

Surfing England

THE BYE-LAWS



SURFING
ENGLAND

SURFING ENGLAND - THE BYE-LAWS

1. Introduction

1.1. The directors of Surfing NGB Ltd (the Company that Operates Surfing England) have adopted a new set of Articles of Association and have resolved to develop a new set of Bye-Laws that will ensure that Surfing England remains legally compliant with charitable and company law, with a flexible organisation able to carry out its objects in the funding and trading environment in which it exists.

2. Definitions

2.1. "Rule" means principle to which action conforms or should conform

2.2. "The Board" means the Board of Directors

2.3. "Articles" shall mean the Articles of Association

2.4. "CEO/ OPERATIONS MANAGER" means the Chief Executive Officer or Senior Staff Member if a CEO/ PROJECT MANAGER is not appointed

2.5. Words imparting one gender shall be construed as imparting any other gender and vice-versa

3. Objects of the Company

3.1. As set out in the Articles

4. Organisational Structure

4.1. The organisational structure of Surfing England, a trading name of a company limited by guarantee with the constitution of a non-profit company, shall be compliant with any legal requirement under company law.

4.2. The organisational structure, which includes staff and so can vary, shall be available to members on request.

4.3. A Board of Directors (potential Directors (prospective Director (potential Trustees)) operating under a CODE OF CONDUCT, shall govern, shall be appointed by, and answerable to the members through an Annual General Meeting, or, when required a General Meeting. The Board may create a number of Sub Committees whose responsibilities shall be made known to members on request.

4.4. Task based Sub Committees will be created for technical matters (such as Coaching and Surf Schools, Education, Inclusion, Performance), providing guidance and advice as well as having delegated authority for aspects of the management of the company's business.

4.6. A Chief Executive Officer/ Operations Manager (or senior staff member) shall normally be appointed by the Board to oversee the day-to-day management of the company

4.7. Other staff will be appointed as required to enable the company to conduct its business effectively

5. Annual General Meetings Procedure for calling

5.1. The Board shall cause to be convened annually a General Meeting the proceedings and business of which shall be transacted in accordance with the Articles and the provisions of the Companies Act 2006 Section 307 (1) (a).

Business to be transacted

5.2. The business of an Annual General Meeting shall include:

5.2.1. to receive and consider:

- the reports of the Chairman of the board,
- the accounts balance sheets,
- the report of the Auditor
- other reports of the board

5.2.2. the election of Directors (prospective Director(potential Director)s) in place of those retiring or to fill any vacancies,

5.2.3. to receive and consider any proposed amendments to the Articles or Bye-Laws of SURFING ENGLAND .

Meeting procedures and quorum

5.3. For information relating to meeting procedures and the quorum required for a valid Annual General Meeting refer to the Articles

Voting procedures

5.4. For information relating to the voting procedures at an Annual General Meeting refer to the Articles

Proxy Voting

5.5. For information relating to proxy voting at an Annual General meeting refer to the Articles.

An example Proxy Voting form is included at Appendix A.

6. General Meetings Procedures for calling

6.1. The Board may, whenever it thinks fit, convene a General Meeting of members for the purposes of considering a specific issue.

6.2. The Board shall convene a General Meeting on a member's requisition and in accordance with the provisions of the Articles and the Companies Act 2006 Section 303 (2).

6.3. If such a request is made it must contain the general nature of the business to be dealt with at the meeting. The text of a resolution that it is intended to be moved at the meeting may be included in the request. The requisition must state the objects of the meeting and must be signed by the requisition and deposited at the Registered Offices of the Company.

Meeting procedures and quorum

6.4. For information relating to meeting procedures and the quorum required for a valid General Meeting refer to the Articles

Voting procedures

6.7. For information relating to the voting procedures at a General Meeting refer to the Articles

Proxy voting

6.8. For information relating to proxy voting at a General meeting refer to the Articles. An example Proxy Voting form is included at Appendix A.

