



ORGANISATION & RESPONSIBILITIES

1. The Chair

- Overall organisation and running of the club including promotion and club development.
- Chairs meetings including regular committee meetings and the club AGM.
- Strategic planning and key decision-making duties.
- Uphold Club Constitution and National Governing Body regulations.
- Delegating, leading, and motivating club volunteers towards club goals/objectives.

2. The Secretary

Organising meetings

- Plan club meetings with the chairperson and agree an agenda with all club officers.
- Circulate details of meetings (time, location, agenda etc.) to club members.
- Take minutes and circulate to meeting attendees.
- Follow-up with relevant parties on key actions arising from meetings.
- Ensure meetings adhere to procedures of the club constitution (e.g., quorums and election procedures).

Club Correspondence & Communication

- Initiating and responding to all club correspondence (dealing with queries, official NGB correspondence etc.)
- Filing all club correspondence (incoming & outgoing)
- Adhere to Governing Body rules on communication (e.g., format/timing of response to written communications)
- Compile report on club activities for AGM.

General Administration

- Managing club membership, registration, and team affiliation (in conjunction membership member and race team manager).
- Keeping an accurate record of contact details for members, officers and third parties.
- Handling club insurance and related paperwork (e.g., filing of injury claims)
- Maintain appropriate records of membership and communication and club documents such as the club constitution.
- Assist the Chairman in strategic planning of ongoing club development.



3. The Health and Safety Officer (HSO)

- Ensure that Newbury Canoe Club is compliant with the Health and Safety at Work Act 1974. *(See Health & Safety **Compliance** check list)*
- Produces risk assessments, with support of Subject Matter Experts (SMEs), regularly review, and updates as required. All risk assessments should be communicated and made available to all NCC members and contractors.
- The minimum risk assessments required to operate safely and in accordance with the HASAWA 1974 are:
 - NCC access / egress to grounds including club house, boat sheds and storage areas.
 - Fire risk assessment.
 - First Aid risk assessment.
 - Generic paddle activity for day-to-day club members of all levels remaining locally (10km) east and west of Newbury.
 - Lone working / occupancy *(Using gym equipment)* risk assessment.
- Risk assessments should be reviewed after an incident, after a considerable change to process or procedure or annually.
- Communicates updates of any risk assessments to the committee and club members.
- Works with the Senior Club Coach to support all Club Coaches with risk assessing and offering advice on any training taking place.
- Manages / reviews the monthly health & safety checks and carryout any remedial actions as required to ensure compliance. *(See Health & Safety **monthly** check list)*
- As a minimum ensure the following is displayed on the health & safety notice board:
 - HASAW Poster.
 - Copy of the Clubs liability insurance.
 - Any minutes from the previous safety meetings.
 - Names of those who are First Aid Trained.
- Manages the annual compliance audit with support as required, compiles a full report which is presented to the committee.
- Ensure all members have completed a safety induction with records maintained.
- Monitor the accident / incident book and carry out any investigations so as to reduce the risk of further incidents of similar nature.

4. The Head Coach

- Holds an up-to-date record of all Club Coaches and their qualifications.
- Annually assesses Club Coaches during periods of coaching / training to ensure level of competence is maintained or confirms through logbook entries signed by a witness of equal or higher qualification than that of whom is being assessed.



- Reviews all coaches' individual risk assessments prior to delivering coaching / training sessions.
- Supports club coaches with their development by encouraging and guiding them on the next steps of progressing through the Paddle UK coaching scheme.
- Identifies new potential club coaches, supports their development, and assesses them prior to attendance on a Level 1 Coach course.
- Supports club members through coaching on improving technique during regular organised training sessions whether locally or through club trips.

5. The Club Treasurer

- The club treasurer manages the finances of the club, reports on the club's financial performance and spearheads the fundraising effort to ensure the club has the necessary funds to be successful.
- Creating and maintaining the club's annual budget.
- Ensuring accurate and up-to-date records of all club income and expenditure
- Payments to third parties.
- Prepare and issue invoices.
- Manages the club's bank account.
- Preparing financial statements ahead of the Annual General Meeting.

6. The Equipment Officer

- Keep an up-to-date inventory of all club owned equipment including all watercraft & mechanical gym equipment.
- Responsible for removing any reported damaged equipment and isolating the equipment to prevent further use.
- Damaged or unsafe equipment should be repaired or disposed of at the earliest opportunity to prevent use. If not possible, the equipment should be quarantined and marked, "DO NOT USE".
- Provide a club equipment storage plan and display within the boat shed to support the use of club equipment.
- Carry out an annual check of all club paddling equipment to confirm the inventory is up to date and equipment is safe to use.
- Control the storage of private boats ensuring they are included on the storage plan and displayed.
- Provide an annual update of the equipment itinerary to the committee with recommendations of purchasing, disposing or repair.

7. The Safeguarding/Welfare Officer

- Responsible for advising on any safeguarding processes such as protecting young people or vulnerable adults from physical, mental, or emotional abuse.
- The Welfare & Safeguarding Officer should be trained according to the Paddle UK requirements which can be found on the Paddle UK website.

- All Welfare & Safeguarding policies are to be reviewed annually and any updates communicated to all members of NCC.
- Any new or updated policies should also be updated to display the correct version via the NCC website.



- Supporting all Club Coaches with any changes / updates delivered from Paddle UK.
- Developing, implementing, and reviewing safeguarding policies and procedures.
- Coordinate and oversee safeguarding procedures, as well as act as a first point of contact for anyone with concerns.
- Bring any concerns to the attention of the Club Chair.

8. Club Coaches / Instructors / Leaders

- Responsible for ensuring any training or coaching sessions comply with the Paddle UK syllabus.
- Develop, implement, and review Specific Risk Assessments (SRAs) for coaching and training sessions they are delivering.
- Keep an up-to-date logbook of all coaching and training sessions delivered.
- Present, when asked, all relevant logbook experience and qualifications to the Head Coach for review.
- Ensure they remain current and competent in line with Paddle UK guidelines for continuation training.
- Responsible for the safety, welfare of all students under their direction before, during until completion of the lesson/session.
- Where required, maintain their first aid qualification as per Paddle UK guidelines for coaches.
- Ensure all students are fit to paddle prior to accessing the water.
- Report any incident immediately or as soon as it is safe to do so to the Head Coach or Safety Officer.
- Always carry or have immediate access to the following equipment during coaching or delivery of training:
 - Mobile phone.
 - First Aid Kit.
 - Throw / Tow rope.
- Check all student equipment prior to use to ensure it is serviceable and fit for purpose.
- Assess the weather and water state (Flow, levels) prior to starting any coaching or training session and only proceed if safe to do so.
- Ensure safe manual handling of all craft when carrying. Equipment should be carried in pairs where possible.

9. Race Team Leader

- Acts as Team Captain during racing events.
- Responsible for organising the Newbury Canoe Club Team when attending race events.
- Coordinating transport and boats to and from races.

10. Other Roles

- At the discretion of the committee, other roles may be appointed subject to requirements such as: Waterside, young persons, and the paddles representative.