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| **Treasurer:** | **Steve C** | **Date: 13/02/2019** |
| **Chair:** | **Stuart C** | **Date: 13/02/2019** |

**HWKC Training Policy**

**Aims**

The Club will offer financial support to members for the purpose of developing their Coaching and Leadership skills, adding value to the Club and enhancing the Club’s events.

**Development Plan**

The Committee during the first ordinary meeting following the AGM, will decide the training to be supported financially for the coming year, based on the recommendations of the Coaching Coordinator and budget constraints. In making those recommendations, the Coaching Coordinator will take account of any relevant gaps in the skills and knowledge of the Club membership, any requirements to refresh or maintain knowledge, and any needs of eligible members to progress their skills to an appropriate higher level. The Club will give priority to any relevant training that improves the safety of club members. This will form a key part of the club development plan.

The committee may also adopt a longer term vision of the club that will allow flexibility to support training requests that fall outside the immediate needs but provide good opportunities to match the clubs longer term objectives with the members coaching aspirations.

**Funding**

The procedure below gives the coaching subcommittee the authority to approve certain categories of training and indicates the courses that will normally be funded. Support for other courses and request such as travelling costs and overnight accommodation would be put to the full committee. Any decision by the subcommittee can be appealed to the full committee.

**Eligibility**

To be eligible for financial support, members will need to have been a Club member for at least 12 months and be able to demonstrate an active part in the club’s activities.

Members who have been financially supported by the Club will be expected to share their knowledge and skills with other members.

**Coach Training approval Procedure**

**Funding Covered by this Policy**

The coaching subcommittee can approve course funding to the following limits.

First Aid Courses: A one or two day course which meet the minimum requirements of the members BC coach/leader qualification at a max rate of £70 per day.

Child Protection Courses: The costs of the child protection course.

Coach / Leader Course: The minimum number of formal days training set for the British Canoeing coach/leader course at a maximum rate of £90 per day. This will include the compulsory safety courses associated with the qualification. **The club will only pay for a successful assessment course.**

Ad hoc Courses: Ad hoc requests for financial support for relevant training up to £50.

The subcommittee can approve a maximum of 4 days of course funding per person per year.

**Application**

The coaching subcommittee will request expressions of interest and associated applications from members in January. The Coaching Coordinator will also review the revalidations expected that year. The coaching subcommittee may consider applications through the year where funding permits.

**Application Assessment**

The coaching subcommittee will assess the application by the following list of criteria in priority order:

1. Club Budget and available Grant Funding.
2. Equality of opportunity.
3. Cost efficiency. (E.g. Hiring in a coach to train a number of members.)
4. Up to date coaching and leadership log book.
5. First aid and child protection revalidation for existing coaches.
6. How closely it matches the clubs current development plan.
7. Contribution of the member to the running of the club.
8. How closely it matches the clubs long term leadership and coaching priorities.

The coaching subcommittee will assess the application and either:

1. Approve funding.
2. Approve funding subject to log book.
3. Refer decision to club committee.
4. Advise why at this time we cannot recommend funding it.

The funding may also be subject to grant approval.

**Course Booking**

If approved the member may then book the course (assuming any conditions fulfilled) and inform the Coaching Coordinator. The member must pay Canoe Wales registration fees and full membership prior to paying for the course. Members will pay for a course in advance and claim from the club after completion.

**Haverfordwest Kayak Club Training Funding Application**

**Name: Application Date:**

**Revalidation of a first aid course:**

Please attach evidence of Canoe Wales coach/leadership revalidation or detail below. What would you like to say about your “Contribution to the running of the club?”

**British Canoeing coach and leadership, associated safety training and associated first aid qualifications**

Course funding requested for:

Do you have the course pre-requisite’s detailed clearly in you log book. If not what is you plan to achieve these.

What would you like to say about your “Contribution to the running of the club?”

What would you like to say about your future “Contribution to the running of the club?” and how does this fit in with the club development plan.