7. Board of Directors Composition

Procedures for Recruitment and Election of Directors (prospective Director(potential Director)s)

7.1 Directors (prospective Director (potential Director) (trustees) shall be elected by the Annual General Meeting in accordance with the Articles.

7.2. If there are vacancies, Directors (prospective Director (potential Director)s) can be co-opted onto the Board at any time subject to the limits set out in the Articles but may need to stand for election at the following Annual General Meeting in accordance with the Articles.

7.3. Any person wishing to stand for election as Director must be nominated by a proposer and seconder who must be current voting members in good standing. The nomination must include details of the prospective Director (potential Directors)'s CV.

7.5. Full details of a prospective Director (potential Directors) standing for election at the Annual General Meeting will be circulated with the notification and papers for the meeting.

Length of Service and Retirement of Directors (prospective Director (potential Director)s)

7.6 The articles provide for rules governing these conditions.

Disqualification and Removal of Directors (prospective Director(potential trustee)s)

7.7. Should circumstances require it, the office of Director (potential Director) shall be vacated in accordance with the requirements of the Company's Act 2006.

7.8. However, should the majority of the Board set out in the Articles agree to suspend a member of the Board for any appropriate and legal reason then that member shall not take any further part in the activities of SURFING ENGLAND until the outcome of disciplinary proceedings are known.

7.9 Any member who is suspended or expelled from SURFING ENGLAND will automatically be removed as a Director (potential trustee) for the duration of such action or longer as may be determined by the Board.

Board Meetings

7.10. The Articles provide for rules around the calling and holding of board meetings

Roles and Responsibilities

7.19. The Roles and Responsibilities of individual Directors (prospective Director (potential Director)s) such as the Chairman and Treasurer are set out in the SURFING ENGLAND document 'Job & Role Descriptions'. However, the role of a Director (potential Director) as defined by the Companies ACT applies.

8. Appointment of SURFING ENGLAND staff Chief Executive Officer (if appointed)

Role and responsibility

8.1. The CEO/ OPERATIONS/ PROJECT MANAGER shall be responsible for the day to day management of the Company with specific responsibilities for the prudent management of the organisation's Project finances. The detailed role and responsibility of the CEO/ PROJECT MANAGER/ operations manager shall be contained within a formal Job Description that shall be

available in the Job and Role Description Policy document. The CEO/ PROJECT MANAGER will be line managed by a delegated director and responsible to the Board.

Appointment

8.2. The Board shall appoint the CEO/ PROJECT /OPERATIONS MANAGER.

Other staff

8.3. The CEO/ OPERATIONS/PROJECT MANAGER may appoint staff, in accordance with the strategy agreed by the Board to support the management and activities of the Company. Roles and responsibilities of these staff will be made available together with a Job Description during the recruitment process and will be available in the Job and Role Description Policy document.

9. Management committees

Function

Management committees are volunteer operational committees for SURFING ENGLAND activities. They will work under and through Committee Chairs in co-ordination with senior staff to:

- 9.1. Support staff where necessary to carry out company activities in order to achieve efficient use of resources, to avoid unnecessary duplication and to ensure continuity of effort,
- 9.2. develop and implement plans and proposals to progress SURFING,
- 9.3. develop and implement quality administration systems and functions,
- 9.4. present comprehensive, researched reports and recommendations to the Board;

Composition

Management committees must contain people who can, and will, consistently give of their best, offering continuity of leadership to ensure the future of the organisation.

- 9.5. Exceptionally, when a Management committee member is unable to attend a meeting, a nominated deputy may attend in their place
- 9.6. The senior staff administrator will keep a record of core Management committee members and their deputies.
- 9.7. A Management committee will comprise a core group:
 - CEO/ PROJECT MANAGER
 - Chairperson of operational Management Sub Committees (Sub Committee Chairs)
 - Key staff members as agreed by the Board of Directors (prospective Director (potential trustee)s),
- 9.8. The Management committee may include other people on an ad hoc basis, should the operational need arise.

