

STIRLING & FALKIRK CANOE CLUB

CLUB TRIP & LEADER APPROVAL POLICY

The following document specifies the approval process for club trips and leaders. Such approval may be given on a one off basis or on a block basis, as may be decided by the club committee. For any activity to be regarded as a club activity, it requires committee approval as detailed below. Nothing in this document is intended to prevent any activity on behalf of the club. Please contact the trip or coaching coordinator as appropriate with any queries.

Events

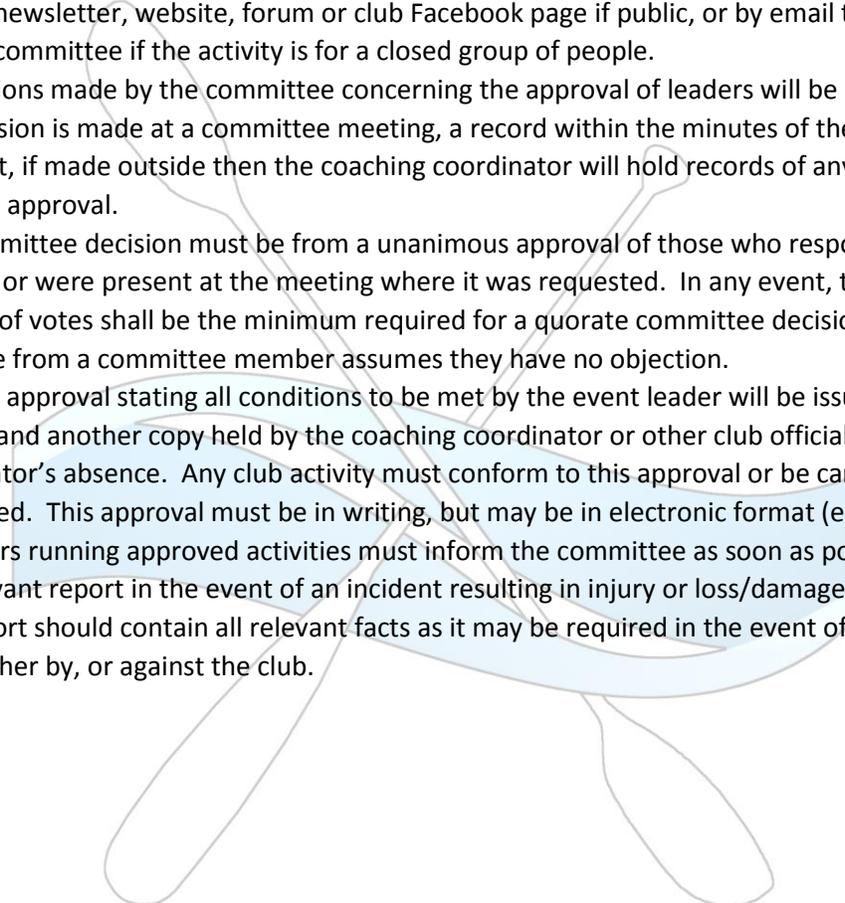
1. Person proposing the event should speak to the trip coordinator or coaching coordinator as applicable. The trip coordinator/coaching coordinator should ascertain full details of the event or series of events, and propose them to the committee. This will include dates (or span of dates), venue (or classification of venue), level of participants, proposed coaches, leaders and assistants and any other pertinent details.
2. The committee will decide if the event is suitable to be run as a club event, and add any restrictions they wish to satisfy themselves that the event will operate in a manner suitable for a club event. Once the committee is satisfied, they will grant approval for the event or series of events. This approval will be recorded by the secretary via minutes or other method (e.g. email) if the decision is not taken at a committee meeting. Should the committee refuse approval, assistance will be given to the proposer to help rectify the issues to make the event a club event.

Coaches / leaders

1. The club has a robust method of approving persons to run activities on behalf of the club, detailed in the "Club Trips Policy" on the club website. This includes consideration of their qualifications, paddling experience on the type of water proposed, previous experience of running/assisting/attending club events and PVG status. All persons who are running club activities must be approved as below.
 - a. Paddlers who do not hold the relevant NGB qualification may be considered for club trip leader status provided their experience and supporting qualifications (e.g. First Aid) are suitable. The committee may require the paddler to attend a training day with a nominated person (e.g. the RCO) to obtain external validation of that person's suitability to run activities. This approval may be granted for a specific venue and time, or may be more broad depending on the experience of the paddler.
 - b. Paddlers who hold a suitable NGB qualification are also required to seek approval from the committee before running a club activity. This approval will also take into account experience and supporting qualifications, but will not require external validation. Copies of the relevant qualifications should be submitted to the coaching coordinator when requested, and updated as applicable.
 - c. Paddlers who hold NGB qualifications that are expired or wish to run an activity out of remit (e.g. in water or weather conditions, or with paddler numbers exceeding those stated by the BCU in the Terms of Reference Document) must request specific approval

from the committee for the activity or series of activities concerned. The committee may add further restrictions or conditions before granting approval.

- d. For paddlers who a running a single activity, approval will be only for that single activity and the committee may require full details of the activity as part of the approval.
 - e. For paddlers running a series of activities, or regularly running activities approval may be granted for a period of time. This may be for a specific series of activities or time frame, and may contain other restrictions as decided by the committee. All activities approved under this clause must be documented either by publishing them in advance in the newsletter, website, forum or club Facebook page if public, or by email to the committee if the activity is for a closed group of people.
2. All decisions made by the committee concerning the approval of leaders will be documented. If this decision is made at a committee meeting, a record within the minutes of the meeting is sufficient, if made outside then the coaching coordinator will hold records of any emails etc sent agreeing approval.
 3. The committee decision must be from a unanimous approval of those who respond to the request, or were present at the meeting where it was requested. In any event, the minimum number of votes shall be the minimum required for a quorate committee decision. Non response from a committee member assumes they have no objection.
 4. A formal approval stating all conditions to be met by the event leader will be issued to the paddler and another copy held by the coaching coordinator or other club official in the coaching coordinator's absence. Any club activity must conform to this approval or be cancelled / postponed. This approval must be in writing, but may be in electronic format (e.g. an email).
 5. All leaders running approved activities must inform the committee as soon as possible and fill in the relevant report in the event of an incident resulting in injury or loss/damage of equipment. This report should contain all relevant facts as it may be required in the event of an insurance claim either by, or against the club.



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