

Rules¹

of

BRITISH SLEDDOG SPORTS FEDERATION

1. Interpretation

- 1.1 Unless the context requires otherwise, the following terms in these Rules shall have the following meaning respectively:

AGM	has the meaning given in rule 13.1;
Affiliated Club	means a canisport club or organization with a Chair, Treasurer and Secretary and an active membership;
British Sleddog Sports Federation (BSSF)	means the Federation of dog sports, sled, ski, dryland, bikejor, Scooter and canicross intended to be regulated by these Rules;
Council	means the management of the BSSF;
EGM	has the meaning given in rule 13.2;
European Sled Dog Racing Association (ESDRA)	means the sled dog association in Europe re-established with the intent to support national federations and establish a centre of excellence for sled dog sport training, coaching and organization;
Executive Director	means the person elected to act as Executive Director of the BSSF in accordance with these Rules;
General Meeting	means a general meeting of the Members (being either an AGM or an EGM);
International Canicross Federation (ICF)	Means the recognized international body for mono (single dog) sleddog sport
International Federation of Sleddog Sports (IFSS)	means the recognized international body providing the policies, rules and guidelines for the conduct of sleddog sports;
Junior	means a person under the age of 18

¹ These rules are for an unincorporated association members' only and are not company law compliant; therefore if a decision is made to incorporate the BSSF, there will be a need to adopt a new form of governing document, known as 'articles of association'.

Member	means a member of the BSSF (and a member shall be legally bound by these Rules in accordance with rule 9);
Mono Sports Rep	means the person elected to act as Mono Sports Representative of the BSSF in accordance with these Rules;
Officers	means the members of the Council;
Other Government Departments (OGD)	means other official departments, agencies and organisations that set laws, rules, regulations and guidance that will impact on Sleddog Sports, eg: UK Sport, Defra, DfT.
President	means the person elected as the President of the BSSF in accordance with these Rules;
Sled Dog	means a canine of any breed which demonstrates a willingness to be harnessed and the desire and ability to participate in the activity for which it is harnessed, and which is adequately trained and conditioned for such activity;
Teams Sports Rep	means the person elected as the Team Sports Representative of the BSSF in accordance with these rules;
1st VP (VP for Sport)	Means the person elected as Vice President for Sport of the BSSF and the primary Vice President of the BSSF in accordance with these rules
VP for Economic Affairs	means the person elected as Vice President for Economic Affairs of the BSSF in accordance with these Rules;
VP for Development	means the person elected as Vice President for Development of the BSSF in accordance with these Rules;
Writing and written	includes email;
World Sleddog Association (WSA)	means the organization dedicated to Registered Nordic Breed (RNB) sled dog racing

2. Name

- 2.1 The organisation shall be called The British Sleddog Sports Federation also known as the BSSF.

3. Purpose

The purpose of the BSSF is to provide to all persons a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, without regard to their age, sex, gender identity, disability, marital or civil partnership status, pregnancy or maternity, religion, race, socio-economic status or sexual orientation in sleddog sports.

3.1 Objectives:

- 3.1.1 Organise, manage, administrate, and deliver an Annual National Championships in a safe and secure environment.
- 3.1.2 Liaise and collaborate with International Federations (IFSS, ICF, WSA, ESDRA) representing the GB Sleddog Sport community.
- 3.1.3 Organise, manage and administrate Team GB entry for International Federation Championships, matches and events.
- 3.1.4 Operate in an open and transparent manner.
- 3.1.5 Support all members, athletes, sponsors and volunteers and value their contribution in all disciplines of sleddog sport.
- 3.1.6 Safeguard the health, safety and security of all dogs and athletes participating in sleddog sport.
- 3.1.7 Respect the environment and cultivate sustainable practices.
- 3.1.8 Provide first class racing opportunities and support national team endeavours underpinned with a strong commitment to welfare and integrity.
- 3.1.9 Uphold the standard of the sport in accordance with the policies and guidelines as outlined by the IFSS (and ICF/WSA where appropriate).

3.2 Vision:

- 3.2.1 Working together to be the National Governing Body for all sleddog sport activity (championships, races, matches, training, coaching) in Great Britain and Northern Ireland.
- 3.2.2 To promote, develop and celebrate sleddog sport through developing grass root foundations in liaison with all sleddog sport clubs, organisations and businesses.
- 3.2.3 Host an International Federation Championships in Great Britain.
- 3.2.4 Work with national and international bodies and agencies to ensure and value fairness, inclusion, excellence and fun.

- 3.2.5 Implement and assure policies and controls in sleddog sport in Great Britain and Northern Ireland for animal welfare, and safety rules and regulations for both athlete and canine.
- 3.2.6 Embrace change and growth, engaging with OGD and authorities to develop relations and agreements that will positively promote sleddog sports and create opportunities for increasing sleddog sport event venues,
- 3.2.7 Engage with OGD and authorities to develop relations and agreements for the identification of mutually agreed and environmentally friendly training locations and routes, that are safe for athletes, their canines and the general public.
- 3.2.8 Promote liaison and greater communication between federations, OGDs, clubs, associations, individuals, and racing organisations and encourage constructive exchange of views, opinions and information on all subjects relating to dog sports.

