

## Tandridge Canoe & Kayak Club - Checklist for Coaches and Helpers

All Club documents are on [www.tckc.org.uk](http://www.tckc.org.uk)

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1. **Is your Membership paid to the BCU this year. . . and First Aid Course and DBS in date?**
2. **Have you done an update to keep your Coaching Qualification current?**
3. **Find the Club's Safeguarding Policy within the Constitution document.**
4. **Have you identified the hazards involved in the activity you are leading?**

What control measures have you put in place?

Can you do a written risk assessment before running the activity?
5. **Do you know about the paddlers you are responsible for?**

Ensure that you know the medical conditions of paddlers in your care and ask if they suffer from any conditions likely to affect participation in canoeing, eg epilepsy, diabetes, asthma.
6. **Parental consent**

If parents are not in attendance, obtain a parental consent form and details of medical conditions, emergency contact numbers etc

If other Leaders are put in charge of those youths, give them the completed consent form so they are aware of existing problems and they have medical info with them.
7. **Did you know that the Club has prepared guidance notes for all the helper / officer / coach roles?**

There's a copy on the website.
8. **Are you ready to take a step forward in your skills with some training?**

The Club will help fund leader and coach training for regular helpers – just let the Committee know your goals.
9. **Session/training reports**

Please e-mail a record detailing purpose of session and list of participants to the Club Secretary, together with confirmation that there were no accidents. In the event of an accident, the coach in charge is obliged to submit an incident report form to British Canoeing.
10. **Awareness**

Try to ensure that leader gender reflects group gender. If this is not possible, ensure that parents are aware before the event – encourage a parent to join you.

Avoid travelling alone with juniors to safeguard yourself.