



Tandridge Canoe & Kayak Club - Committee Member Notes

The aims of the Club are to

- Give everyone a great time in safety.
- Develop potential.
- Encourage participation in other canoe disciplines.
- Share the workload - and have fun ourselves.

How we do it

Welcome new members. Give them a great time! Keep them safe.

Ask newcomers to download the Membership Pack from the website.

Meet and greet all new juniors and adults to the Club and explain how your sessions run and the help you need. Involve them in helping you apply your Standard Operating Procedures for the venue.

Take a register so you know who is at each session. Keep a list of names, email addresses, emergency contact details, parental consent form and medical details.

MAKE THE SESSIONS FUN!

RUN COMPETITIONS – AWARD MEDALS/TROPHIES – TAKE PHOTOS – GET PUBLICITY

Prepare a written risk assessment for each venue we use, indicating:

- potential hazards
- manual handling
- control measures to reduce risk
- supervision ratios bearing in mind weather, water state and ability of the group
- arrangements for first aid kit and re-stocking

Ensure that a Standard Operating Procedure is in place for each venue, defining responsibilities and actions.

Publish training dates on the website so that people know when and where we meet.

Ensure that coaches and helpers are where they are most needed. Give guidance over roles.

Get to know adults who come along regularly and find out their skills, enthusiasms and interests eg first aid or lifesaving skills, teachers, referees, canoeists, other sports, etc.

Send Good News stories to the Press and the Club Webmaster.

Spot opportunities for reporting young peoples' success stories to their schools.

Liaise with Volunteers Co-ordinator to encourage parental participation.

Thank helpers.

Ensure that every adult who wants to attend a residential weekend or who is involved as a club helper, coach or assisting with transport fills out an application form and completes DBS.

Aim to organise one taster session or tournament per year – open to other canoe clubs.

Review the Section Development Plan annually and submit to Committee by 31 October.

Liaise with other club officials:

Secretary:	Membership Pack, Member Register
Club Welfare Officer:	DBS screening
Youth Development Officer:	Candidates for performance awards, tasters and trips
Volunteers Co-ordinator:	Adult training opportunities



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Committee: Section Development Plan



The aims of the polo section are to

Introduce over-12's to kayaking and develop basic skills in a safe environment.

Offer a competitive league where teams from local schools and youth groups can compete against each other.

Provide opportunities for youth leadership ie refereeing, lifesaving.

Encourage involvement in the Duke of Edinburgh's Award

Act as a springboard into other paddling disciplines - help people to join performance clubs if they show a particular flair or interest in slalom, freestyle or other type of canoeing.

Resources:

Canoe Polo Team Registration Form

Canoe Polo Standard Operating Procedures – for everyone, especially Session Leader & lifeguards

Team Leader Notes

Session Leader checklist

Canoe Polo simple rules

Referee rules

Referee slide presentation

Club Membership Pack

Constitution and Safeguarding Policy

Start of Season Briefing Session

- ◆ Tell everyone about the Club generally and why it was set up.
[Remind people about website and where to find club membership form.](#)
- ◆ Emphasise that the Club is run entirely by volunteers and needs the help of all of its members. Describe the actual help that is needed at polo sessions.
[Distribute Team Leader sheets to each Team's adult helper](#)
- ◆ Emphasise the importance we attach to safety and inform them of our Standard Operating procedures, pool rules, hazard awareness, lifting of kayaks.
[Distribute copy of Standard Operating Procedures to each Team Leader.](#)
- ◆ Highlight the importance we attach to our Safeguarding Policy and DBS Process.
[Tell Team Leaders that the Club's Safeguarding Policy is within the Constitution document.](#)
- ◆ Offer adults who give help the opportunity to take part in canoeing.