



NEW FOREST KAYAK AND CANOE CLUB

Club governance documents

Last committee review date:	26th June 2023 Justin Davis, Vicky Burden, Annie Hallam, Robert Wright, Duncan Gray, Mark Shakespeare
Amended	10/7/23, 24th Oct 2023 (Justin Davis)
Next Review due:	June 2024

For ease of access, all the club's governance documents have been put into this single document. **Control and click on each item on the contents page to find the policy you want.**

Contents

Aims, Vision and Objectives	2
Code of Conduct and discipline policy	4
Committee and AGM operating procedures	6
Committee roles	8
Environmental policy	17
Equality policy	19
Financial procedures	21
Health and Safety policy	23
Legal framework and risk register	27
Insurance information	33
Standard Operating Procedures	34



NEW FOREST KAYAK AND CANOE CLUB

Aims, Vision and Objectives

Based on: [NFKCC Constitution](#)

Document created:	11 th April 2022
Author:	Justin Davis (chair)
Last committee review date:	26th June 2023 Justin Davis, Vicky Burden, Annie Hallam, Robert Wright, Duncan Gray, Mark Shakespeare
Amended	10/7/23, 24th Oct 2023 (Justin Davis)
Next Review due:	June 2024

The aims of the Club are to promote and provide facilities for the sport and recreation of kayaking and canoeing.

NFKCC aims to connect a community of paddling enthusiasts from the New Forest area and beyond so that they enjoy exploring the marine and river environment safely and sustainably. Our objectives are:

- To maintain a year-long calendar of sea kayak trips aimed at kayakers with a range of levels of experience.
- To organise winter pool sessions for members to learn and to practise rolling technique in the warm.
- To organise club training sessions where paddlers can improve their personal paddle skills and leadership skills and opportunities to gain qualifications in first aid.
- To oversee a club safety framework that:

- assesses trip leader competency
 - agrees common procedures for leading trips.
 - clearly states the conditions paddlers will experience at different grades of paddle
 - clearly outlines the experience and training required to lead trips at different grades
- To connect our community using a club website and forum so that members can easily access both club activity and organise their own paddles outside the club's safety framework.



NEW FOREST KAYAK AND CANOE CLUB

Code of Conduct and discipline policy

Based on the NFKCC constitution and British Canoeing template

Document created:	4 th April 2022
Author:	Justin Davis (chair)
Last committee review date:	26th June 2023 Justin Davis, Vicky Burden, Annie Hallam, Robert Wright, Duncan Gray, Mark Shakespeare
Amended	10/7/23, 24th Oct 2023 (Justin Davis)
Next Review due:	June 2024

It is the policy of **New Forest Kayak and Canoe club** that all club members should show respect and understanding for each other and conduct themselves in a way that reflects the principles of the Club.

The aim is for all paddlers to improve their skills and knowledge and have fun. Everyone involved in the Club should abide by the Club Rules and Policies outlined below. If you are concerned that another member isn't following the code of conduct, please pass on your concerns by email to the [club chair](#)

Paddlers should

- **All members** must wear buoyancy aids.
- Take care of all property belonging to the club or club members.
- Treat other club members with respect at all times — on and off the water — treat other paddlers as you would want to be treated yourself.
- Control tempers and avoid behaviour which may affect or upset others.
- Co-operate and listen to all other paddlers
- Make sure all activities are appropriate to the age, ability and experience of those taking part.

- Display consistently high standards of behaviour.
- Follow British Canoeing and club guidelines and policies.
- Hold the appropriate, up-dated qualifications and insurance.
- Never condone the use of prohibited substances.
- Use correct and proper language at all times.

Discipline policy

The following are taken directly from the club constitution

Restriction:

A person who has been expelled from, or refused membership of, British Canoeing, shall not be eligible for membership.

Acceptance:

The General Committee may decline to accept renewal of membership, from any person, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal of renewal may be made to the members.

Cessation of Membership

1. Any member may resign giving one month's clear notice in writing to the Secretary.
2. Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the General Committee, be suspended or expelled. Appeal against suspension or expulsion may be made to the members.
3. A member shall be deemed to have resigned from the Club if, after due notice in writing, he/she has not paid the annual subscription, which became due on an annual rolling basis. He/she may, however, rejoin at any time during that year without payment of any entrance fee.



