed to view the relevant Code of Conduct and Policy Statements, on the RLSS UK website. <https://www.rlss.org.uk/wp-content/uploads/2015/07/RLSS-UK-Code-ofPractice.pdf> Child Protection Policy <https://www.rlss.org.uk/wp-content/uploads/2017/06/RLSSUK-Safeguarding-Leaflet-1.pdf>
- (h) All applications for membership shall be accompanied by the appropriate documentation and annual membership fee which shall thereafter be payable on demand.
- (i) The total membership of the Club shall not normally be limited. If however the Management Committee considers that there is a good reason to impose any limit from time to time then the Management Committee shall put forward appropriate proposals for consideration at the General Meeting of the Club.
- (j) 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.
- (k) Any person who assists in any way with the Club's activities shall become a member of the Club, the Club shall maintain membership of RLSS UK and the relevant RLSS UK fee shall be paid. Assisting with the Club's activities shall include, but not be restricted to, administrators, associate members, voluntary instructors, teachers and coaches, committee members, helpers, Honorary members, life members, officers, patrons, Presidents technical and non-technical officials, temporary members, Vice Presidents and verifiers or tutors of the RLSS UK educational certificates.
- (l) Such membership fee shall be set annually and agreed by the Management Committee or determined at the Annual General Meeting.
- (m) It is the responsibility of the member to ensure that membership of the Club does not lapse. If such a lapse of 30 days or more occurs, membership may be suspended by the Committee from all or some of the activities until such payment is made.



- (n) Members shall be enrolled in one of the following categories: Junior (Rookie) up to 16
Youth/Student in full time education - Age 16 - 18
Senior - Age 18 & over
- (o) Each fully paid up member aged 16 and over shall be entitled to attend and vote at General or Annual General Meetings. 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 be a member of the Club. A member of the Club may also register their vote on any proposal or election of 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.
- (p) All Club members must agree to participate and assist the Club in activities that the Club undertakes.

7. DISCIPLINE AND APPEALS

All complaints except for welfare and safeguarding issues should follow the complaints procedure found in [APPENDIX 1*](#) at the end of this document.

(*this does not include Safeguarding concerns, which must in every case be submitted to the Club Welfare Officer)

Whenever it is practically possible a committee member will be available in the front of the viewing area to receive complaints. If this is not possible on any particular session, please refer to the Complaints procedure as to how to proceed.

8. COMMITTEE

- a. The Committee consists of a President, Chairman, Vice Chairman, Secretary, Treasurer, Youth Representative and Club Welfare Officer (AKA Child Protection Officer) reporting to the Committee
- b. Any additional posts that are deemed necessary by the Committee should be proposed and appointed at the Annual General Meeting
- c. Fully paid up members having attained the age of 18 may be elected and serve on the Committee. In addition, there may be up to 2 youth members aged 16 - 18.
- d. Each member of the Committee will retire annually but are eligible for re-appointment at the Annual General Meeting.
- e. A member cannot be elected into the position of Chairman unless he/she is a currently active member of the club
- f. Should any 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 Committee number is less than five, then the 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 Committee member.



9. Finance

- a. The financial affairs of the club will be handled by the appointed treasurer.
- b. The treasurer will be responsible for the following:-
- c. Collecting dues in cooperation with the membership secretary.
- d. Paying bills.
- e. Keeping proper financial accounts which provide an accurate record of all income and expenditure.
- f. Preparing a financial account annually to be presented at the clubs' AGM.
- g. The financial account should be independently checked annually before the AGM.
- h. The treasurer will arrange for the appointment of authorised signatories for the club cheque account. Signatories must be of good character and have a sound credit record. Two signatures will be required for each transaction.
- i. The treasurer is authorised to set up a business internet banking service and to apply for a club debit card.
- j. The treasurer will be the primary user and may have access to the club accounts online and be able to make payments solely. They may also delegate access to other members of the committee if the need arises.
- k. For large payments (in excess of £50) the treasurer should seek approval of the committee before such payments are made using online banking or club debit card.

