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## CLUB CHAIRMAN

Oversee the running of the Club and work with the Secretary and Committee to ensure that the Club complies with the Constitution and British Canoeing guidelines.

Ensure that Club members, coaches and helpers are aware of these requirements.

### Responsibilities

Call at least 2 Committee Meetings a year to carry out the Club's business.

Ask each Section Leader to submit a rolling 3 year Development Plan.

Review the Action Points from each Section's Plan to see what Committee support is required.

Review with the Committee annually (for approval at the AGM where appropriate) all Club documents that are on the website.

Set date for AGM and discuss nominations to replace outgoing Officers.

Ensure that the Annual General Meeting is held by October or November each year:

- Work with Secretary and Treasurer to fix date and issue an Agenda;
- Directly invite suitable adults to take on any Officer roles that need to be filled;
- Ensure that Minutes of the previous year's AGM are available and circulated prior to AGM;
- Prepare a Chairman's Report for the AGM and ask the Treasurer and Section Leaders to prepare their reports.

Recognise efforts of Volunteers

Promote and implement the Club's Safeguarding Policy

### Liaise with other club officials

Committee:	Club policies, guidelines, fees and Committee business
Treasurer:	To approve expenditure and sign cheques
Secretary:	Compile Agenda and ensure that Minutes are circulated
Junior Co-ordinator:	To ensure that a programme of skills training is offered
Volunteers Co-ordinator:	To ensure that a programme of Coach training is offered
Boat Loan Organiser:	To ensure that equipment requirements are met
Section Leaders	Section Development Plans





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## CLUB SECRETARY

1. Support the Chairman by issuing Agenda and circulating Minutes of Meetings
  - Circulate Agenda to Committee Members 2 weeks prior to meetings
  - Distribute Meeting Minutes ideally within 2 weeks of meeting
2. Set the Annual Club Membership Fee and Section Subscription with the Treasurer and Committee prior to the start of the new club financial year on 1 September
3. Review the Membership Pack annually and submit to the Committee for approval
  - Upload to website during August, prior to the start of the new club financial year on 1 September
4. Fix a date and venue for the annual AGM in October or November
  - Circulate notice of the AGM to all Club helpers and members at least 3 weeks beforehand
5. Renew kayak insurance annually when due
6. Renew Junior Club Affiliation with British Canoeing annually when due
7. Report anonymised statistics as required by British Canoeing and Surrey County Council

### **Liaise with other club officials**

Chairman:	Preparation and circulation of Meeting Agenda and Minutes
Treasurer:	Affiliation to BCU
Junior Co-ordinator:	Updating members' database with skills attained.
Volunteers Coordinator:	Coach Registration Forms



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## TREASURER

Keep the Club's accounts in good order and submit them for auditing each year.

### Responsibilities

1. Issue numbered receipts for all cash received.
2. Reimburse expenses which have been approved by the Committee and keep receipts for all monies spent.
3. Make payments when required by the Committee, requiring invoices or receipts.
4. Sign cheques as a joint account signatory.
5. Insure the Club's equipment when in the store.
6. Collect fees from members and pay into the Club's bank account promptly.
7. Find suitable bank accounts to ensure that funds are earning as much interest as possible and that bank charges are kept to a minimum.
8. Keep an accounts book or spreadsheet detailing all items of income and expenditure.
9. Prepare an end of year Income and Expenditure Report and Balance Sheet.
10. Submit Accounts and Vouchers to an Accountant for auditing at each Year End.
11. Prepare a financial report for the AGM.
12. Work with the Funding Officer to spot opportunities for Grant Aid and Funding and endeavour to obtain funds so that the Club can progress its Action Plan.

### Liaise with other club officials

Chairman and Committee:	Funds required to meet Development Plan and Volunteer Plan
Secretary:	Affiliation to BCU and Surrey Youth Service and any other memberships
Junior Co-ordinator:	Course fees for Skills training





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## **CLUB WELFARE OFFICER**

Ensure that British Canoeing and Sport England guidelines on safeguarding children are implemented by the Club.

### **Responsibilities**

1. Ensure that new Volunteers are screened:  
Issue DBS form to all new adult helpers and check that they have completed a Club Membership Form
2. Guide the Committee on Safeguarding Procedures and the Club Policy
3. Encourage Coaches and Volunteers to attend Safeguarding Courses
4. Keep confidential records of all screened volunteers.
5. Review the Safeguarding Policy annually and make recommendations to the Committee if changes are required in good time for approval at the AGM.
6. Review the Coach Registration Form with the Volunteers Co-ordinator annually and make recommendations to the Committee if changes are required in good time before issue in September.

### **Liaise with other club officials**

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|--------------------------|---|
| Chairman & Committee:    | Guidance over Safeguarding policy.  |
| Volunteers Co-ordinator: | Circulation of details for workshops and courses<br>Update database with Coach qualifications attained. |



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### **JUNIOR CO-ORDINATOR**

Work with the Club's Coaches, members, helpers and parents to plan and manage a full programme of skills training for all Club members.

With the help of the Club Coaches, offer training and assessment for Star Awards and Paddlepower, opportunities to take part in river trips, slalom and any other aspect of the sport where interest is shown.

#### **Responsibilities**

1. Liaise with the Section Leaders to find out skills levels and training requirements of members.
2. Get to know members and encourage them to speak to you if they are interested in skills training or canoeing opportunities.
3. Work with the Secretary and Section Leaders to ensure that information sheets and e-mails are sent to Club members about events. Encourage them to take part.
4. Enlist help of other coaches, members and parents to arrange a 1 & 2 Star and Paddlepower training and assessment alongside suitable placid water trips.
5. Enlist help of other coaches to arrange 3 Star training, followed by white water coaching opportunities.
6. Enlist help of other coaches to organise a white water river trip weekend each year.
7. Work with the Section Leaders to ensure that the Club's youth members are informed about and encouraged to take part in competitive events.

#### **Liaise with other club officials**

Chairman and Committee:	Skills training required and the Development Plan.
Secretary:	Records of members skills certificates and experience.
Treasurer:	Funding of courses, reclaiming of personal expenditures
Equipment Officer:	Ensure all course participants have suitable equipment.



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## **VOLUNTEERS CO-ORDINATOR**

Encourage volunteering by rewarding with low cost training and participation

Have fun!

Share workload by building a strong team of volunteers

Provide a development path for over 18's who'd like to be involved with helping and supporting the club on and off the water.

### **Responsibilities**

1. Maintain a Volunteers Database with details of qualifications gained, dates and renewals.
2. Identify training requirements:
  - speak to people to find out what they want;
  - see what is required by the Club's Action Plan.
3. Motivate helpers and coaches by offering relevant courses and fun opportunities
4. With the Junior Co-ordinator, identify suitable training providers, arrange venues – ask others to help you.
5. Arrange with Treasurer to reimburse training course fees to all TCKC BCU Adult Coaches after the event (if in Action Plan).

Where TCKC adults have a good track record of voluntary help to the Club, you may also offer to reimburse fees if Treasurer says that finances permit.

Ask for deposit cheques and return these after attendance at the course.
6. Record participation in courses. Update the Volunteers Database.
7. Work with the Junior Committee, Funding Officer and Treasurer to seek funding for courses.
8. Review the Coach Registration Form with the CPO annually in February and submit to Committee recommendations for changes in good time before issue in April.

### **Liaise with other club officials**

Treasurer & Funding Officer:	Funding of courses, reclaiming of personal expenditures
Secretary:	Records of members training qualifications, experience.
Junior Co-ordinator:	Co-ordinate coach training with youth training and events.
Equipment Officer:	Ensure all course participants have suitable equipment.
Club Welfare Officer	DBS forms





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### SECTION LEADERS

Give everyone a great time in safety. Develop potential. Encourage participation in other disciplines.

Share the workload - have fun yourself.

1. Welcome new members. Give them a great time! Keep them safe.
2. Meet and greet all new juniors and adults to the Club and explain how your sessions run and the help you need. Make them aware of their safety responsibilities at the venue.
3. Ask newcomers to download the Membership Pack from the website.
4. Publish your Section training dates on the website so that people know when and where you meet.
5. Ensure that coaches and helpers are where they are most needed. Give guidance over roles.
6. Prepare a written risk assessment for each venue you 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
7. Prepare a Standard Operating Procedure for each venue, defining responsibilities and actions.
8. Take a register at each session. Work with the Club Secretary to update your register with names, email addresses, emergency contact details, parental consent form and medical details.
9. MAKE THE SESSIONS FUN!  
RUN COMPETITIONS – AWARD MEDALS/TROPHIES – TAKE PHOTOS – GET PUBLICITY
10. Send Good News Stories to the Press and the Club Webmaster. Spot opportunities for reporting young peoples' success stories to their schools.
11. 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.
12. Thank helpers.
13. Ensure that every adult who wants to attend a residential weekend or who is involved as a club helper, coach or assisting with transport is a Club member.
14. Aim to organise one taster session or tournament per year – open to other canoe clubs.
15. 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	DBSscreening
Junior Co-ordinator:	Candidates for performance awards, tasters and trips
Committee:	Section Development Plan