Appointment procedures

- 9.9. Core Management committee members will be appointed by approval of the board.
- 9.10. Should a Management committee wish to appoint further members to its core group, it will seek approval from the Board of Directors (prospective Director (potential Director)s).

Roles and Responsibilities

Management committees shall be responsible for project based management of SURFING ENGLAND affairs and through the CEO/ PROJECT MANAGER, shall be answerable to the Board. Management committees will, in conjunction with the appropriate staff, volunteers, advisors and Committees:

- 9.11. make recommendations to the Board of Directors (prospective Director(potential Director)s) on strategy, budgets and finance,
- 9.12. prepare, monitor and control project budgets and expenditures,
- 9.13. present budgeted plans to the Board of Directors (prospective Director(potential Director)s),
- 9.14. ensure approved plans are progressed to completion,
- 9.15. prepare monthly progress reports which will include:
 - information of new risks or opportunities,
 - activities deviating from plan and
 - revised plans, should they be needed.

Operating procedures

- 9.16. Management committees will meet as often as necessary.
- 9.17. Meetings will be arranged to ensure maximum continuity of attendance of its members.
- 9.18. Management committees will use committee procedures to discuss and agree business.
- 9.19. Meetings will be minuted, with actions and targets clearly identified.
- 9.20. See Bye-Laws Section 14 regarding electronic voting procedures.
- 9.21. In the unlikely event that a Management committee is unable to agree over a contentious item it will be referred to the Board of Directors (prospective Director(potential Director)s) for a decision.
- 9.22. A Management committee meeting must have 50% of its members and 50% of its volunteer members in attendance to be quorate.
- 9.23. In quorate Management committee meetings may not agree new or modified plans without Board approval.

Appointment of Committee Members

- 9.24 a person elected by that Committee shall sit on a Management committee..
- 9.25 Representatives from other interested and/or relevant organisations will be invited to attend Committee meetings by the Chairs, subject to approval by the Board.
- 9.26. The Committee chair may also co-opt additional members onto the Committee to provide specific technical advice or guidance, subject to approval by the Board.

10. Board Sub-Committees:

The Board may from time to time appoint sub committees from within its number to carry out specific tasks. Sub committees may include, but are not limited to tasks such as: Negotiation with and representation on any British or International boards, Assessing applications for/ of co-opted board members, Assessing applications and /or reviews of Staff, Disciplinary committee.

Disciplinary Committee

10.1. The Disciplinary Committee shall be responsible to the Board, and shall be empowered to deal with any incident involving an Affiliated Club, Region and/or Association Member where it is alleged that SURFING ENGLAND , or any part thereof, was, or could have been brought into disrepute or there has been a transgression or disregard for the rules and regulations of SURFING ENGLAND .

10.2. This procedure also covers unacceptable behaviour under the general and director's codes of conduct and any other incidents that the Board feel may warrant investigation.

10.3. The Codes of Conduct prescribes the standards, which the Disciplinary Committee may take into account when considering the conduct of a member or board member of SURFING ENGLAND; but so that the committee shall not be prevented from considering other matters.

10.4. Any member contravening any section of the Code of Conduct may be liable to disciplinary action, which could result in expulsion from SURFING ENGLAND.

Composition

10.5. A Disciplinary Committee will consist of a Chairman, who will be a member of the Board. (This person will not hold office as the Chairman of SURFING ENGLAND).

10.6 The disciplinary Committee will contain the remainder of the board

10.7. If any member of the Disciplinary Committee is involved in the disciplinary issue, or has any club related or personal interest with any individual involved in the disciplinary issue, they will be replaced by another individual appointed by the board to avoid any conflict of interest.

The quorum for such disciplinary meetings shall be a minimum of three people, including the Chairman.

Disciplinary Procedures

10.8. The Disciplinary Committee and any Appeals Committee will ensure that all matters are regarded as highly confidential and not for disclosure outside the group unless so agreed, on a strictly need to know basis in line with the Data Protection Act and Human Rights Act.

