

**Thank you for giving your help with our Club.**

TCKC is committed to offering a variety of paddle sport opportunities to children and young people, as well as developing performance.

Our Club aims to help Coaches operate safely and safeguard those in their care.

**This annual registration form will**

- allow the Club to comply with British Canoeing recording requirements
- enable the Club to forecast training needs and secure funding accordingly
- list the policies and guidelines that you should be aware of.

**What the Club offers adult coaches**

- free membership of TCKC for all adult coaches
- training and development opportunities
- reimbursement of fees for adult coaches for Coaching Courses organised by TCKC
- reimbursement of travel costs where you are a weekly or “required” coach for a Club trip to take place
- if finances allow, the Club may reimburse other course fees for Coaches who have been regular helpers over a significant period (but please apply before the expenditure)

**Child Protection and Safeguarding advice:**

- If you have a concern or receive an allegation about any child, contact the TCKC Club Welfare Officer who will investigate the issues and take appropriate action.
- The NSPCC provides a free 24-hour Child Protection Helpline for anyone who has general concern about a child

**Data Privacy:** Under current Data Protection Legislation, if you store the personal information of any Club member, you are a 'data processor' and must comply with TCKC Data Privacy Policy that is contained in this document.

Our website also has FAQs and downloadable versions of our Events Diary, Boat Loan Scheme, Constitution, Safeguarding Policy, Code of Conduct and other guidelines.

*Everyone is a volunteer. Most of us have taken up the sport as adults and we are still learning. The success of the Club relies upon everyone giving a little of their time to help.*

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**If you see an area where we are falling short, please step in - or tell us!**

**Safeguarding Children – download the Constitution and Policy document from our website**

If you have, or are made aware of, any concerns about safety or inappropriate behaviour, please contact the Club Welfare Officer, who has been trained to deal with such issues. It is Club policy to follow accepted child protection and disclosure and barring service procedures.

**Boat Loan Scheme – download details on the scheme from our website**

The one-year boat loan scheme allows new paddlers to have regular use of the same boat without the inconvenience of hiring and collecting kit each time they paddle. Details are on the website - please encourage members to use it.

**Insurance – download insurance details from the British Canoeing website**

The Club is affiliated to British Canoeing which provides Public Liability cover of up to £5m.

This cover extends to all Club members and helpers. It also gives Club juniors (but not adults):

- access to all non-competitive British Canoeing events
- access to ranking competitions at entry level
- waiver on British Canoeing membership fees at British Canoeing events

**Tandridge Canoe and Kayak Club Contacts 2018**

Role	Name	Phone	e-Mail
<b>Chairman</b> L3 Whitewater kayak coach	Dave Exall	07788 915569	<a href="mailto:thesmileydave@gmail.com">thesmileydave@gmail.com</a>
Secretary and Club Welfare Officer	Cathy Sebire	01883 712479	<a href="mailto:cathy.sebire@btinternet.com">cathy.sebire@btinternet.com</a>
Treasurer	Sophie MacTavish		<a href="mailto:money.mactavish@gmail.com">money.mactavish@gmail.com</a>
Junior Co-ordinator & Boat Loan Scheme	Christine Norris	01883 715902	<a href="mailto:cenorris@hotmail.co.uk">cenorris@hotmail.co.uk</a>
Canoe Polo M'ship Secretary	Graham Copeman	07828 500430	<a href="mailto:graham.copeman@gmail.com">graham.copeman@gmail.com</a>
Equipment Repairs L3 Whitewater canoe/kayak coach	Paul Knight	07855 248766	<a href="mailto:Paul@pkpaddlesport.co.uk">Paul@pkpaddlesport.co.uk</a>
TCKC Website	Lynelda O'Shea	07818 446430	<a href="mailto:lynelda@btinternet.com">lynelda@btinternet.com</a>

## **CLUB DOCUMENTS**

### **Constitution and Membership**

- TCKC Constitution
- TCKC Membership Pack
- TCKC Coach and Helper Registration Form
- TCKC Committee Member Notes

### **Training and Development**

- Club Office roles - guidance notes
- Check list for coaches and helpers
- L1 Coach training pathway
- L1 Coach pathway for juniors

### **Events and Trips**

- Trips - parental consent & medical form
- Trips - event details
- Trips - whitewater weekend kit list
- Trips - tips for organisers
- Trips - accounts template
- Trips - evaluation form
- Guidelines for dealing with an incident/accident

### **Canoe Polo**

- Canoe Polo Team Registration Form
- Team Leader Notes
- Standard Operating Procedures
- Tandridge Canoe Polo Referee Rules
- Personal Progress Record

### **Boat Loan Scheme**

- Single use loan form
- Annual loan form
- Kayaking in Safety

## **DATA PRIVACY POLICY**

We treat personal data with care. Our Committee and Coaches will work on the basis that if we no longer need it, we will delete it and if it has to stay, we will make it anonymous wherever possible. We reserve the right to amend this Data Privacy Policy from time to time when issuing our membership application form. If you would like us to erase your data, please contact our Membership Secretary (see Committee Page or [www.tckc.org.uk](http://www.tckc.org.uk))

### **Contacting you**

We collect your name, phone number and email address so that we can inform you about session dates, meetings, forthcoming club events and membership renewals.

### **Affiliation to British Canoeing, our Governing Body**

In order to affiliate to our Governing Body and thereby receive training, support and insurance cover, we collect information about your gender and age for the annual Club affiliation form. We report only ages and gender to British Canoeing, not personally identifiable information.

### **Safety at Club sessions, activities and events**

We collect contact details of parents and/or guardians in case of an emergency.

We record the information that you give us about disability, learning and medical needs so that we can provide the right support, coaching, safety and medical care when you are with us. On this important point, please also make the coach aware of such information at each and every activity.

### **Who we will share your data with**

Committee Members for administrative purposes.

Club coaches and/or officials when administering sessions.

Team managers to aid event entry.

### **How we keep your data safe**

We will password protect membership and event spreadsheets that contain your data.

We will destroy printed information that contains your data when it is no longer required.

### **How long we keep your data for and why**

We will keep your personally identifiable data for 3 years after your last membership form submission.

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**Events and training run by British Canoeing**

The data that you enter on the event entry forms will be shared with British Canoeing.

The British Canoeing privacy policy is on their website: <https://www.britishcanoeing.org.uk/privacy-statement>.



Annual Coach and Helper Registration Form  
Sep 2018 to Aug 2019

www.tckc.org.uk

Please complete and return to Graham Copeman. We will not pass your personal details to third parties.

Name:		British Canoeing Membership No	
<input type="text"/>		<input type="text"/>	
Gender: M / F	DBS date:	DBS No: <input type="text"/>	
Contact Details			
Home tel	<input type="text"/>	...Mobile	<input type="text"/>
Email	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
Post code	<input type="text"/>		
Emergency Contact Details			
Name	<input type="text"/>	Relationship	<input type="text"/>
Home tel	<input type="text"/>	Mobile	<input type="text"/>
TCKC is committed to encouraging participation whilst also ensuring safety. Please list any physical limitations or medical needs that other Coaches should be aware of			
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As a Coach with Tandridge Canoe and Kayak Club (TCKC), I accept that I have a duty of care to those in my charge. I will take all reasonably practicable steps to ensure their safety and welfare.

I am familiar with and will follow the TCKC Constitution, Policies and Guidelines, which can be found on [www.tckc.org.uk](http://www.tckc.org.uk) / Useful Docs.

I will comply with TCKC's Data Privacy Policy, contained within this document.

Coach signature

Date