

# **SKI COUNCIL OF WALES**

## ***POLICIES & PROCEDURES MANUAL***

- 1. Board Structure***
- 2. Membership***
- 3. Procedures at General Meetings***
- 4. Appointment of Selectors***
- 5. Code of Conduct***
- 6. Child Protection***
- 7. Doping Regulations***

### **SKI COUNCIL OF WALES**

Registered address:  
Cardiff Ski & Snowboard Centre  
198 Fairwater Road  
Fairwater  
Cardiff  
CF5 3JR

Tel: 02920 561904  
Fax: 02920 561924

Presented for approval E.G.M. 12<sup>th</sup> June 2010

## **SKI COUNCIL OF WALES**

### **1. COMPOSITION OF BOARD OF DIRECTORS**

The Board of Directors shall consist of a maximum of 10 directors:

Chairman

Vice Chairman – North

Vice Chairman – South

Finance Director

4 Directors elected by the membership based upon fulfilling the current business needs and roles.

2 Directors appointed by the board upon a competency basis (if required)

### **LIST OF DIRECTORS & OFFICER FUNCTIONS WITH JOB DESCRIPTIONS**

#### **1. Chairman**

Chairs meetings, represents SCOW to Sports Council for Wales, Great Britain NGB, holds overview of SCOW activities, line manager for the Chief Executive and other staff, available to all staff including Ski Centre as first line arbitration and any differences with other Directors, Committees, etc. Chairs SSW Management Committee.

**Key skills:** Good communicator, ability to chair meetings, negotiating skills, management experience, IT skills and access.

#### **2. & 3. Vice-Chairmen - North and South**

Assists Chairman, Chairs Regional Forum meetings and promotes communications between clubs and facilities in the region, promotes communication between the membership and the Board/Executive.

**Key skills:** Good communicator, ability to chair meetings, negotiating skills, knowledge of regional members.

#### **4. Finance Director**

Monitors finance and reports on all matters of finance to Directors, approves SCOW and Ski Centre budgets, monitoring income and expenditure for major items of equipment, repairs, etc. Member of Ski Centre Management and SSW Management Committee.

**Key skills:** Strong accounts knowledge, management experience, IT skills and access.

**Functions that need to be filled by directors elected by the membership or appointed by the Board. Certain functions may also be carried out by staff as necessary, i.e. sponsorship, website etc**

#### **5. Events**

Co-ordinates national and international events programme (Celtic Cup series, Welsh Championships, Welsh Schools, British Championships and other internationals). Recruits and liaises with race secretaries. Liaises with Snowsport partners in GB where appropriate to establish national calendar dates and rules etc. Monitors events equipment and arranges for repairs. Co-ordinates officials training.

**Key skills:** Good communicator, knowledge of competitive structures and rules, IT skills and access.

#### **6. Coaching**

Co-ordinates programme of courses and assessments for instructors and coaches. Promotes interest in coach education in Wales. Assists communication within UK concerning National Coaching scheme.

**Key skills:** Good communicator, knowledge and understanding of coaching scheme qualifications, IT skills and access.

#### **7. Athlete Development**

Assists Chief Executive in co-ordinating training programmes for Squads, Squad uniforms and equipment. Represents athletes to the Directors. Assesses grant applications from athletes. Promotes interest in competition.

**Key skills:** Good communicator, knowledge of athlete development performance pathways, IT skills and access.

## **8. Ski Centre Cardiff**

Oversees the management of the Ski Centre line manager to the manager of the Centre. Chairs meetings of the Ski Centre Management Committee.

**Key skills:** Good communicator, ability to chair meetings, management experience, finance and marketing experience, IT skills and access.

## **2. MEMBERSHIP**

- (a) Application for membership shall be addressed to the Administrative Officer of the Council at the Office and shall be in such form as from time to time prescribed by the Council.
- (b) The Council shall have absolute discretion to accept or refuse an application for membership.
- (c) Each member shall pay an annual or other subscription calculated in the manner determined from time to time by Board of Directors and confirmed at the A.G.M.
- (d) There shall be four classes of members:

### **Individual Members**

Membership is open to any individual aged 16 years or over. Individual membership includes:

- Coaching Scheme Members (Registered Competitors, Coaches, Instructors, Leaders & Officials).
- Individual Affiliated Members.

### **Honorary Members**

The Association may elect an Honorary Member where in its opinion the person elected has made an outstanding contribution towards the achievement of the objects of the Association.

### **Constituent Club**

Membership is open to any club, including college or university snow sports clubs situated in Wales. A Constituent Club may not be a full member of another Constituent Club.

### **Group Member**

This category includes schools, educational establishments, companies and family members.

## **2.1 TERMINATION OF MEMBERSHIP**

### Clubs, Associations, Educational Institutions

An organisation, without prejudice to any claims the Ski Council may have against it, shall cease to be a member when:

- (a) it dissolves or ceases to operate.
- (b) a notice is sent to the Secretary stating that it wishes to resign from membership of Ski Council or terminate membership at the end of the financial year. Board of Directors shall consider any notice of resignation at its next meeting and shall have the power to withhold acceptance.
- (c) It is expelled for non-payment of subscription or any other reason.