4. **Ethos**

- 4.1 The BSSF is committed to ensuring that equity is incorporated across all aspects of its operations, activities and future development and vision. In doing so, the BSSF acknowledges and adopts the following Sport England definition of sports equity:

‘Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.’

- 4.2 The BSSF respects the rights, dignity and worth of every person and shall treat everyone equally within the context of their sport, regardless of age, sex, disability, gender reassignment, race, religion, sexual orientation, pregnancy/maternity, civil partnership/marriage and wider characteristics (e.g. socio economic status).
- 4.3 The BSSF is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 4.4 All Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 4.5 The BSSF will deal with any incidence of discriminatory behaviour seriously according to the BSSF's disciplinary procedures.

4.6 **Core Values:**

- 4.6.1 Respect – To promote safe, equal and diverse participation it is important that everybody show respect, tolerance, understanding and

compassion for others and then can expect to be treated with same degree of respect and dignity.

- 4.6.2 Inspire – To deliver fair, inclusive, first-class and fun, events and races that will inform and encourage people of all ages, sex, gender identity, disability and religion and a mix of dog breeds to participate in sleddog sports at all levels (local, regional, national, international).

5. **Exercise of Powers**

In furtherance of the Purpose but not otherwise the BSSF may exercise the following powers:

- 5.1 to carry on a sports federation;
- 5.2 to provide sleddog sports events and activities²;
- 5.3 to organise national championships (up to 4 races), participate in international races and championships (IFSS, ICF, WSA) and related activities;
- 5.4 to provide information, advice and guidance in sleddog sports, competitions, sport development and other related activities;
- 5.5 to publish or distribute information including by means of reports, leaflets, newsletters, videos, websites and any other media;
- 5.6 to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments and to open and operate bank accounts in the name of the BSSF;
- 5.7 to accept or disclaim gifts of money or any other property;
- 5.8 to raise funds and to invite and receive contributions;
- 5.9 to purchase, take on, hire, lease, acquire, alter, improve and maintain property and equipment for use;
- 5.10 to hire such staff (race judges, race officials, trail bosses, volunteers) as are necessary for the proper pursuit of the Purpose;
- 5.11 to insure the property of the BSSF against any foreseeable risk and to take out other insurance policies to protect the BSSF and the Officers when required including the provision of indemnity insurance to cover the liability of the Officers and members and volunteers;
- 5.12 to set aside income for special purposes or projects or as a reserve against future expenditure but only in accordance with a policy in Writing on reserves determined by the Council; and

² It is the vision to develop sleddog sports to include the provision of grassroot activities, sports coaching, training and equipment in the future.

- 5.13 to do all such other lawful things as may further or are conducive to the Purpose and Vision of the BSSF.

6. **BSSF Finances**

- 6.1 A bank account shall be opened and maintained in the name of the BSSF (**BSSF Account**). Designated account signatories shall be the VP for Economic Affairs and other officer of the Council. No sum shall be expended from the BSSF Account except by cheque signed by two of the designated signatories or by electronic transfer approved by at least one of the designated signatories subject to a maximum amount fixed by the Council. All monies payable to the BSSF shall be received by the VP for Economic Affairs and deposited in the BSSF Account as soon as is reasonably practicable. The BSSF Account shall be managed in accordance with any finance policy drawn up by the Council and/or in accordance with the reasonable instructions of the Council (acting collectively) from time to time.
- 6.2 The Council's financial year shall end on 31st March each year or such other date as the Council may determine from time to time provided that no financial year shall be shortened to less than nine months or extended to more than fifteen months.
- 6.3 Under no circumstances shall blank cheques be signed.
- 6.4 A Stripe business account will be used to facilitate membership to make online payments from the BSSF website shop.

7. **BSSF Membership**

- 7.1 The Members from time to time shall be those persons listed in the BSSF's register of members which shall be maintained by the Executive Director or as designated by the Council Officers collectively.
- 7.2 The Council may make bye laws under rule 28 below establishing classes of membership with different rights and obligations and shall record such rights and obligations in the BSSF's register of members.

8. **Admission to Membership**

- 8.1 Any person who wishes to be a Member must apply in such form as is determined by the Council from time to time, together with payment.
- 8.2 Membership of the BSSF is open to all without discrimination and may only be refused where admission to membership would be contrary to the best interests of sport or the good conduct and interests of the BSSF. No person shall be denied membership of the BSSF on the grounds of their sport, regardless of age, sex, disability, gender reassignment, race, religion, sexual orientation, pregnancy/maternity, civil partnership/marriage and wider characteristics (e.g. socio economic status). A person may appeal against any denial of membership in accordance with rule 29 below.

8.3 The Council may from time to time fix the levels of admission fees and annual subscriptions to be paid by different categories of Members provided that the Council shall use its best endeavours to ensure that any such fees or subscriptions do not preclude open membership of the BSSF. Admission fees, annual subscriptions and periodicity will be promulgated at the AGM.