10.9. The original complaint(s) and any evidence (documentary or otherwise) must be sent to SURFING ENGLAND's registered office within 21 days of the incidence. Investigations into complaints received outside of this timescale will only proceed at the discretion of the Chairman of the Board. The Safeguarding Case Management Group may also refer cases, at any time, to be examined.

10.10. The Disciplinary Committee Chairman will examine any complaint made to consider if an investigation is required before any disciplinary meeting is held.

10.10. If an investigation is considered necessary, the Committee Chairman may appoint any individual(s) deemed appropriate to conduct that investigation as soon as possible. Such person(s) appointed will report to the Committee Chairman at the earliest opportunity to confirm whether disciplinary action is still necessary.

10.11. In incidences involving persons under the age of 18 years old, their parents/guardians will be informed and may accompany them to any hearing. In any event, an Association member may bring with them a 'friend' or representative who may speak on their behalf.

10.12. A person appointed by the Chairman will act as the administrator/ minute secretary to the disciplinary meeting and also to any subsequent appeals hearing. This person will not have voting rights.

10.13. Other than sending and presenting official information through the proper channels, nobody should contact, approach or otherwise attempt to influence or intimidate any member of the disciplinary committee, appeals committee, witness or staff. Any breach of this rule may itself result in disciplinary action against the person(s) concerned.

10.14 The disciplinary meeting will call upon all evidence and witnesses and/or witness statements as may be reasonably available. Those present at the meeting will decide if further time and/or information is necessary before reaching a decision. A decision will, however, be reached as soon as practicable and all parties informed.

10.15. All parties will be bound by the decision of the disciplinary meeting subject to the right of appeal. The disciplinary meeting shall by the decisions of those present (by majority vote if necessary and with the Committee Chairman having a casting vote), have the powers to impose:

- A Warning
- A Reprimand
- Removal of a qualifying award i.e. coach/instructor/examiner
- Suspension from specified competitors or events
- Suspension from membership of SURFING ENGLAND for a specified period of time
- Expulsion from SURFING ENGLAND
- Conditions which the individual, Club or Region concerned must agree to action within a specified time in order to maintain their membership/ affiliation to SURFING ENGLAND

Appeal Procedures

10.16. Any appeals must be made and received at the registered offices of SURFING ENGLAND within 14 days of receipt of the decision made by the disciplinary meeting. (For clarification it will be assumed that receipt of notice of the decisions will be two working days after they have been posted by first class recorded delivery post from SURFING ENGLAND's offices).

10.17 A deposit of £50, which will only be returned in the event of a successful appeal, must accompany the appeal. It shall be the responsibility of the appellant to ensure such an appeal is received at SURFING ENGLAND's office in good time.

10.18. The Chairperson of SURFING ENGLAND, will chair any Appeal(s) Committee, the timing of which shall be at their reasonable discretion.

10.19. The Appeal Committee will be made up of members of the Board of Directors (prospective Director (potential Director)s) who have not been involved in the original hearing. Should it be necessary the Chair of the Appeals Committee shall have the casting vote.

10.20. An appeal or appeals may only be made if:

- Procedures have not been followed correctly
- New evidence is available that could be not heard
- There is clear evidence of bias or involvement in the complaint/ matter by an appointed member of the original disciplinary meeting

□ A £50 deposit is paid before the appeal(s) is heard which will only be refunded if the appeal(s) is successful

10.21. A person appointed by the Chairman will act as the administrator/ minute secretary to the appeals hearing. This person will not have voting rights.

10.22. Appeals decisions will be notified to those concerned by recorded delivery mail and as soon as practicable after the meeting.

11. Electronic Decision Making by e-mail vote

Circulation of documents and communications generally

11.1. It is accepted SURFING ENGLAND procedure for all general communications, meeting notices, minutes, reports, nominations, votes (where approved) correspondence and other material relating to the general business administration and management of SURFING ENGLAND to be circulated by electronic mail to the Board, Management committees, Management Sub Committees, Committees and Members and other recipients.