## Individuals

- (a) individuals may resign by informing the Secretary in writing. The Board of Directors shall consider any notice of resignation at its next meeting and shall have the power to withhold acceptance.
- (b) if he/she is expelled for non-payment of subscription or any other reason.

The Board of Directors has absolute discretion to terminate the membership of any member if:

- (a) that member fails to pay his/her subscription within two months of the due date.
- (b) in the opinion of the Board of Directors the conduct of that member is injurious to the character or interest of the Council. In such circumstances the member concerned will be entitled to make a representation to the Board of Directors to argue his/her case.

## **2.2 SUBSCRIPTIONS**

Subscriptions shall be due on 1<sup>st</sup> January in each year, and shall be paid by that date.

## **2.3 REGISTRATION**

All skiers who wish to compete in events held under the jurisdiction of the Ski Council or be considered for representative events or be nominated to the Welsh Team must be formally registered with the Ski Council of Wales Coaching Scheme.

## **3. PROCEDURES AT GENERAL MEETINGS**

- 3.1 The Chairman of the Council shall take the chair at Annual and Extraordinary General Meetings and in the absence of the Chairman, the meeting shall elect one of its members present to the chair before proceeding to business.
- 3.2 No business other than the formal adjournment of the Meeting shall be transacted at any Meeting of the Ski Council of Wales unless a quorum is present.
- 3.3 If within half an hour from the time appointed for the holding of any meeting, a quorum is not present, the meeting shall stand adjourned to the same day in the next week, at the same time and place, or such other place as the Chairman shall appoint, and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting, the members present shall be a quorum and may transact the business for which the meeting was called.
- 3.4 Meetings of the Board of Directors, Annual and Extraordinary General Meetings shall be convened by the Secretary.
- 3.5 Not less than 14 clear days' notice, in writing, shall be given of all meetings of the Ski Council of Wales other than the Annual and Extraordinary General Meetings, for which the period of notice is 28 clear days. Every notice of every meeting shall specify the place, day and hour of the meeting and the nature of the business to be transacted. In the case of an Extraordinary General Meeting, the Officer appointed shall prepare copies of relevant information for presentation to the Meeting. Notice of every meeting shall be sent to every member entitled to attend.
- 3.6 Not less than 3 months before the date of the Annual General Meeting, the Secretary of the Ski Council of Wales shall issue a preliminary notice of the meeting which shall specify the date of the meeting, the business to be transacted, the officers for which nominations are required, the rights to submit notices of resolution and the closing date for the receipt of nominations and resolutions. The preliminary notice shall be sent to

every affiliated Club and Association and every member of the Council. Such preliminary notices shall not count as formal notices of meetings

- 3.7 Notice of resolutions placed on the Agenda for any General Meeting shall be sent to Secretary of the Ski Council of Wales at least 28 days before the date of the Meeting. Any member of the Council may submit a notice of resolution. Every notice of resolution shall be relevant to some question over which the meeting has power or which affects the Ski Council of Wales.
- 3.8 If there is only one nominee for any office, such nominee shall not be deemed automatically to have been elected but shall be submitted to the vote. If the majority of votes are cast against the sole nominee, a vacancy arises. Voting shall be by a simple majority of the votes cast.
- 3.9 A resolution or amendment shall not be discussed unless it has been proposed and seconded and unless notice has already been given in accordance with Rule 3.7 (Notice of Resolutions). All amendments to a resolution shall be submitted to the Chairman in such a manner as the Chairman shall decide and if required by the Chairman, shall be reduced to writing and handed to the Chairman before it is further discussed or put to the meeting.
- 3.10 A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.
- 3.11 At all General Meetings, a member shall stand when speaking and shall address the Chairman. If 2 or more members rise, the Chairman shall call on one to speak. At all other meetings it shall be at the discretion of the meeting whether members shall stand when speaking.
- 3.12 A member shall direct his/her speech to each question under discussion or to an explanation or to a question or order. No speech shall, except by the consent of the meeting exceed:
- (a) Ten minutes in the case of the mover of a resolution, or the first amendment to such a resolution.
  - (b) Five minutes in any other case.
- 3.13 An amendment shall be either:
- (a) To leave out words or figures.
  - (b) To leave out words or figures and insert or add others.
  - (c) To insert or add words or figures –
- But such omission or insertion of words shall not have the effect of introducing a new proposal into or the negation of the resolution before the meeting.
- 3.14 If an amendment is rejected, other amendments may be moved on the original resolution. If an amendment is carried, the resolution as amended shall take place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- 3.15 A further amendment shall not be moved until the meeting shall have disposed of every amendment moved previously.
- 3.16 No member shall speak more than once on any resolution except to move further amendment, or on any amendment except in the exercise of the right of reply.
- 3.17 At the conclusion of a speech of a member, another member may move without comment, “that the question now is put”, “that the debate is now adjourned”, “that the meeting proceed to the next business”, or, “that the meeting now adjourn”, on the

seconding of which the Chairman shall put that resolution to the vote and if it is carried, the question before the meeting shall be put to the vote or the subject of debate shall be deemed to be disposed of for that day or the meeting shall stand adjourned as the case may be.