8.4 Membership is not transferable to anyone else.

8.5 The age of an adult is to be determined by their age on 31st December of the year of competition.

8.6 The age of a junior is to be determined by their age on 31st December of the year of competition.

9. **Conditions of Individual Membership**

9.1 On signing the membership application, it is accepted that the applicant has read these Rules, including any bye laws made under rule 28 below, and shall form a binding agreement between each Member and Members shall comply with these Rules and bye laws.

9.2 The Members shall pay any admission fees and annual subscriptions set by the Council under rule 8.3 above.

9.3 Subject to these Rules and the general law, the Members shall so exercise their rights, powers and duties and shall where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the BSSF are carried out in furtherance of the Purpose and Vision.

9.4 Each individual full member is entitled to a single vote (juniors excluded).

9.5 Each member shall uphold the ethos and core values of the BSSF.

9.6 Each member shall read and understand the BSSF rules and procedures and inform, promote and educate fellow members.

10. **Cessation of Membership**

10.1 Membership of the BSSF shall terminate if:

10.1.1 the Member dies;

10.1.2 the Member, being an individual, is convicted of a criminal offence which involves dishonesty or any other offence, relating to safeguarding, drugs and any crime involving violence (including any convictions relating to children) at the council's discretion

10.1.3 the Member resigns by notice in writing to the BSSF provided that upon such resignation the number of Members is not less than one.

- 10.1.4 the Member is in arrears to the BSSF and his or her subscriptions or any other payments are at least three months overdue;
- 10.1.5 the Member is removed from membership by a resolution of the Council as a result of application of the BSSF's disciplinary policy.
- 10.2 The Council may exclude the Member from the BSSF's events and activities until a meeting has considered this matter (save that they shall be entitled to attend the meeting in question for the purpose of making representations to the meeting). A person may appeal against a decision to remove them from membership in accordance with rule 29 below.
- 10.3 Any person ceasing to be a Member forfeits all rights in relation to and claims upon the BSSF, and its funds and has no right to the return of any part of his subscription fee. Without prejudice to the foregoing, the Council may refund an appropriate part of a resigning Member's subscription fee if it considers it appropriate in all the circumstances.
- 10.4 In the event of a Member's resignation or expulsion, their name shall be removed from the BSSF's register of members.
- 11. **Conditions of Affiliated Club Membership**
 - 11.1 A sleddog sport club or organisation wishing to affiliate must consist of, as a minimum, a Chairperson, Treasurer and a Secretary.
 - 11.2 An affiliated club/organisation shall uphold the ethos and core values of the BSSF.
 - 11.3 An affiliated club/organisation shall adopt and uphold the child protection and adult safeguarding policy of the BSSF.
 - 11.4 An affiliated club/organisation shall pay any admission fees and annual subscriptions set by the Council under rule 8.3 above.
 - 11.5 Subject to these Rules and the general law, an affiliated club/organisation shall so exercise their rights, powers and duties and shall where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the BSSF are carried out in furtherance of the Purpose and Vision.
 - 11.6 An affiliated club/organisation must be willing to promote the education of their club/organisation members on its rules, regulations and procedures.
 - 11.7 An affiliated club/organisation must be willing to inform and educate fellow members in the proper care and handling of the animals to ensure their humane treatment and to ensure identification and treatment of any health problems particular to the sled dog.

- 11.8 An affiliated club/organisation must be willing to encourage cooperation and coordination among all members and other sleddog sport clubs and organisations.
- 11.9 On signing the affiliation application, it is accepted that the applicant has read these Rules, including any bye laws made under rule 28 below, and shall form a binding agreement between the affiliated club and it's Members and that Members shall comply with these Rules and bye laws.
- 11.10 Clubs/are eligible to affiliate if they hold an up-to-date active membership and accurate membership list that shall be shared with the BSSF upon affiliation each year. Active members are any fully paid-up members of the club, no matter the membership fee.
- 11.11 It is mandatory for an affiliated club/organisation to hold liability insurance. Alternatively, each member of their club must show proof of personal liability insurance prior to joining the club in question.
- 11.12 Affiliated clubs/organisation that have a formal membership list shall be entitled to one vote per 100 members up to a maximum of 3 votes.
- 11.13 An affiliated club/organisation may submit a formal request to host a leg of the National Championships for consideration by the Council.

12. **Cessation of Affiliation Club Membership**

- 12.1 Affiliated Club Membership of the BSSF shall be terminated if:
 - 12.1.1 The club/organisation ceases to exist;
 - 12.1.2 the affiliated club/organisation resigns by notice in writing to the BSSF;
 - 12.1.3 the affiliated club/organisation is in arrears to the BSSF and their subscriptions or any other payments are at least three months overdue;
 - 12.1.4 The conduct of any affiliated club/organisation shall in the opinion of the BSSF Council be injurious or likely to be injurious to the character or interests of the BSSF, including the BSSF Council. The BSSF Council may at a Council Meeting determine that an EGM of the BSSF be called for the purpose of passing a resolution for cessation;
 - 12.1.5 The Council may exclude the affiliated club and its Members from the BSSF's events and activities until a meeting has considered this matter (save that they – the affiliated club – shall be entitled to attend the meeting in question for the purpose of making representations to the meeting). An affiliated club may appeal against a decision to remove them from membership in accordance with rule 28 below;
 - 12.1.6 In the event of an affiliated club/organisation resignation or expulsion, their name shall be removed from the BSSF's register of members.