11.2. In instances where electronic mail is not possible the communication should be posted to the registered postal address or forwarded by other electronic means such as facsimile to the nominated address of the person or organisation.

11.3. In instances when a timely response is required the sender should clearly state the time and place for receipt of the information in the particular form of electronic communication.

Decision making by e-mail vote

11.4. All decisions and official communications of SURFING ENGLAND that are conducted using electronic means must be able to produce a hard copy record and appropriate audit trail of the transaction. Text messaging is therefore not an acceptable form of communications for this purpose and should not be used as a decision making tool. Where decisions are made during teleconferences, minutes or a formal file note should be recorded.

11.5. The preferred method of meeting and decision making shall be determined by the Board of Directors (prospective Director (potential Director)s), CEO/ PROJECT MANAGER, Committee or Sub Committee respectively from time to time. Electronic voting by email may be used when an issue or decision requires expeditious resolution or when the issue has been previously discussed and an email vote or discussion is agreed to.

11.6. In order to ensure a transparent process, the call for an e-mail vote must give adequate time for members of the relevant group to consider and cast their vote. A period of 2 weeks from the call to the close of the vote is the normal procedure, though this may be varied if the relevant voting group agrees. The vote will be closed when all votes have been cast. When casting their vote, the voters must not copy their voting decision to other members of the group.

11.7. If a call is made for a secret e-mail vote, the result will be published by giving the numbers of votes cast for, against or abstentions. If the e-mail vote is not secret, the result will be published by giving the details of which person voted for, against or abstained.

11.8. Voting by means of e-mail will be permitted for all matters including secret votes but must be endorsed by the Chairman for matters relating to the Board of Directors (prospective Director (potential Director)s), by the CEO/ PROJECT MANAGER for matters relating to a Management committee, and by a Committee Chair for matters relating to the work of their Committee or Sub-Committee.

Board of Directors (prospective Director(potential Director)s)

11.9. Procedures for electronic votes within the Board of Directors (prospective Director (potential Director)s) shall be approved by the Board. The Chairman shall be informed of all such votes and verify the outcomes. A record of electronic votes shall be maintained until such time as the results of the votes have been recorded in the minutes of the next Board meeting.

11.10. Electronic voting may be used for changes to the Bye Laws with the prior approval of the Board

12. Affiliation to SURFING ENGLAND

For Affiliation purposes the year shall be 1st January to 31st December. Affiliation fees fall due for payment on the 1st January. The Board shall review the fees annually.

Clubs

Affiliation procedures

12.1. Any Club or Organisation with similar aims and objectives within England may apply for affiliation to SURFING ENGLAND upon payment of the appropriate annual fee.

12.2 The Board may decide to create various categories of Affiliation as it see fit

12.3 A request for affiliation to SURFING ENGLAND will only be considered when made on the official application form, together with the appropriate fee.

12.4. Clubs and other Organisations applying for affiliation in one category may be offered affiliation to SURFING ENGLAND in another category if in the view of the Board such is more appropriate:

- Club Affiliation
- Commercial Affiliation (Surf School Accreditation)
- Educational Affiliation

12.5 An application for affiliation may be approved or rejected by the Board.

12.6 The Board shall have the right for good and sufficient reason to terminate the affiliation of any Club, or Organisation provided that the Club, or Organisation concerned shall have a right to be heard before a final decision is made.

12.7. Affiliated Clubs, and Organisations will be expected to be conversant with the Bye-Laws of SURFING ENGLAND and work towards their own Clubs, Regions or Organisations Aims & Objectives in a manner that complements SURFING ENGLAND's Aims & Objectives.

12.8. All affiliated Clubs can deposit with SURFING ENGLAND a copy of their Constitution and Rules (including where applicable; their Registered Charity number). SURFING ENGLAND to be notified of any changes without delay.

12.9. Clubs will ensure that Affiliation fees are paid without delay.

12.10. Clubs will be expected to comply without undue delay to all requests for statistical and other information made by SURFING ENGLAND direct or through the Region Secretaries.