NEW FOREST KAYAK AND CANOE CLUB

Committee and AGM operating procedures

Based on: [NFKCC constitution](#) January 21st 2013

Document created:	11 th April 2022
Author:	Justin Davis (chair)
Last committee review date:	26th June 2023 Justin Davis, Vicky Burden, Annie Hallam, Robert Wright, Duncan Gray, Mark Shakespeare
Amended	10/7/23, 24th Oct 2023 (Justin Davis)
Next Review due:	June 2024

1 General Meetings

1. An Annual General Meeting shall be held annually each year, ideally in January or February. There shall be laid before the meeting a statement of accounts detailing the financial year immediately preceding.

2. An Extraordinary General Meeting shall be called on the instructions of a simple majority of the General Committee, or on a requisition signed by not less than 51 % of the members of the Club entitled to vote.

3. Not less than 21 days clear notice shall be given, specifying to all members the time and business of the General Meeting.

4. Motions for discussion at Annual General Meetings, not of origin from within the General Committee, shall be lodged with the Hon Secretary at least 30 days preceding the AGM, and be signed by 3 members entitled to vote – unless otherwise agreed by the Executive Committee.

5. At any General Meeting, a resolution put to the vote of the Meeting shall be decided by a show of hands, of those entitled to vote, except when more than one nomination has been received for a position on the General Committee, in which case voting will be by secret ballot.

6. At all General Meetings the Chairperson will preside or, in his/her absence, a Chairperson for the meeting will be elected by the voting members present.

7. At all General Meetings not less than twenty percent of the members of the Club shall constitute a quorum.

8. Absences of Quorum: If after half an hour from the time appointed for the meeting, a quorum is not present, the Meeting, if called at the request of the members, shall be dissolved. In any other case, the Meeting shall be adjourned.

If anyone is not present within half an hour from the time appointed for an Adjourned Meeting, the members present shall be a quorum.

9. Accidental Omission: Accidental Omission to give notice of a meeting to, or the non-receipt of notice of, a meeting by any member shall not invalidate the proceedings of a meeting.

2 Liability

1. The General Committee shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of their office shall not, however, be the personal liability of the Committee, but shall be the responsibility of the Club as a whole.

3 Voting

Only full members, and family members over the age of 16 years, are entitled to vote at all meetings.

4 Alteration of Constitution

1. This constitution shall not be altered, amended, or rescinded except by a General Meeting of the Club.

2. A resolution to give effect to a change must be passed by at least 75% of the members present at the General Meeting, and voting on this behalf.

5 Auditor

Every Annual General Meeting shall appoint an Hon Auditor who shall at least once in every year examine the Accounts of the Club, and ascertain the correctness of the income and expenditure accounts and of the balance sheet.

6 Distribution of profits

The club may not make payment to members for participation in the sport which would contravene amateur status nor can any profit be distributed to members, but any profits earned shall be contributed to a General Fund for furthering the objects of the Club.

7 Termination

The Club shall not terminate except by a resolution of a Special General Meeting convened for the purpose and, in such an event, any surplus assets shall be handed over to a charitable organisation to be decided at a cessation meeting for use in related amateur Sport. Any matter not provided for in this constitution, or any question over the interpretation of it shall be dealt with by the General Committee whose decision shall be final. If the club goes into negative finance, it will cease to exist as per the termination clause with existing debt divided between club members.



NEW FOREST KAYAK AND CANOE CLUB

Committee roles

Source: based on British canoeing club role templates – see clubhouse

Document created:	18 th August 2022
Author:	Justin Davis (chair) and Robert Wright (Safety officer)
Last committee review date:	26 th June 2023 Justin Davis, Vicky Burden, Annie Hallam, Robert Wright, Duncan Gray, Mark Shakespeare
Amended	10/7/23, 24 th Oct 2023 (Justin Davis)
Next Review due:	June 2024

Club Chair

Responsible to: The Club Committee and members

Role purpose: To provide leadership and ensure an efficient, safe and well-managed club.

