

Halifax Canoe Club Events Policy

The purpose of this policy is to clarify the process for organising events that can be promoted as Club events.

The Club has a duty to ensure the safety of everyone taking part in Club activities by ensuring these are led / coached by appropriately qualified and experienced people in line with relevant Club policies.

The Club also wants to encourage members to attend other paddling events and for groups of members to paddle together informally. These other paddling opportunities can be promoted to members through the Club's website, newsletter and social media. It should be made clear to members that they must make their own decisions about the suitability of the event for them.

What is a Club Event?

These are events and activities organised by the club for its members. These will be either:

- Coached or led by suitably qualified Club coaches or leaders. This will be in accordance with existing Club 'Home Waters' policies and guidance, based on BC [Deployment Guidance for Coaches and Leaders](#) for the relevant environment and craft.
- Coached or led by coaches or leaders from a third party who are suitably qualified to that activity (e.g. White Water Safety & Rescue or Leadership courses run by a recognised provider, trips that will be led by an appropriately qualified commercial provider).
- Organised events (slalom races, wild water races, etc) where a Club coach is taking a groups.
- Any sessions run for other organisations by Club coaches using Club equipment are considered to be Club activities (e.g. one off sessions for scouts, workplaces).

Club events must be agreed in advance by the Club's Committee (to meet insurance requirements).

What is not a Club Event?

Essentially this is any other paddling opportunity where the Club is not involved in, or responsible for the safety of the activity (and hence members are not covered by Club insurance). Here paddlers are responsible for making their own decision about whether the activity is suitable for them and their safety. Examples would include:

- Promoting other events such as the Tyne Tour, slalom races, freestyle events
- A group of members organising and doing river or other trips together
- Members arranging to paddle together at the club outside of coached activities

Promotion of Events:

- **Club events** will be promoted on the Club's website, social media and newsletter, clearly identifying that they are Club events.
- **Slalom and other competitions** where the organiser makes safety arrangements may be promoted on the Club's website, social media and newsletter, clearly identifying that they are Club events.
- **Other Events and Trips** may be promoted on the Clubs website and 'HXCC Members' Facebook group clearly identifying that it is not a Club event (by highlighting in a different colour on the website or titling as 'unofficial' on the Members Facebook group).
- Members can use the Members Facebook group to arrange informal paddling with other members. They are encouraged to check Club calendars to avoid clashing with Club events.

Organising a Club Event

To be a Club Event, it **must** be organised through and approved by the Club Committee in advance. This is to ensure the Club satisfies its duties to ensure the safety of members attending Club events, and to manage potential clashes of events organised by different people. It is not intended to prevent people from organising appropriate paddling activities.

Approval of events should be done by the organiser contacting the following Club officials with as much detail as possible about the proposed event / activity to seek agreement (see Appendix 1):

- the Events Officer (events@halifaxcanoe.org.uk) to avoid / minimise other Club activities that may be on the calendar or in planning.
- the Equipment Officer (equipment@halifaxcanoe.org.uk) to ensure any Club equipment is likely to be available.
- the Coaching Officer (coaching@halifaxcanoe.org.uk) to ensure the proposed leader /coach / assistants are appropriately qualified.
- the Welfare Officer (welfare@halifaxcanoe.org.uk) to ensure any potential safeguarding issues have been considered.
- Where relevant these Club officers may seek input from other committee members.

Those organising a proposed Club event should do this as early as possible to ensure any potential issues can be dealt with in good time to promote the event to members.

Relevant considerations for running Club events:

Club events must be run in accordance with Club policies, the following points particularly should be considered by organiser:

- Club Events outside of **Home Waters** must have a Club **Journey Planner and Risk Assessment** completed prior to the event. ([see Policies](#)). This should be sent to the Club's Coaching Officer (coaching@halifaxcanoe.org.uk) and Health & Safety Officer (<mailto:safety@halifaxcanoe.org.uk>) at least 2 weeks before the event.
- The **Journey Planner and Risk Assessment** should be reviewed just before the event (and dynamically during the event) in light of the expected water conditions and weather forecast.
- Where conditions on the day put an event beyond the remit of the coaches /leaders or make it unsafe for the group, those running the event must either cancel the activity or substitute an alternative trip that is within their remit and suitable for the group. This can be dynamically risk assessed on the day by coaches /leader.
- There are sufficient coaches/leaders for the numbers participating – or numbers are limited to maintain appropriate ratio's
- The organiser knows who is coming to the Event and has considered how to contact them in the event of last minute changes (e.g. cancellation due to high or low river levels)
- Appropriate safety and first aid provision is made for the activity.
- Consent forms must be completed for any under 18s who are not accompanied by a parent/guardian.
- There has been appropriate consideration of Safeguarding for any under 18s who are not accompanied by a parent/guardian (e.g. transport arrangements, ensuring parents are aware of the nature and suitability of the activity for the young person).
- The Club's Equipment Officer is aware of any Club equipment being used on the trip, and any issue with equipment is reported back.
- Any incidents, accidents or near misses are reported to the Club's Safety Officer using the appropriate reporting form ([see Policies](#)).

Appendix 1

Information required for events to be considered as a Club event and / or to be promoted by the Club

These details are needed to enable officers to approve an event as a Club Event and provide details for promotion by the Club.

For promoting paddling events run by other organisations (e.g. Competitions) it is acceptable to provide brief details and link to an event website.

Event Title:

Date & Time:

Overview:

Difficult: *(include an idea of who/what level of ability the event is suitable for)*

Where is it: *(for river trips give the nearest town/village and county)*

Where do we meet:

What do I need:

Organiser: *(include email and phone no so people can contact you to let you know they are coming or to ask questions, it is strongly recommended you get people to let you know they are coming)*

Activity Coaches / Leader:

Other Information: