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| **Chair** | **SC** | **Date: 27/12/2018** |
| **Health and Safety Officer:** | **SL** | **Date: 09/01/2019** |

**Club Event Approval Procedure (review January 2020)**

**Forward:**

The club committee have created the following Event Approval Procedure to ensure that a suitable “Safe Person” (as outline in reference 1, page 23) will approve and run all club “Closed” Events.

Trips organised by members via email or social media are **NOT** club trips.

**Close Club Event Procedure:**

This procedure is specific to each sport discipline overseen by British Canoeing. So a sea moderate water leader would only be approved for the sea discipline.

“Trip” is used to refer to a “Close Club Event”.

**Club Approval of a “Trip Approver”**

1. The club committee will approve a member to authorise club trips, a **Trip Approver**. The committee will state the associated sport discipline and water difficulty they can approve. The **Trip Approver** will have leadership qualifications at Moderate Water Leader or above with experience leading similar club trips.
2. The **Coaching Coordinator** will keep a record of the members who are **Trip Approver’s**, including discipline and water difficulty.
3. The **Coaching Coordinator** will also keep a record of members British Canoeing Coaching Scheme qualifications.

**Calendar Trip:**

1. The committee **Event Organiser** will draw up an annual calendar of events and allocate a **Trip Organiser** to run these. (This system helps train intermediate members).
2. All trips will be allocated a **Trip Approver**. The **Trip Approver** will provide risk assessment mentorships to **Trip Organisers** who do not have a 3 star with either: (a) at least 3 years organising trips for the club or (b) current coaching qualification. The **Trip Organiser** and **Trip Approver** can be the same person.
3. The **Trip organiser** will post the trip location on the website a few days before when reliable weather information is available. They will identify the key trip risks with reference to the relevant club risk assessment.
4. The **Trip Organiser** will then ask the **Trip Approver** to approve the trip.
5. If the **Trip Approver** is attending the event they will review the acceptability of the risks associated with the proposed location; expected environmental conditions and ability of the paddlers the proposed trip is targeted at. They will then add a comment to the trip website page to state this has been done. They will then perform a dynamic risk assessment before the trip.
6. If the **Trip Approver** cannot attend ideally they will swap with another **Trip Approver** who can. However, they can still approve a trip provided they are satisfied the **Trip Organiser** is capable of acting as the “**Safe Person**” on the day and they provide a clear written plan including the boundaries on the environmental conditions, number and ability of members attending. If the trip will involve more than one group of paddlers a **Safe Person** should be approved for each group.
7. If the bureaucracy fails any **Trip Approver** attending a trip will be assumed to have authorised it.

**Youth Trip:**

1. Youth Trips will normally be run by a British Canoeing Coach or Leader within their award remit and “suggested participation ratio”, reference 2. However, a **Trip Approver** may permit a trip outside this strict guidance with a written record of their decision process.

**Short notice Trip:**

1. Pembrokeshire sea, river and surf environments are highly variable and the club supports events being organised at short notice to take advantage of ideal conditions provided they meet the conditions of an approved “Closed Club Event”.

**Conditions for an approved “Closed Club Event” (Trip):**

1. A club trip must be posted on the Web site, the clubs “Diary”.
2. A club trip must be either:
   * Approved by a **Trip Approver**.
   * OR run by a British Canoeing Coach or Leader within their award remit and “suggested participation ratio”, reference 2.
3. The **Trip Approver** must attend the Trip in advanced conditions.
4. Each group must consist of at least 3 paddlers.
5. Club members wishing to attend the trip must sign up on the website with their canoe wales number. For Youth trips parents must sign up on the website. In doing so members/parents are taking the first step in “Acknowledgment of risk”, “declaring themselves’ competent to handle the conditions of the activity” and acknowledging they have Canoe Wales insurance.

**Open Club Event Procedure:**

This procedure will be limited to activities at designated risk assessed sheltered water sites. Events outside this remit will require a full committee review each time.

1. The **club committee** will approve the procedures and associated risk assessments for new Open Club Events.
2. Where an Open Club Event has been run successfully and may be repeated (e.g. Taster Sessions), the organisers in association with the **Health and Safety Officer** will review the procedures used after the first event and revise them where necessary. The **club committee** will then approve these procedures and authorise them to be reused, delegating the approval of such trips to the Health and Safety Officer.
3. All Open Club events must be run by a British Canoeing Coach within their award remit and “suggested participation ratio”.

(Note: A person will be insured for up to 6 taster sessions, before needing to join the club and CW)

Reference 1: British Canoeing Safety Guidelines for Paddlers, Clubs and Volunteers.

Reference 2: Environmental Definitions and Deployment Guidance for Instructors, Coaches and Leaders

**Appendix 1 British Canoeing Advice**

**Reference 1 state:**

“British Canoeing recognises the following events and activities:

• Courses run by suitably current members of the British Canoeing Coaching Scheme.

• Other events run by currently affiliated clubs. Such events should be listed in the club’s Newsletter or Diary.”

**British Canoeing defines a Club Event as any official club activity or trip:**

<https://www.britishcanoeing.org.uk/guidance-resources/safety-1/event-safety-management>

“Closed club events

A closed event is for club members only. These may be, for example, a trip, training session, coaching or one off annual event which forms part of the clubs normal activities. In such instances responsibility for the authorisation of the event falls to the club committee and guided by the appointed Club Safety Officer. The Club Safety Officer would NOT need to attend British Canoeing’s Event Safety Management Training, although Safety Officers from all clubs are welcome to do so.

Open club event

An open event is one to which other clubs / independent paddlers may be openly invited and/or the event is publicly promoted. It is the clubs event and not an event the club have been asked to run on behalf of a Discipline committee or RDT. In such instances the responsibility for the authorisation of the event, as in closed club events, falls to the club committee and as guided by the appointed club Safety Officer. However for Open Club Events the Club Safety Officer does need to attend British Canoeing’ Event Safety Management Training”

“We run some regular training at our club. Sometimes other paddlers from outside our club join our sessions. Does this mean that this is now an “open event” rather than a closed event? No. This is still a closed event.”

Hi SC

“Firstly, my understanding is BC Coaches and Leaders are part of the “British Canoeing Coaching Scheme”, though I cannot find when searching a BC document that confirms this. Based on reading previous BC documentation there is no differentiation between paid and voluntary run courses. So my understanding of Item 2 is any BC Coach or Leader taking a group on a paddle which is clearly within their award remit described a coached or lead activity would count as a BC recognised event. Some of our committee were concerned this would not be the case.”

**Yes that is the case.**

PM Workforce and Coaching Manager

SC

You could have a committee meeting to approve all the events, in the meeting you would highlight the leaders/ coaches for these events, the environments/ conditions when they can occur, ratios etc. As such setting up a standard operating procedure (SOP) for the event which the club (committee) have all approved. As long as the subsequent events follow that SOP the club have approved them.

Theses are a total of six sessions for the individual attending, before that individual would need to become a club member and (at least) an associate member of Canoe Wales.

I hope this all helps

**RG**

**Regional Development Officer**

RG

On the come and try these would be described by BC as an open event is my understanding.  At present each one of these would need full committee approval.  I looked at the web page you pointed to prior to asking you.  Basically, I want to be able to set up procedures so that come and try events can be run simply at the same site without full committee approval.  The web site does not appear to join the dots between come and try events and open event approval system.  I will forward a question I have sent to PM, at it may be that any coach running a course within their remit would count as a BC event.

Secondly, insurance of come and try events.  “The BC website states:  “British Canoeing Affiliated Clubs are covered under the British Canoeing Civil Liability Insurance to deliver up to 6 introductory sessions to non-members. After 6 sessions non members must join the club in order to be included in the club liability insurance.”  Is this the case in wales and is the number 6 individual or a club annual limit.  I.e  A person receives 6 or the club can put on 6 a year.  We normally expect someone to join after 2.

SC