13. General Meetings

13.1 The Council shall call an Annual General Meeting (**AGM**) each year and no more than fifteen months shall pass between one AGM and the next following one. The business of an AGM shall include:

13.1.1 opening remarks and receipt of a report of the activities of the BSSF over the previous year;

13.1.2 the receipt of a report of the BSSF's finances over the previous year;

13.1.3 the election and retirement of Officers;

13.1.4 rules of the IFSS update;

13.1.5 rules of the BSSF update;

13.1.6 proposals for resolutions of the constitution, rules, regulations and policies of the BSSF;

13.1.7 any other business; and

13.1.8 Closing remarks.

13.2 All General Meetings other than the AGM shall be called Extraordinary General Meetings (**EGMs**).

13.3 An EGM may be called at any time by the Council at that time and shall also be called within fourteen days of the receipt by the Executive Director of a requisition in Writing, signed by not less than fifteen percent of Members stating the purposes for which the EGM is required and the resolutions proposed. The EGM must be attended by a quorum of no less than four Council Officers which must include one of the President, 1st Vice President (VP for Sport) or Executive Director. Business at an EGM may be any business that may be transacted at an AGM.

14. Notice of General Meetings

14.1 An AGM or EGM shall be called on at least 6 weeks before the meeting save that 90% of all the Members may agree to shorter notice.

14.2 The notice shall specify the date, time, place, type of the meeting and the general nature of the business to be transacted and, in the case of an AGM, shall specify the meeting as such.

14.3 The Executive Director shall send to each Member at their last known email address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the agenda and resolutions to be proposed.

14.4 The accidental omission to give notice of a General Meeting to or the non-receipt of notice of a General Meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting.

- 14.5 Proposals for an AGM are to be submitted to the Council no later than 3 weeks before the meeting to enable the Executive Director to send to each Member at their last known email address written notice of the resolutions to be proposed at the General Meeting (whether an AGM or EGM).

15. Proceedings at General Meetings

- 15.1 No business shall be transacted at any General Meeting unless a quorum is present. The quorum for an AGM or EGM shall be the greater of 75 Members or 25% of the total number of Members]³.
- 15.2 If a quorum is not present within half an hour from the time appointed for the meeting or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time, place and type as the Council may determine.
- 15.3 If the number of Members present at the adjourned meeting is insufficient to constitute a quorum in accordance with rule 15.1 above, the Members present shall constitute a quorum.
- 15.4 The President, or in his or her absence the 1st VP (VP for Sport), shall preside as the President of the meeting. Each Member present shall have one vote but in the event of an equality of votes the President of the meeting shall have a casting vote⁴.
- 15.5 The Executive Director, or in his or her absence any other Officer, shall enter the minutes into the BSSF's minute book.
- 15.6 The Council may make attending a General Meeting to exercise their rights to speak or vote whether attending directly or by telephone communication or by video conference, an internet video facility or similar electronic method allowing visual and/or audio participation.
- 15.7 The Council may make whatever arrangements they consider appropriate to enable Members unable to attend a General Meeting to exercise their rights to vote on resolutions proposed at a General Meeting (whether an AGM or EGM).
- 15.8 Any resolutions to the constitution, rules or regulations passed at an AGM or EGM (including post AGM/EGM votes) shall not be brought into force until the BSSF Members have been informed and advised.
- 15.9 To be eligible to vote in elections, a voter must be a member under rule 9.
- 15.10 No person will be eligible to be nominated to stand as a Council Officer unless they are a member under rule 9.

³ The BSSF should adopt a quorum (minimum number of Members required to be present in order for a General Meeting to proceed to business) which reflects and is commensurate with the size of its Membership.

⁴ A simple practical means of avoiding a 'deadlock' (where an equal number of votes is cast for and against a resolution) is for the President to have a second or casting vote.

- 15.11 On matters requiring action by the BSSF membership, each individual member shall be entitled to one vote.
- 15.12 Each member under rule 9 may vote for no more than seven candidates for Council Officer positions during annual elections. This does not include the election of Council Support Functions (rule 15.2)

16. Powers of the Council

- 16.1 The Council shall be responsible for the management of all the affairs of the BSSF and may exercise all the powers of the BSSF.
- 16.2 No alteration of these Rules and no such direction by the Members shall invalidate any prior act of the Council which would have been valid if that alteration had not been made or that direction had not been given.
- 16.3 The Council shall have the power to decide all questions and disputes arising in respect of any issue concerning the Rules.
- 16.4 The Council may, while retaining responsibility pursuant to rule 16.1, delegate to any person, sub-Council, Committee or Commission any of its powers or functions, the implementation of any of its decisions or the day-to-day management of the affairs of the BSSF by such means, to such an extent, in relation to such matters or areas and on such terms as they may determine in accordance with these Rules.
- 16.5 Subject to these Rules and the general law, the Council shall so exercise its rights, powers and duties and shall where appropriate use its best endeavours to ensure that others conduct themselves so that the business and affairs of the BSSF are carried out in furtherance of the Purpose and Vision.

