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| **Chair:** | **SR (Chairperson)** | **Date: 31/01/2022** |
| **Review:** | **SC (SC Review 2022)** | **Date: 31/01/2022** |

**Haverfordwest Kayak Club Committee Responsibilities**

**Chair:**

Safety Management Role:

* Chair Club meetings.
* Monitor and provide support to ensure club safety management processes are working effectively.
* Maintain, with full committee approval, up to date procedures for approval of “Closed club events” and regular “Open club events”.
* Ensure committee approval of ad hock “Open club events”.
* Ensure the club is run in accordance with the Club Constitution.

Other Roles:

* Refer to: <https://www.britishcanoeing.org.uk/uploads/documents/Chairperson-Role-and-Responsibilities.pdf>

**Secretary:**

Safety Management Role:

* Documentation is checked on an annual basis and where necessary reviewed.
* Documentation is saved in agreed locations and up to date.

Other Roles:

* Organise general committee and member meetings including the AGM.
* Document agenda and minutes of the above meetings.
* Deal with general correspondence with the club.
* Refer to: <https://www.britishcanoeing.org.uk/uploads/documents/Secretary-Roles-and-Responsibilities.pdf>

**Treasurer:**

Safety Management Role:

* Ensure equipment and property is insured for public liability and loss.
* Ensure the club is able to meet its financial obligations.

Other Roles:

* Keep accurate accounts and produce an annual balance sheet for the AGM.
* Refer to <https://www.britishcanoeing.org.uk/uploads/documents/Treasurer-Roles-and-Responsibilities.pdf>

**Welfare Officer:**

Safety Management Role:

* DBS registered.
* Register as Safeguarding officer with Canoe Wales and complete necessary training, see document T5 detailed below.
* Process Disclosure and Barring Service checks for required club members.
* Manage child protection referrals within the club in line with Canoe Wales child protection procedures.
* Ensure the club is compliant with Canoe Wales child protection procedures.

Other Roles:

* Refer to: Canoe Wales document “Club Safeguarding Officer Job Description”, number: T5.

**Coaching Coordinator:**

Safety Management Role:

* DBS registered.
* Ensure all coaches fulfil the British Canoeing Coach Update requirements and remain full members of Canoe Wales.
* Annually audit Canoe Wales online “Just Go”, “Club Profile”, “Club Details”, “Club Reports”, “Club Member Qualifications” spreadsheet detailing coaches’ credentials, first aid and update expire dates to ensure practicing coaches are keeping up to date.
* Maintain an up to date list of coaches signed off for specific activities.

Other Roles:

* Manage club Training policy.
* Refer to: <https://www.britishcanoeing.org.uk/uploads/documents/Coaching-Coordinator-Role-and-Responsibilities.pdf>

**Health and Safety Officer:**

Safety Management Role:

* Register as Safety Officer with British Canoeing and attend Event Safety Training.
* Chair the club safety committee to put in place policies and implementation plans for health and safety issues.
* Act as the first point of contact for club staff, volunteers, young people and parents, for any issue concerning health and safety.
* Ensure all accidents are correctly reported in accordance with the British Canoeing procedures and records maintained.
* Maintain up-to-date risk assessments.
* Approve safety management and associated risk assessment for “Open club events”. (This can be delegated if required to another committee member with British Canoeing Event Safety Training).

Other Roles:

* Ensure confidentiality is maintained and information is only shared on a ‘need to know’ basis
* Keep up to date with the latest training requirements from British canoeing.
* Refer to: <https://www.britishcanoeing.org.uk/uploads/documents/Health-and-Safety-Officer-Role-and-Responsibilities.pdf>

**Membership Secretary:**

Safety Management Role:

* Maintain an accurate record of the membership including member emergency contact, disclosed medical conditions and Canoe Wales qualifications. UNDER REVIEW HOW
* Ensure club coaches have access to emergency contact and medical condition information in line with club procedures. UNDER REVIEW HOW
* Maintain member confidentiality in line with GDPR requirements.
* Keep a register of members who do not wish their photographs shared.
* Ensure youth contact details are only disclosed to members with DBS check.
* Audit members Canoe Wales membership numbers to ensure third party insurance for club events is in place.

Other Roles:

• Collect and process membership forms and fees.

**Event Organiser:**

Safety Management Role:

* Ensure all club closed events (trips) follow the club event approval procedure.

Other Roles:

* Refer to: <https://www.britishcanoeing.org.uk/uploads/documents/Events-Trips-Organiser-Role-and-Responsibilities.pdf>. However, as the role is for closed trips, event training not required.

**Equipment Officer:**

Safety Management Role:

* Ensure all club equipment is verified as fit for purpose in line with club procedures.
* First point contact for any equipment issues, withdrawing unsafe equipment from use as required.
* Ensure the club trailer is maintained in a safe roadworthy condition.
* Monitor Bridge Meadows river access for signs of wear and implement necessary maintenance.

Other Roles:

* Ensure adequate equipment is available for club trips and arrange purchase of replacement equipment.

This document was adopted by the committee in January 2019. It was reviewed in January 2022 by S Coulson and S Reeves. It will be reviewed again in January 2024.