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| --- | --- | --- | --- | --- |
| **Safety** |  | **Financial and Process** |  | **Personal** |
| **Club Members Responsibilites** |  | **Overview Risk Assessments** |  | **Sheltered Water Site Specific Risk Assessements** |  | **Moderate and Advance Water Risk Assessments** |  | **Finance (PRIVATE)** |  | **Equipment** |  | **Record Keeping (PRIVATE)** |  | **Membership** |  | **Child Protection** |
| **1** |  | **2** |  | **3** |  | **4** |  | **5** |  | **6** |  | **7** |  | **8** |  | **9** |
| 11 Constitution |  | 21 Health and Safety Policy  |  | 31 Pool |  | 41 Pembrokeshire Coastal Trips Risk Assessment |   | 51 Club Finance and Risk Policy |  | 61 Equipment Maintenance Procedure |  | AGM Minutes |   | ~~81 Adult Membership Form~~ |  | 91 Child Protection Policy |
| **Chair** |  | **H & S Officer** |  | **H & S Officer** |  | **H & S Officer** |  | **Treasurer** |  | **Equip Officer** |  | **Secretary** |  | **Memb Sec** |  | **Welfare Off** |
|   |  |  |  |  |  |  |   |   |  |  |  |  |   |   |  |   |
| 12 Schedule of Documentation |  | 22 General and discipline risk assessments |  | 32 Dale |  | 42 White Water Llandysul |   |   |  |  |  | Committee Minutes |   | ~~82 Youth Membership Form~~ |  | 92 Youth overnight consent form |
| **Chair** |  | **H & S Officer** |  | **H & S Officer** |  | **H & S Officer** |  |   |  |  |  | **Secretary** |  | **Memb Sec** |  | **Welfare Off** |
|   |  |  |  |  |  |  |   |   |  |  |  |  |   |   |  |   |
| 13 Committee Responsibilities |  | 23 Incident Recording form (JUST REF CW WEBSITE) |  | 33 St Brides |  | 43 Pembrokeshire Surf Beach |   |   |  |  |  | Annual Accounts |   | 83 Coach and Leader Training Policy |  |   |
| **Chair** |  | **H & S Officer** |  | **H & S Officer** |  | **H & S Officer** |  |  |  |  |  | **Treasurer** |  | **Treasurer** |  |  |
|   |  |  |  |  |  |  |   |   |  |  |  |  |   |   |  |   |
| 14 Club event approval procedure |  | 24 Canoe Polo Risk Assessment |  | 34 River Cleddau Haverfordwest |  |  |   |   |  |  |  | Equipment List  |   | 84 Emergency Contact & Medical proformer |  |   |
| **Chair** |  | **H & S Officer** |  | **H & S Officer** |  |  |  |  |  |  |  | **Equip Officer** |  | **Memb Sec** |  |  |
|   |  |  |  |  |  |  |   |   |  |  |  |  |   |   |  |   |
| 15 Adult Member Statement of Participation |  |  |  | 35 Treffgarne Quarry |  |  |   |   |  |  |  | Membership Database |   | 85 Membership Joining Process |  |   |
| **Chair** |  |  |  | **H & S Officer** |  |  |  |  |  |  |  | **Memb Sec** |  |  |  |  |
|   |  |  |  |  |  |  |   |   |  |  |  |  |   |   |  |   |
| 16 Youth Section Statement of Participation |  |  |  | 36 Solva Harbour |  |  |   |   |  |  |  | Member coaching and proficiency qualifications |   |   |  |   |
| **Chair** |  |  |  | **H & S Officer** |  |  |  |  |  |  |  | **Coaching Co** |  |  |  |  |
|   |  |  |  |  |  |  |   |   |  |  |  |  |   |   |  |   |
|  17 Forward Plan |  |  |  |  |  |  |   |   |  |  |  | Canow Wales Correspondence: Inc their SOP |   |   |  |   |
|  **Chair** |  |  |  |  |  |  |   |   |  |  |  | **Chair** |   |   |  |   |
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|  |  | Required by Canoe Wales |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|   |  | Reviewed 2019 and uploaded to website |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|   |  | Reviewed 2019 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|   |  | Await others review |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|   |  | Written need review |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|   |  | Need review or colating |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|   |  | To be written |  |  |  |  |  |  |  |  |  |  |  |  |  |  |