17. The Council

- 17.1 The Council shall consist of a minimum of four Officers, and include the following Officers:
 - 17.1.1 BSSF President;
 - 17.1.2 BSSF 1st VP (VP for Sport);
 - 17.1.3 BSSF VP for Economic Affairs;
 - 17.1.4 BSSF Executive Director;
 - 17.1.5 BSSF VP for Development;
 - 17.1.6 BSSF Athletes Representative Team;
 - 17.1.7 BSSF Athletes Representative Mono;
- 17.2 The Council shall appoint the following support functions:

- 17.2.1 BSSF Veterinary Officer⁵;
 - 17.2.2 Doping Control Officer;
 - 17.2.3 Vulnerable Person Support Officer;
 - 17.2.4 Web and Technical Support Officer;
 - 17.2.5 Social Media Officer
 - 17.2.6 any other Officers deemed necessary and elected at a General Meeting.
- 17.3 Officers shall be elected by the Members at an AGM. Nominations for election of Members as Officers shall be made:
- 17.3.1 by the Council; or
 - 17.3.2 in Writing by the proposer and seconder, both of whom must be existing Members, to the Executive Director not less than 6 weeks before the meeting.
- 17.4 Each Officer shall hold office from the date of election for a period of 2 years. A retiring Officer may be re-elected at the AGM.
- 17.5 Any vacancy on the Council which arises between one AGM and the next may be filled by a Member proposed by one Officer, seconded by another Officer and approved by the Council.
- 17.6 An Officer may not appoint an alternate or substitute to act on their behalf at any Council meeting.
- 17.7 At least three members of the BSSF Council should be unrelated or not co habiting.
18. **Council Terms of Reference**
- 18.1 President. They shall handle meetings in accordance with the agenda, control discussions, follow procedure for handling proposals, coordinate the actions of the executive Council, report on Council decisions and actions at the annual and special meetings, enforce constitutional procedures during elections and summarise decisions/ proposals (when necessary). They will also promote a cohesive environment for the rest of the executive Council, enabling them to complete all tasks to the highest standard. The President may appoint specialised delegates with signed authority to attend General Assemblies with permission to speak and vote on behalf of the BSSF.
 - 18.2 The 1st Vice President (VP for Sport). They take the chair in the President's absence or when the President wants to take part in discussions and shall delegate another Council member to act in the Vice Presidents absence when

⁵ BSSF Veterinary Officer and Doping Control Officer may be combined.

- appropriate. The VP for Sport shall be responsible for completing all applications for International Federation races such as European/World Cup/Championship events. They shall also deal with all entries to European and World Championship events, process race schedules, sanctioning applications, race results, points standing and reports for the clubs newsletter, process awards, certificates, etc. The 1st Vice President may appoint specialised delegates with signed authority to attend General Assemblies with permission to speak and vote on behalf of the BSSF.
- 18.3 The Vice President for Economic Affairs. They shall be responsible for all the Federations financial affairs, including bank statements and reconciliation, financial statements, income and expenditure statements, the budget, official orders and the appointment of auditors and creation of a yearly treasurer's report.
 - 18.4 The Executive Director. They shall send out notices of meetings, draw up agendas, record minutes of all Federation meetings (including decisions and responsible persons), meeting preparation, reports, control quorum and manage ballot papers. Furthermore, the Executive Director shall preside over the daily administrative business activities of the Federation, this shall include processing memberships, answering general communications by phone and email, distribute club letters and proposals at the request of Council Members. The Executive Director shall endeavour to attend all BSSF meetings and maintain communications between Council members. The Executive Director shall also be responsible for publicity, promotions, public relations and communications of the Federation.
 - 18.5 The Vice President for Development. They shall be responsible for promoting membership and affiliation to the federation, while supporting the philosophy of solidarity & equity and sport for all. This will be achieved by maintaining communications and liaison with Clubs, National and International sled dog bodies, etc. They will submit to the President a yearly report regarding the status of member organisations & plan strategy/goals for development of the sport.
 - 18.6 The Athletes Representatives (Team and Mono). They shall be the sounding boards between the representatives from each of the disciplines within the sport. They will gather the views and opinions of the athletes and feed them back to the wider executive Council for consideration. They will also work in partnership with clubs to help them grow within their chosen sport, while promoting membership to BSSF and the benefits of membership.
 - 18.7 Veterinary Officer. This is a supporting role and does not have voting rights. They will be appointed by the Council and will lead the group on the topic of animal welfare. They may also be asked to officiate at BSSF events.
 - 18.8 Doping Control Officer. This is a supporting role and does not have voting rights. They will be appointed by the Council and will lead the group on the topic of doping control. They may also be asked to officiate at BSSF events.