10. ANNUAL GENERAL MEETINGS

- a) The Annual General Meeting shall be held within 26 weeks of the financial year-end.
- b) The Annual General meeting shall be called by the Club Secretary ensuring that the Club members have not less than twenty-one clear days' notice of the intended meeting date.
- c) All members of 16 years or over shall have the right to one vote.
- d) Nominations for Officers of the Committee shall be sent in writing, to the Secretary, no later than fourteen days prior to the Annual General Meeting. Should nominations exceed vacancies, election shall be by ballot.
- e) Ballot papers to be drawn up by the Secretary.
- f) The quorum for Annual General Meetings shall be not less than 25% of the Club's total membership.
- g) The Committee shall present the report and annual accounts of the Club for the preceding year.
- h) Proposals in writing need to be submitted to the Secretary of the Committee no later than fourteen days prior to the Annual General Meeting.
- i) Proposals requiring a change to the Constitution of the Club needs to be passed by a two-thirds majority of the members present and voting.
- j) Proposals of a non-constitutional nature shall be passed by a simple majority of the members present and voting.
- k) Meeting Agenda should include details of all proposals and nominee's for Committee posts and sent out at least seven days prior to the Annual General Meeting.
- l) The Secretary or other person specially appointed by the Committee, shall keep a full and accurate record of proceedings at such meeting.

10. EXTRAORDINARY GENERAL MEETINGS

The Committee has the power to call an Extraordinary General Meeting of the Club at any time, providing that at least ten members request such a meeting, in writing, stating the business to be considered. 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

The Constitution may be altered by a Resolution passed by not less than two thirds of the members present and voting at an Annual General Meeting or Extraordinary General Meeting

12. PROPERTY

The Committee shall be jointly responsible for all the assets and liabilities of the Club.

13. DISSOLUTION

A resolution to dissolve the Club can only be passed at an Annual General Meeting or Extraordinary General Meeting by not less than two thirds of the members present and voting.

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 having similar aims and objectives of this Club

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.

14. DECLARATION

Redditch Lifesavers Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of its members.

SIGNED:

DATE:

POSITION: Chairman

SIGNED:

DATE:

POSITION: Secretary



APPENDIX 1

Redditch Lifesavers Complaints Procedure

Guiding principles

1. We are committed to resolving complaints effectively and without undue delay. Wherever possible, we will try to resolve complaints informally but if we can't we provide a clear escalation route that is fair and impartial.
2. If we have got something wrong, we will apologise and take prompt action to put the matter right. If we can resolve your complaint by clarifying our position, or explaining our decision-making process we will do so.
3. We will be open and honest and ensure that you are not disadvantaged in your future dealings with us as a result of your complaint.
4. We will respect your privacy and ensure that your complaint is treated confidentially

Making a Complaint

1. **Informal resolution** The person making the complaint should consider taking steps to resolve the matter informally before making a formal complaint. This might include discussing the matter with the instructor or trainer, and/or seeking advice from the Safeguarding Officer or other Committee members. Note: The Committee may decline to consider malicious, vexatious or frivolous complaints. Unless immediate action is required, a complainer must not interrupt a lesson to speak to a trainer/teacher, but should see them either before or after the session.

2. Referring a Complaint

A. A formal Complaint should be made to the Redditch Lifesavers Committee by being given to any member of the Committee within 14 days of the conduct complained of (the "Complaint"). Alternatively, the complaint may be made by email to: enquiries@redditchlifesavers.co.uk

B. The Complaint should be in writing and should include:

- (a) A detailed description of the event(s) complained of;
- (b) The outcome that is sought;
- (c) Statements by any people who witnessed the event(s) or were affected by them.
- (d) Any other documents or evidence relied upon in support of the Complaint; If the Complaint includes an anonymous statement from a witness or refers to an individual



without disclosing their identity, it must include the reasons why anonymity is requested in each case.

3. **Interim measures** If it is necessary to do so to protect either or both parties and/or other club members from a risk of harm and/or distress, the Committee may suspend the individuals involved Club membership and/or access to Club events or facilities for up to 42 days pending proceedings under this procedure.

4. **Response to the Complaint.**

i. Within 7 days of receipt of the Complaint, the Committee will write to the Respondent attaching the Complaint, all of the accompanying evidence and a copy of this procedure and stating that the complainer has 10 days to provide written representations and any evidence in response to the Complaint (the “Response”).

ii. If the Response includes an anonymous statement from a witness or refers to an individual without disclosing their identity, it must include the reasons why anonymity is requested in each case.

4. **Further Enquiries**

Upon receipt of the Response, the Committee may make any further enquiries of any party that they consider necessary or desirable. If the Complaint is likely to result in removal of membership, the decision must be ratified by the club committee.

5. **Sanctions**

The sanctions that may be imposed under this procedure include:

- (a) Suspension of access to or use of the Club’s events or facilities for a fixed period;
- (b) Suspension of membership of the Club for a fixed period;
- (c) Removal of membership of the Club.

6. **Unresolved Complaints**

If following the above procedure, the complaint remains unresolved then it will be referred up to Worcester and Hereford Branch for further consideration and investigation.