- 3.18 A member may rise to a point of order or in personal explanation, but a personal explanation shall be confined to some material part of a former speech by him/her at the same meeting which may have been misunderstood. A member so rising shall be entitled to be heard forthwith.
- 3.19 The ruling of the Chairman on a point of order or on the admissibility of a personal explanation or all other matters relating to the procedure at meetings, if not specifically covered by the articles of association, shall not be open to discussion and the decision of the Chairman shall be final.
- 3.20 Whenever the Chairman rises or intervenes during a debate, a member then speaking or standing shall cease speaking and resume his/her seat and the meeting shall be silent.
- 3.21 A resolution or amendment may be withdrawn by the proposer with the concurrence of the seconder and the consent of the meeting which shall be determined without discussion.
- 3.22 When a resolution is under debate no other resolution shall be moved except the following:
- (d) to amend the resolution
  - (e) to postpone consideration of the resolution
  - (f) to adjourn the meeting
  - (g) to adjourn the debate
  - (h) to proceed to the next business
  - (i) that the question is now put
  - (j) that a member is not further heard
  - (k) that a member leaves the meeting
  - (l) that the matter of debate is referred back to the Board of Directors
- 3.23 All meetings shall be conducted in an orderly manner, appropriate to the status of a governing body. Any member who by his/her manner of speech is offensive or obstructive may be asked by the Chairman, if the behaviour persists, to leave the meeting.
- 3.24 The proposer of a resolution shall have a right to reply at the close of a debate upon such a resolution immediately before it is put to the vote or before any resolution is put. If an amendment is proposed he/she shall be entitled to reply at the close of the debate upon the amendment. A member exercising right to reply, shall not introduce new matter and shall be limited to ten minutes in his/her reply. The right of reply shall extend to the mover or an amendment that, having been carried, has become the substantive resolution. After each reply a decision shall be taken without further discussion.
- 3.25 With the consent of his/her seconder and of the meeting, determined without debate, a member may alter a resolution he/she has proposed or of which notice has been given, if the alteration is one that could have been moved as an amendment thereto.
- 3.26 A member may move without debate that the meeting adjourn at a given hour or to any day or hour (as the meeting thinks fit) but no business shall be transacted at an adjourned meeting except such as was set out in notice of the meeting of which it is an adjournment. Any subsequent resolution to extend the time at which the meeting shall adjourn, shall be carried in the affirmative by two-thirds of the members present entitled to vote. It shall be competent for the Chairman before putting the resolution for the

adjournment of the meeting to take the pleasure of the meeting whether it will first proceed with the business transaction of any unopposed business.

#### **4. APPOINTMENT OF SELECTORS**

Nominations for the roles of selectors to carry out the function of selection Welsh Teams and Squad shall be put to the AGM. Nominations should be submitted on the appointed form to the office six weeks prior to the AGM.

Selectors should have the following skills & experience:

1. Qualified coach.
2. Significant coaching experience at a regional or national level.
3. Have competed at a national level.

The Board of Directors will appoint selectors from these nominations based upon:

1. The need for numbers of selectors.
2. The experience of the nominee.
3. The athletes the nominee may represent.

#### **5. CODE OF CONDUCT**

(Under review)

#### **6. CHILD PROTECTION POLICY**

See Appendix 1.

#### **7. DOPING REGULATIONS**

*The anti-doping rules of British Ski & Snowboard are the UK Anti-Doping Rules published by UK Anti-Doping, as amended from time to time. Such rules shall take effect and be construed as rules of the British Ski & Snowboard.*

### **SNOWSPORT WALES RESOLUTION DEFERRING ANTI-DOPING JURISDICTION TO BRITISH SKI & SNOWBOARD**

#### **Anti-Doping Rules**

- 7.1 In the area of anti-doping, Snowsport Wales defers to the jurisdiction of BSS.
- 7.2 Further to clause 1:
  - a. the anti-doping rules of BSS (the '**Anti-Doping Rules**') apply to the sports of Skiing and Snowboarding in Wales; and
  - b. persons participating in the sports of Skiing and Snowboarding under the jurisdiction of Snowsport Wales who qualify as 'Participants' (as that term is defined in the Anti-Doping Rules) are bound by and must comply in all respects with the Anti-Doping Rules.
- 7.3 Snowsport Wales shall recognise and take all necessary steps to give full force and effect within its jurisdiction (a) to the Anti-Doping Rules; and (b) to any sanction(s) imposed under the Anti-Doping Rules.