



Upton Warren Canoe Club

Club General Operating Procedures

Official Club Documents

- 1. Club Affiliation**
- 2. Club Constitution**
- 3. Code of Conduct**
- 4. Operating Procedures**
 - 4.1. General Procedures
 - 4.2. Coaches Agreement Signatures
 - 4.3. Activity Procedures
 - 4.4. Pool Operating Procedures
- 5. Risk Assessment**
- 6. Policy's**
 - 6.1. Welfare Safeguarding and Child Protection Policy
 - 6.2. Equality and Diversity Policy
 - 6.3. Anti-Bullying Policy
 - 6.4. Privacy and Data Protection Policy
 - 6.5. H&S Policy
 - 6.6. Policy on Photography and Video of under 18
 - 6.7. Policy on Conduct

Other Club Documents/Records

- 1. Accident Book**
- 2. Club Assets**
- 3. Club Forms**
 - 3.1. Trail Membership Form
 - 3.2. Coaching Bursary Application Form
 - 3.3. Reginal Development Team Bursary Application Form
 - 3.4. Equipment Hire Form
 - 3.5. Accident Report Form
 - 3.6. Temporary Membership Cards
- 4. Coaches Qualification List**
- 5. DBS Checks**
- 6. Membership Details (Confidential)**
 - 6.1. Temporary/Trail Membership Forms (Manual Copy)
 - 6.2. Medical & Emergency Contact Information (Manual Copy)
- 7. Minutes**
- 8. Registers & Finances**
 - 8.1. Current Years Registers
 - 8.2. Previous Years Registers
 - 8.3. Paid out Bursary Application
- 9. Miscellaneous**



Upton Warren Canoe Club

Club & Committee Contact Details

Secretary- Main Contact

Name: Duncan Thomas
Address: 19 Bilford Avenue, Worcester, WR3 8PJ
Email: secretary.uwckc@gmail.com
Mobile: 07968 587538

Chairman

Name: Ben Butts
Address: 68 Monarch Drive, Worcester, WR2 6ES
Email: chair.uwckc@gmail.com
Mobile: 07961 045358

Treasurer

Name: Stephen Edge
Email: treasurer.uwckc@gmail.com

Welfare Officer

Name: Richard Banks
Email: welfareofficer.uwckc@gmail.com

Website Admin

Name: David Banks
Email: web.uwckc@gmail.com

Lead Coach

Name: Mel Wycherley
Email: committee.uwckc@gmail.com

Parent Rep

Name: Rachel Sam
Email: committee.uwckc@gmail.com

Junior Rep

Name: Jordan Edge
Email: committee.uwckc@gmail.com

Open Boat Rep

Name: Paul Moseley
Email: committee.uwckc@gmail.com



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Data Access

All official policy's and forms listed above are to be made access to any members of the club, through the clubs website and manually during the club sessions. Committee members can also gain access through the clubs google drive.

All other none confidential club documentation listed on page 1 will be made available to the committee through the club's google drive, via the club's google email address. All passwords to emails will be changed after any change to current elected committee members.

Confidential Documents Access

Full Membership Details (Membermojo online access)

1. **Ben Butts (Chairman)**
2. **David Sam (Website Admin)**
3. **Richard Banks (Welfare Officer)**

Medical Details and Emergency Contact Information Folder

A manual copy of member's medical information and Emergency contact details will be made accessible to all coaches and club officials running sessions upon request. The manual folder will keep all temporary membership forms and a spreadsheet of all join members details.

Banking

- An annual review of the accounts must take place at the first committee meeting after the clubs financial year, which is April-March.
- Three signatures should be approved on the club accounts-
 - **Ben Butts (Chairman)**
 - **Stephen Edge (Treasurer)**
 - **Duncan Thomas (Secretary)**
- **Stephen Edge (Treasurer)** will have sole access to accounts through online banking
 - Any payments/changes must be verified through **Ben Butts (Chairman)** before actioned.
 - **Ben Butts (Chairman)** will hold the security key for internet banking, so no action can be carried out, without verification.



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Coaches Qualifications

- All coaches who coach for the club must:
 - British Canoeing Membership
 - Up to date on Coaching Qualifications i.e. Attended a update within the last 3x years
 - First Aid (if coach independently)
 - Have a current DBS Certificate
 - Attended a Child Protection/vulnerability training
- Each coach will have an annual review by a club officer to ensure they are up to date to coach and also have read and signed the club's current operating procedures.

Equipment/Container

- The keys for the container are to be held by:
 - **Ben Butts (Chairman)**
 - **Stephen Edge (Treasurer)**
 - **Paul Moseley (Canoe Rep)**
- A spare key will be kept by **Ben Butts (Chairman)** to be issued out if required, at approval of the committee.
- A hire form must be filled in and signed before any kit is to be hired out to members.
- Hire to non-members will only be at the approval of the committee.
- Any movement of club kit must send to the attention of **Ben Butts (Chairman)** to be documented on an online spreadsheet.
- All equipment must be checked prior to being used and any damage to be brought to the attention of **Ben Butts (Chairman)**, who will document. A label should be attached if item are unsafe for use.