12.11. Clubs and other Organisations will register with SURFING ENGLAND their Club Logo and any alterations thereto and in the case of a newly affiliated Club shall not duplicate the logo of any Club already affiliated.

Disaffiliation

12.12. On receipt of a written report from the appropriate Committee that a Club, or other organisation has ceased to comply with the conditions for affiliation the Board may recommend to the SURFING ENGLAND Annual General Meeting that such Club, or Organisation be dis-affiliated.

12.13. Such action may not be taken without due notification by the Chairman to the last notified or known Secretary of the said Club, or Organisation at least 21 days before SURFING ENGLAND AGM.

12.14. Clubs and other Organisations who fail to pay the due affiliation fees shall be considered to have failed to comply with the conditions for affiliation.

13. Membership of Surfing England

For Membership purposes the year shall be annual from date of inception and Membership fees fall due for payment on the anniversary. The Board shall review the fees annually.

Admission

13.1. Membership of SURFING ENGLAND is open to any appropriate individual wishing to join. The number of members with which SURFING ENGLAND proposes to be registered shall not be limited by reference to a maximum figure

Membership criteria

13.2. The members of SURFING ENGLAND shall be all those persons whom the Board shall admit as members, who have satisfied the criteria for membership and whose names and addresses are recorded in SURFING ENGLAND's register of members.

13.3. Members must be a minimum of 3 years of age.

13.4. Members who are under 18 years of age will require written parental/guardian consent before acceptance into membership.

13.5. The upper age limit for automatic membership is 75 after which the details of the prospective member will need to be checked by the Insurance Company before acceptance.

13.6. Members may register their membership through an affiliated Club or Organisation, or individually

Membership application procedures

13.7. An application for membership may be approved or rejected by the Board.

13.8. The Board shall have the right for good and sufficient reason to terminate the membership of any member provided that the member concerned shall have a right to be heard before a final decision is made.

13.9. Members will be expected to be conversant with the Bye-Laws of SURFING ENGLAND

13.10. All individuals, members of affiliated clubs and others duly registered with SURFING ENGLAND, having paid the required membership fee will be deemed to be paid up members of SURFING ENGLAND.

Member rights and privileges

Voting rights of Members

13.11. Every member having attained the age of 18 years shall have one vote at any General Meeting of SURFING ENGLAND.

13.12. Members will not be entitled to vote unless all subscriptions and other sums (if any) presently payable by him or her to SURFING ENGLAND in respect of membership have been paid.

13.13. Save as herein expressly provided no person other than a member duly registered shall be entitled to vote on any question, except where an authorised representative is voting on behalf of a member by proxy at a General Meeting.

Membership benefits

13.14. Every member will have:

- cover under SURFING ENGLAND insurance,
- access to funding streams that may become available
- support from SURFING ENGLAND office staff,
- access to all e-news and other communications issued by SURFING ENGLAND office.
- access to Surfing and other qualifications and awards,
- entry to competitions,
- access to training that may become available
- access to coaching, that may become available

Disqualification of membership

13.15. Any Club or Member against whom a complaint of breaching the Bye-Laws of Association including any the Fair Play Code; or conduct prejudicial to SURFING ENGLAND and its members shall be required to appear before the Disciplinary Committee.

13.16. Any Club or Member having a grievance concerning SURFING ENGLAND , providing that it is directly related to the working of SURFING ENGLAND and its membership, shall first be directed to write to the Chair who will investigate and seek to resolve the same. If the grievance cannot be resolved, then it will be placed before the Disciplinary Committee.

Life Membership

Appointment

13.17. Such class of membership is awarded in recognition of exceptional or outstanding service to SURFING ENGLAND as a whole. Nominations for Life Membership should be forwarded to the Honours Committee via the SURFING ENGLAND Office.

13.18. Nominations will be considered and if thought fit, the member will be appointed and invited to accept the award of Life Membership

Life Member rights and privileges

13.19. Life Members upon appointment will no longer be required to pay any annual individual membership fee, but will enjoy all of the privileges in perpetuity granted to every member of SURFING ENGLAND in paragraphs 15:10 to 15:13 above.

