



Refer to the [TCKC Constitution Policies and Guidelines](http://www.tckc.org.uk) on www.tckc.org.uk. Pages 5 and 7 clarify the responsibilities of participants, parents, volunteers and coaches.

ACCOMMODATION

Use word of mouth and web searches to find suitable accommodation.

Always make a provisional booking until you are certain you have enough coaches and enough participants. Don't pay a deposit until you are sure – and collect deposits from participants to cover the deposit you need to pay.

COACHES

Get commitment from Club Coaches with suitable qualifications to supervise the water activities:

Swimming pools – Level 1 Coach
Flat water – Level 2 Coach
Whitewater Grade 2 – Level 3 Coach
Whitewater Grade 3 – Level 4 Coach

Ratio – One Coach and one experienced paddler is minimum for any group

Group size – depends upon conditions, generally 6 per group including 1 coach and 1 assistant for whitewater.

Consider hiring professional coaches if we don't have the expertise or availability within the club.

EVENT FEE

Events should be self-financing and should cover all known expenses plus a small contingency sum.

Events should be priced to reimburse expenses to "required" coaches. "Required" coaches are those volunteer coaches without whom the event could not run ie those who commit and are relied upon at the planning stage. Expenses need not be reimbursed to coaches who choose to attend at the last moment and without whom the event would still run.

Participant Coaching Fee - £15 per person per day

Always charge participants who need coaching or supervision a minimum of **£15 per day** (this may need to be more). This is in addition to sums needed to cover food and accommodation, access fees and such like. Use this coaching fee to directly reimburse the travel and accommodation expenses of "required" coaches on your event.

Inform the Treasurer that any surplus from your event is to be added to a Coach Expenses fund. This is to cover travel expenses to regular training venues like Shepperton, Guildford Lido and TYM to encourage coach attendance without cost to them.

TRIP INFORMATION SHEET, PARENTAL CONSENT, MEDICAL FORM & KIT LIST

Participants will want an information sheet and possibly also a kit list.

You need to get participants' medical details and parental consent for under-18's and be sure that they have club membership (they must sign a Club membership form to indicate that they agree to abide by our guidelines and policies).

There should be templates on www.tckc.org.uk that you can amend and use - if not contact Christine cenorris@hotmail.co.uk.

TRIP FINANCES – record everything as it happens!

1. All cheques for fees due should be payable to TCKC.

2. Keep a trip register showing each individual, amount paid and whether by cash or cheque

3. Keep a spreadsheet showing:

INCOME

Itemised cheques received showing names (write child's name on back if different to parent's)

Itemised cash received (names & amounts)

EXPENDITURE

Itemised expenditure, insisting upon shop receipts for all expenditure

If you refund anyone in cash for payments they have made, ask them to sign as proof of receipt.

4. Send copy of spreadsheet to Treasurer when giving him/her cheques

5. You can ask Treasurer for cash advance re food, or pay on credit card and get reimbursed

6. Collect non-refundable deposits to cover non-refundable outgoings eg accommodation deposits

Whenever I don't do this I regret it, as people drop out and then don't offer to cover their costs!!!

Deposits can be transferrable (ie the person who drops out can get someone else to take their place) – the main point is that you do not commit yourself or the Club to an expense that cannot be covered.

TRAVEL

Do not organise travel for others. However, you can find out who wants to car share and put people in touch with each other. Leave them to make their own arrangements.

RESIDENTIAL EVENTS

Sleeping arrangements

If accommodation allows, ideally adults and juniors sleeping arrangements will be separate and notified to participants before arrival to avoid uncertainty on arrival (everyone usually arrives at different times).

Furthermore, boys sleeping arrangements will be separate from girls and female adults will be separate from male adults.

If junior girls attend, a female adult should attend.

Juniors must be under the care of a named adult who is responsible for their care, behaviour and welfare off the water throughout the event. This adult does not have to be a parent/guardian, but a parental consent and medical form must be supplied by their parent/guardian.

Safeguarding children – DBS checks

Our Club policy recommends that adults attending residential are DBS checked.

Simply send a list of attending adults, their email address and tel no to our Club Welfare Officer, who will do the rest for you.

ACTIVITY

Coaches will take care of risk assessments, safety measures and controls and will supply a first aid kit. See Page 5 of the Constitution, Policies and Guidelines for their responsibilities.

INCIDENT / ACCIDENT REPORTS

Significant near misses, incidents and any accidents requiring treatment at hospital must be reported to the Club on the Incident Report Form.

POST TRIP REPORTS

There is a template for an Event Report.

Completion of this will help us develop the skills and experiences of club members and will help us improve the running of future events.

It would be helpful if you complete and return an Event Report to the Club Chairman after every event you organise.

Christine Elizabeth Norris
Jan 9, '10, 10:24 PM
Added: Paragraph Break