- 18.9 Vulnerable Person Support Officer. This is a supporting role and does not have voting rights. They will be appointed by the Council and will work to safeguard that the needs and welfare of both children and adults (at risk) are supported and will ensure the proper handling of all issues raised. They will also aim to include the needs of both parties in the day-to-day decisions of the Council.
- 18.10 Web and Technical Support Officer. This is a supporting role and does not have voting rights. They will be appointed by the Council and will work for the rest of the Council in all matters regarding technical issues and website creation/maintenance.
- 18.11 Social Media Officer. This is a supporting role and does not have voting rights. They will be appointed by the Council and will work for the rest of the Council in all matters regarding social media on all agreed platforms to inform the BSSF membership and general sleddog sport community.

19. **Calling a Council Meeting**

- 19.1 The Council shall hold not less than **six** meetings each year⁶.
- 19.2 A meeting of the Council shall be called on not less than **7** days' notice to all Officers unless the President determines that urgent circumstances necessitate shorter notice.
- 19.3 Notice of a Council meeting shall be given to each Officer save that it shall not be necessary to give notice of a meeting to an Officer who is absent from the United Kingdom.

20. **Proceedings of a Council Meeting**

- 20.1 Subject to the provisions of these Rules, the Council may regulate its proceedings as it thinks fit.
- 20.2 Meetings of the Council shall be chaired by the President or in their absence the VP for Sport. The chair of the meeting shall (subject to rule 219 below) have a casting vote in the event of a tie.
- 20.3 The quorum for the transaction of business of the Council shall be four Officers and must consist of one of the President, 1st VP/VP for Sport or Executive Director.
- 20.4 Decisions of the Council shall be made by a simple majority of those Officers attending the Council meeting.
- 20.5 Decisions of the Council of meetings shall be entered into the BSSF's minute book.
- 20.6 A resolution in Writing signed by all the Officers (or members of a sub-Council, Committee or Commission) entitled to vote on the matter shall be as

⁶ The Council should meet as often as is required to manage the BSSF's business.

valid and effective as if it had been passed at a meeting of Officers or (as the case may be) a sub-Council duly convened and held. Such a resolution may consist of several documents in the same form each signed by one or more of the Officers (or members of the sub-Council, Committee or Commission).

21. Conflicts of Interest

- 21.1 Each Officer shall declare the nature and extent of any direct or indirect interest in a transaction or arrangement with the BSSF or a third party which conflicts or may possibly conflict with his or her duties to the BSSF.
- 21.2 If the non-conflicted Officers deem there to be a material conflict, the conflicted Officer should withdraw from that part of the meeting and shall not vote.
- 21.3 If there is deemed not to be a material conflict by the non-conflicted Officers, the Officer that declared the conflict shall be allowed to re-join the meeting, take part and vote as applicable.

22. Disqualification from Office

- 22.1 A person shall cease to hold office as an Officer if:
 - 22.1.1 the Council reasonably believes that they have become incapable by reason of illness or injury of managing and administering their own affairs and it decides to remove them from office;
 - 22.1.2 they resign from their office by notice to the BSSF (but only if at least the minimum number specified in rule 15 above will remain in office when the notice of resignation is to take effect);
 - 22.1.3 they are absent without the permission of the Council from all its meetings held within a period of six months without good reason and the Council decide that their office be vacated;
 - 22.1.4 a bankruptcy order or an order is made against him or her in individual insolvency proceedings in a jurisdiction other than England and Wales which has an effect similar to that of bankruptcy;
 - 22.1.5 they are removed from office by the Council on the grounds that they are in material or persistent breach of the BSSF's code of conduct as amended from time to time. A decision to remove an Officer from office under this rule may only be passed if:
 - 22.1.5.1 the Officer has been given at least twenty one clear days' notice in Writing of the Council meeting at which the decision will be made and the reasons why it is to be proposed; and
 - 22.1.5.2 the Officer or, at the option of the Officer, the Officer's representative (who need not be an Officer) has been allowed to make representations to the meeting; or

22.1.6 he or she ceases to be a Member for any reason whatsoever.

22.2 The provisions of rule 22.1 above shall also apply to sub-Councils, Committees or Commissions and any member of a sub-Council, Committee or Commission who is not an Officer.

23. **Irregularities**

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not specified in the notice.

24. **Minutes**

The Council shall cause minutes to be made in books kept for the purpose:

- 24.1 of all appointments of Officers made by the Members or the Council;
- 24.2 of all resolutions of the Members and of the Council (including decisions of the Council made outside a meeting); and
- 24.3 of all proceedings and reports of meetings of the BSSF and of the Council, and of sub-Councils, Committees and Commissions including the names of those present at each such meeting.

25. **Communications by the BSSF**

Subject to these Rules, any document or information (including any notice, report or accounts) sent or supplied by the BSSF under these Rules may be sent or supplied:

- 25.1 in hard copy form; or
- 25.2 in electronic form; or
- 25.3 by making it available on a website or internet forum.

26. **Personal Risk**

- 26.1 Members acknowledge and accept that playing or participating in sport of any kind can be dangerous and may result in injury and damage to property. Members and guests shall take personal responsibility for their own actions and play or participate in the BSSF's sporting activities at their own risk.
- 26.2 Subject to rule 26.3 below, the liability of the BSSF and its Officers to any Member is limited to the net assets of the BSSF.
- 26.3 Nothing in these Rules shall limit or exclude liability:

- 26.3.1 for death or personal injury caused by negligence;
- 26.3.2 for any loss or damage caused by criminal or fraudulent conduct; or
- 26.3.3 for any other liability which cannot lawfully be limited or excluded;

27. **Indemnity**

Without prejudice to any other indemnity to which an Officer may otherwise be entitled, every Officer of the BSSF shall be indemnified out of the assets of the BSSF against any liability incurred by him or her in the proper discharge of his or her duties to the fullest extent permitted by law.

28. **Bye Laws**

28.1 The Council may from time to time make such bye laws as they may deem necessary or expedient or convenient for the proper conduct and management of the BSSF and for the purposes of prescribing classes of and conditions of membership and in particular the Council may by such bye laws regulate:

- 28.1.1 the establishment of different categories of membership of the BSSF;
- 28.1.2 the admission and classification of Members and the rights and privileges of such Members and the conditions of membership and the terms on which Members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by Members;
- 28.1.3 the creation of regulations, standing orders and bye laws for the better administration of the BSSF and to govern the functioning of sub-Councils to assist the Council in the better administration of the BSSF;
- 28.1.4 the adoption or alteration of such other regulations or policies as the Council thinks fit;
- 28.1.5 the conduct of Members in relation to one another and to the BSSF's Officers, staff, volunteers or beneficiaries including disciplinary procedures;
- 28.1.6 the terms on which Members and guests may be permitted to take part in the BSSF's sporting activities;
- 28.1.7 the setting aside of the whole or any part of parts of the BSSF's premises at any particular time or times or for any particular purpose or purposes;
- 28.1.8 any licensable or other regulated activities of the BSSF.
- 28.1.9 the procedure at General Meetings and meetings of the Council and sub-Councils insofar as such procedures are not regulated by these Rules;

28.1.10 the appointment of proxies, the form and content of proxy notices, the delivery of proxy notices to the BSSF and the revocation of such appointments;

28.1.11 any procedures to assist the resolution of disputes within the BSSF;

28.1.12 generally, all such matters as are commonly the subject matter of BSSF rules;

provided that nothing in such bye laws shall prejudice the BSSF's affiliation to IFSS.

28.2 The BSSF in General Meeting shall have power to alter, add to or repeal the bye laws and the Council shall adopt such means as they think sufficient to bring to the notice of the Members all such bye laws.

29. **Discipline and Appeals Process**

29.1 All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the BSSF's safeguarding policy and procedures. The Vulnerable Person Support Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.

29.2 Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Officers shall be dealt with by the BSSF in accordance with its discipline and appeals process and must be presented in writing to the Executive Director (and where the matter relates to the Executive Director, the complaint must be submitted to the 1st VP (VP for Sport)).

29.3 Upon receipt of a formal complaint, the Executive Director shall, having taken, and subject to, such advice as he or she considers it prudent to take in the circumstances, write to the Member or Members concerned to inform them of the complaint and to invite them to comment in writing within fourteen days upon the relevant allegations.

29.4 On receipt of the member(s) response, the Executive Director will determine if the complaint has sufficient grounds and is capable of being pursued based on the evidence/statements provided and will dismiss any frivolous complaints at this stage. If the complaint is sufficiently evidenced, the Executive Director will appoint 3 (three) BSSF Members (who have no direct or indirect interest/involvement in the matter) to sit on a Disciplinary Panel.

29.5 The Disciplinary Panel will consider the matter on receipt of the initial complaint and formal responses from the member(s) involved. The Disciplinary Panel will have the power to suspend temporarily from membership any Member accused of an offence or misconduct, pending further investigations or enquiries. This suspension shall be to facilitate the investigation and be without prejudice to the outcome of the investigation.

- 29.6 The Disciplinary Panel will make such further enquiries as it thinks fit and will offer a reasonable opportunity to any Member concerned, who may be accompanied by a Supporter, if so desired, to meet with it (face-to-face or virtually) and answer the allegations and the Disciplinary Panel will hear such witnesses as are reasonably produced. The Disciplinary Panel will make such procedural provisions as necessary for the just and efficient conclusion of the case.
- 29.7 If the Disciplinary Panel is satisfied that an offence of misconduct has been committed by a member, then it may impose one or more of the following actions:
- 29.7.1 Note the offence of misconduct but take no further action;
 - 29.7.2 Formally warn the Member concerned as to future conduct;
 - 29.7.3 Suspend or disqualify the Member from BSSF competition, International competition for some definite or indefinite period;
 - 29.7.4 Recommend to the BSSF that the Member be disqualified from any involvement in sleddog sports for some definite or indefinite period and/or;
 - 29.7.5 Terminate the membership or such other penalty as the Disciplinary Panel considers appropriate.
- 29.8 All parties concerned will be provided with the Disciplinary Panel's formal written findings within 7 (seven) days of the decision.
- 29.9 Subject to rule 29.10 below, a decision of the disciplinary panel shall be final and conclusive.
- 29.10 The Disciplinary Panel's formal written findings shall also set out the right to Appeal. The Accused and/or the Complainant, may appeal the decision of the Disciplinary Panel, by serving a Notice of Appeal on the Executive Director (or 1st VP (VP for Sport) if the Executive Director is implicated) within 7 (seven) days of receiving the written decision. The Notice of Appeal must state the grounds on which the verdict of the Disciplinary Panel is challenged.
- 29.11 The Executive Director shall acknowledge a Notice of Appeal within 7 (seven) days of its receipt and will cast a decision in regard to 'the grounds on which the verdict is challenged'. If there are sufficient grounds/evidence provided to support the challenge, the Appeal Panel process will commence; if there are insufficient grounds, the appeal will be dismissed.
- 29.12 The Executive Director shall appoint an Appeal Panel of 3 (three) members who have not been involved directly, either in events giving rise to the Appeal process, or in the initial Disciplinary hearing itself.
- 29.13 The Executive Director shall inform all parties concerned of the composition of the Appeal Panel. Either party may object to the composition of the Appeal

Panel by notifying the Executive Director of the Objection and setting out the reasons for such an Objection no later than 7 (seven) days from the date of being informed of the composition of the Panel.

- 29.14 The Executive Director, within 14 (fourteen) days from the date of receipt of an Objection, will notify in writing the parties that either;

29.14.1 The composition of the Panel has changed, in which case the Executive director shall provide details of the new Appeal Panel; or,

29.14.2 The composition of the Panel has not changed, in which case the Executive Director shall give the reasons why the Objection was not accepted.

- 29.15 Within 14 (fourteen) days from the date the Executive Director responds to the Objection above (as appropriate), the Executive Director shall give directions to all parties that include;

29.15.1 The date and place at which the Appeal Panel will meet to determine the Appeal.

29.15.2 Whether the appeal will proceed by of written submissions or an oral hearing; and

29.15.3 Whether the parties should be required to submit statements of their evidence and/or written submissions prior to the hearing and, if so, a timetable for doing so and the procedure for exchanging such statements and written submissions.

- 29.16 Powers of the Appeal Panel. The Appeal Panel shall meet on the date fixed by the Executive Director. The Appeal Panel may at its sole discretion disregard any failure by a party to adhere to this appeal procedure and may give such further directions as may be appropriate. Any such hearings shall be in private unless all parties agree otherwise, or unless the Appeal Panel directs. The Appeal Panel shall have power to make a decision on the facts as it thinks fit and may:

29.16.1 Quash the original decision;

29.16.2 Confirm the original findings;

29.16.3 Request that the case be reheard;

29.16.4 Increase the original sanction;

29.16.5 Abate the original sanction

- 29.17 The Appeal Panel shall inform all parties of its decision within 14 (fourteen) days together with written reasons for its decision. The decision of the Appeal Panel shall be final. The Appeal Panel shall decide on an issue by majority.

- 29.18 A supporter can be a legal representative, who must be named, and may accompany the Complainant/Accused throughout the appeal process.
- 29.19 Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, or any act or omission of the Member or Officer which in the opinion of BSSF, acting reasonably, brings or is likely to bring the sport of sleddog sports into disrepute) regarding the behaviour of Members or Officers shall be reported and dealt with by BSSF in accordance with its Disciplinary Procedures.
- 29.20 If a dispute arises between any Members or Officers of the BSSF about the validity or propriety of anything done by any Member or Officer under these Rules and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.
- 29.21 The decision of a Disciplinary Panel or Appeal Panel shall be recorded and retained in confidential records for a period of six years by the BSSF, Supporting information shall also be retained in the same fashion.

30. **Alteration of the Rules**

- 30.1 No alterations or amendments shall be made to or in the provisions of these Rules except by resolution at a General Meeting in accordance with these Rules and shall be carried by the majority of at least 51% of the Members present.

31. **Incorporation**

- 31.1 The Members at a General Meeting may authorise the Council to transfer the assets and liabilities of the BSSF to a limited company or charitable incorporated organisation established for purposes within, the same as or similar to the Objects and of which the Members will be entitled to be Members.
- 31.2 On a transfer under rule 31.1 the Council must ensure that all necessary steps are taken as to:
- 31.2.1 the transfer of property;
- 31.2.2 the assignment or novation of contracts and grants;

32. **Dissolution**

- 32.1 A resolution to dissolve the BSSF may only be proposed at a General Meeting and shall be carried by the majority of at least 51% of the Members present.
- 32.2 The dissolution shall take effect from the date of the resolution and the Council shall be responsible the winding up of the assets and liabilities of the BSSF.

- 32.3 Any surplus assets remaining after the discharge of the debts and liabilities of the BSSF shall be applied or transferred to another BSSF or NGB for use by them related to community sports.

33. **Declaration**

The BSSF duly adopted these Rules as its governing document on **1 August 2023**

Signed *Alan Sherwin*

President

Alan Sherwin

Signed *Howard Clark*

1st VP (VP for Sport)

Howard Clark