SURFING ENGLAND as a member of other organisations

13.20. SURFING ENGLAND shall be a member of ISA (the International Surfing Association) and other organisations as appropriate, and contribute to the work of these organisations where requested.

14. Financial Accounting, Delegated Financial Authority Levels and Business Expenses Accounting

14.1. The Directors must keep accounting records as required by the Companies Act. The accounts must be prepared to show a true and fair view and follow accounting standards issued or adopted by the Accounting Standards Board or its successors and adhere to the recommendations of applicable Statements of Recommended Practice.

Delegated Financial Authority Levels

14.2. The Board may from time to time delegate financial authority to staff where appropriate and agreed at board meetings.

Payment of Business Expenses

14.3. Business Expenses regarding the criteria and procedures for payment of expenses to employees and volunteers for all actual expenses that are incurred wholly, exclusively and necessarily whilst they are engaged on authorised SURFING ENGLAND business activities will be approved by the board following recommendation from the CEO/Ops manager.

14.4. Payment of any expenses must be in keeping with SURFING ENGLAND's company policy, economical and reasonable, and appropriately document and authorised.

15. Codes of Conduct and SURFING ENGLAND Policies

Code of conduct

15.1. The Code of Conduct is an expression of the spirit in which it is expected Surfing England members will conduct themselves on a personal and professional basis. It is not meant to suppress individuality but should reflect the ethos of the Surfing England through the actions of its members.

15.2. However, as with any Code of Conduct, serious and flagrant breaches will result in action being taken against offenders.

15.3. The Code of Conduct prescribes the standards, which the Disciplinary Committee may take into account when considering the conduct of a member of SURFING ENGLAND; but so that the committee shall not be prevented from considering other matters. Any member contravening any section of the Code of Conduct may be liable to disciplinary action, which could result in expulsion from SURFING ENGLAND.

15.4. At all times a member shall uphold the good standing and reputation of SURFING ENGLAND and shall:

- Comply with the law.
- Not misuse their authority or office for personal or other gain.
- Fully uphold SURFING ENGLAND Equal Opportunities Policy.
- Observe the standards prescribed in any guides to good practice approved by the Board.
- Have a duty to provide information if requested by the Disciplinary Committee investigating any breach of this code.

15.5. Respect a person's rights and treat everyone accordingly.

15.6. If teaching surfing or working as a surf coach, lifeguard or equivalent, hold a qualification to do so, approved by SURFING ENGLAND.

Fair Play Code for Surfing Sport

15.7. Fair play is defined as much more than playing within the rules. It incorporates the concepts of friendships, respecting others and always playing within the right spirit. Fair play is defined as a way of thinking, not just a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence (both physical and verbal), exploitation, unequal opportunities, excessive commercialisation and corruption.

15.8. Fair play is an essential and central part of successful promotion, development and involvement in sport. Through fair play, the individual, the sports organisations and society as a whole all win. We all have responsibility to promote: Fair play - The winning way. Further guidelines are published within the SURFING ENGLAND Competition Rulebook.

Anti-Doping Policy

15.9. Surfing England condemns the practice of doping in sport. Doping is cheating and against the rules and ethics of sport.

15.10. It is harmful to the image of sport and may be harmful to competitors. Surfing England has committed to and supports the UK Anti-Doping rules, which in turn meet the World Anti-Doping rules.

15.11 as a member of the International Surfing Association (ISA), Surfing England is committed to observing the requirements of the ISA Policies and procedures (which meets the World Anti-Doping Rules), a copy of which is available from ISA.

15.12. A policy of drug free competition with possible drug testing has therefore been adopted and endorsed by SURFING ENGLAND at all events, and all competitors and clubs are required to abide by these rules.

15.13. A full Anti-Doping Policy is available from the registered office of Surfing England.

Safeguarding Policy

15.14. Surfing England has a duty of care to safeguard all children involved in its activities from harm.

15.15. All children have a right to protection and the needs of disabled children/adults and others who may be particularly vulnerable must be taken into account.

15.16. Surfing England is committed to the safety and protection of all children involved in all its activities through adherence to safeguarding guidelines adopted by the organisation.

15.17. A full Safeguarding Policy is available from the Surfing England.

Diversity & Equal Opportunities Policy

15.18. Surfing England is committed to incorporating equal opportunities into all aspects of its work.

15.19. Members and employees are expected to ensure that no one suffers discrimination, abuse or harassment on the grounds of race, gender, disability, marital status, religious beliefs, age, health sexual orientation or class.

15.20. To obtain a copy of the Diversity & Equal Opportunities Policy, please contact the head office.

Electronic Communications Policy

15.21. The organisation has established a process with regard to access and disclosure of electronic mail messages created, sent or received by company employees using electronic communication methods. This includes both internal and external mail systems including the Internet.

15.22. All staff and volunteers provided with and using SURFING ENGLAND email addresses must read and understand this process. New staff will be asked to do this during their induction.

15.23. The policy may be changed at any time in order to accommodate changing circumstances.

Data Protection

15.24. Surfing England is registered with the Information Commissioner's Office as a data controller. It complies with the 8 principles of the Data Protection Act. For further information contact the Information Commissioner's Office or the head office.

Use of the Logo and Intellectual Property

15.25. Surfing England's logo and its brand are some of its most valuable assets and available for use by our members, partners and stake-holders only by permission of the board.

15.26. Use of the logo and brand must be with the prior permission of Surfing England.

APPENDIX A – PROXY VOTING FORM

Example Proxy Form

To: Surfing England. Company name Surfing NGB Ltd.
I _____ Of _____ a member of the above named Company, here by appoint _____ of _____ Or failing him _____ of _____ as proxy to vote in my name and on my/our behalf at the _____ meeting of Surfing England. To be held on _____ and at any adjournment thereof.
Signed _____ date _____ Print Name: _____

If it is wished to be specific with regard to voting then it may have such wording as is appropriate added, after 'thereof' and before signing, e.g.

"I do not support or I am against _____" (specify the item on the Agenda)
OR
"I am in favour Of _____"(specify the item)

If the above is not inserted then the proxy may vote as he/she thinks fit or even abstain from voting. It is preferable that the proxy should be told by the person being represented what their views and Wishes are and be instructed to act accordingly.

The instrument appointing the proxy must be lodged with the Association's office **NOT LESS** than 48 hours prior to the meeting. **KEEP COPY OR COPIES**, one of which it is advisable for the proxy to be in possession of when attending the meeting.

REMEMBER only fully paid up members are entitled to vote, except where an authorised representative is voting on behalf of a member by proxy, and they must be registered with the association. If the voting delegate's name is not registered the instrument of proxy is invalid.

SURFING ENGLAND Bye-Laws

APPENDIX B – E-MAIL VOTE TEMPLATE

E-MAIL VOTE

This e-mail vote is allowed under Bye-Law 14.5

E-MAIL VOTE NUMBER:
A. The calling date for this e-mail vote is _____.
B. The closing date for this e-mail vote _____
C. The number of eligible votes for this e-mail vote is _____
D. The number of votes required to carry this e-mail vote is _____ being a majority of <i>[insert no]</i> %.
Any voter may request that this e-mail vote be managed as a secret vote. Voters are encouraged to cast their vote as soon as possible. Once a vote is cast and received by the SURFING ENGLAND Designated staff member it cannot be changed.
Please e-mail your vote to the SURFING ENGLAND Designated staff member on [<i>e-mail address to be inserted</i>]
Motion: That: DECISION YOUR VOTE (mark with a X) _____ Yes, I am in favour of the motion presented _____ No, I am not in favour of the motion presented _____ I abstain from voting on the motion presented
_____ I request that this e-mail vote be managed as a secret vote Name: E-Mail Address used to submit this vote: Date of submitting vote: