

POLICY DOCUMENT

Club Safety and Operating Procedures

SAFETY

- The Club will endeavour to provide a safe and healthy environment in which to pursue the sport of canoeing and associated activities.
- Guidelines as recommended by the National Governing Body, The British Canoe Union, will be followed. NGB guidelines regarding Coach: Paddler ratios will be followed but 'Club Coaches' (Level 3 and higher) are authorised by the Management Team to deviate up or down according to the circumstances prevailing at the time.
- Accidents and Incidents/Near Misses will be recorded on the Health and Safety Report Clipboard. In the case of the occurrence of any serious incident and in every event of emergency services/support being called one of the Club's elected officers must be contacted at the earliest opportunity. (Names and Tel. Numbers on each Report or the relevant Clipboard) Reports in the Health and Safety File will be considered by the Management Team at the first available meeting. A First Aid box and an Emergency Telephone will be available and prominently displayed in the Club House
- All BCU qualified coaches at Level 2 or higher are holders of First Aid Certificates. The names of these, along with other volunteers with First Aid certification, will be displayed adjacent to the First Aid Box.
- Fire extinguishers will be provided and prominently displayed.
- A simple outline of the building showing exits will be prominently displayed along with 'Procedures in the event of Fire'.
- A prominently displayed notice will give non-members, visitors and guests a simple means to familiarise themselves with the basic Club Operating and Safety Procedures.
- Codes of Conduct will be available to encourage sound and safe practice in the Club's activities
- Facilities, Equipment and Grounds Maintenance will be recorded on readily available clip board record sheets.
- Equipment Safety Checks will be recorded on a readily available clip board record sheet.
- Reports on the record sheets will be inspected monthly and brought to the attention of the Management Team at the first available meeting.

RISK ASSESSMENT

- There will be formal risk assessments annually in the month of February.
- *All risk assessments will be reviewed annually.*
- The findings of each assessment will be recorded in a tabular format and put before the Management Team at the first available meeting thereafter.
- A copy of this table will be available in the Health and Safety File so that all members can contribute to a continuous risk analysis programme.

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OPERATING PROCEDURES

Administrative

- The Club and its Members shall be bound by its Constitution. Provision for changing the Constitution is contained within the relevant Clause
- The Club will maintain a common format database of members, documents, policies, letterheads etc. that may only be amended after consideration by the Management Team.
- The following documents will be displayed in the Club House and updated as necessary
 - Membership List,
 - Key Holders
 - Boat Storage
 - Management Team Members, Roles and Responsibilities
 - Dates of Management Team Meetings
 - Membership Classification and All Current Fees

Routine

- All entries to the Club House must be logged in the Daily Diary provided, to include full names, for each and every session.
- It is the responsibility of whosoever opened the Club House to ensure safe closure either personally or by having made appropriate and agreed arrangements with another Key Holder.

Financial

- All members are required to pay the relevant membership fee, according to appropriate class complete with membership application/renewal form, to the Secretary.
- All members are required to pay the relevant attendance fee, which must be recorded in the Daily Diary, and deposited in the Daily Cash Box
- Guests will normally be required to pay a nominal per capita attendance fee, though this can be waived in approved circumstances.
- Any person organising an event which involves any financial transactions must complete a Club Receipts and Payments sheet and forward this along with appropriate monies to the Treasurer within one month of the event.
- Any expenditure must have the approval of the Management Team. Two or more elected officers may approve small items without awaiting the monthly MT meeting.
- Delegation of funds to volunteer teams will be determined by MT as deemed appropriate
- The Treasurer is required to update the MT on the financial transactions and financial standing of the Club at each meeting.
- The Treasurer will advise the MT on the correctness of financial procedures in respect of the Constitution.
- A small subcommittee will meet annually to set the annual Budget for presentation to the MT.

INSURANCE

- The Club is properly affiliated to the National Governing Body, Canoe England and as such is covered by comprehensive insurance policy, which includes all canoeing and related activities.
- All the Club’s qualified coaches have comprehensive insurance cover through the National Governing Body’s Coaching Service.
- The insurance policy includes member-to-member liabilities.

Name(printed) _____ Designation _____ Signed _____ Date _____

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