Commitment: As necessary and relevant committee meetings

Skills required?

The Chair should have a good knowledge of the club

Clear vision and passion for the club and a desire to see others develop and thrive.

Knowledge and experience of sea paddling – especially in the local area

- Knowledge of the club and committee roles is essential.
- Ability to influence others, without dominating
- Strong leader who can be objective but can employ diplomatic skills .
- Confident and effective in communication.
- Enthusiastic about sea paddling and able to motivate others to take part.

Main tasks

Act as an ambassador for the club liaising with British Canoeing (and other organisations) to deliver best possible practice.

1. Meetings/AGM

Work with the **Club Committee co-ordinator** to ensure that regular committee meetings (at least four per year) and the Club Annual General Meeting (AGM) happen in accordance with the club constitution.

Assist the co-ordinator to produce agendas for meetings that cover the committee calendar and ensure that minutes have been shared on the **club forum committee documents board** .

2. Club Development plan

- Work with club officers to create and implement an annual **Club Development Plan** that outlines actions the club is taking to improve the opportunities available to members. This will include working with the treasurer to identify budget requirements. Make sure that this is visible on the **club website** and in the **committee dropbox**.

3. Trip leaders/committee members – safeguarding and DBS

Keep a record on the **committee drop box** of which leaders have completed the basic online safeguarding course. Encourage and remind Trip leaders to keep their safeguarding training up to date as necessary.

4. Induction of new committee members

Hold a 1:1 meeting with new committee members to go through and agree/sign off job description and make sure that they understand the structure of club and their responsibilities.

5. Training

Organise annual outdoor first-aid training for members as appropriate. Make sure that annual leader training and safety training events are calendared and keep a record of attendees (on **committee dropbox**).

6. Working with club officers

Work with the sea-kayak trip co-ordinator, committee co-ordinator, club secretary, club treasurer, club quartermaster, club membership secretary club safety officer and club welfare officer to help them carry out their roles and to keep a record of club decision-making and policy to all members on the forum and website .

7. Implementation, Review and visibility of Policies and procedures

Work with all club officers to make sure that these are implemented effectively to ensure safe practice, that they are annually reviewed and an up-to-date version is stored and visible on the website club documents page and on the committee dropbox including:

Governance documents, Safety documents, Safeguarding documents

8. Club legal structure, risk register, personal interests

To maintain and ensure annual review of the '**Club legal structure, conflict of interest, insurance and risk register**' document on the club website and the committee dropbox to ensure that all members including the committee have an understanding of the structure and legal responsibilities of the club and are aware of the 'risk register' that records the club's liability to uninsured loss.

9. Consulting members

To ensuring that the collective views of members can be heard and represented and work with the committee develop club activities that reflect the needs and wants of the club members. This may involve asking members for annual feedback on the programme of events and how policies are working in practice.

Pool session co-ordinator

Responsible to: Club committee through the chair

Role purpose: To implement a programme of Wednesday evening pool sessions at Hounslow pool during the late Autumn and Winter months

Commitment: As necessary and relevant committee meetings

Main tasks

1. Liaise with Oaklands school to book the pool for appropriate weekly pool sessions.
2. Ensure that the pool sessions are calendared by the club secretary on the website.
3. **To make sure that there** is a rota of members to supervise the pool sessions. There should be at least one DBS checked member to supervise safeguarding and at least one trained first-aider. At least one committee member should be present to collect money. (These could all be the same person!)
4. **Management of pool sessions**
During the pool season, liaise with the committee and other volunteers to check that they are still able to supervise.

Club social secretary

Responsible to: Club committee through the chair

Role purpose: To organise and co-ordinate social events during the year

Commitment: As necessary and relevant committee meetings

Main tasks

1. Identify suitable dates for a **Christmas social** and summer barbecue and make sure these are calendared on the website and advertised timings and location well in advance.
2. **Co-ordinate members' bookings and monitor who has paid.**
3. Book and liaise with restaurant for the Christmas social
4. Co-ordinate the summer barbecue with Calshot sailing club. Make sure the event is advertised through the forum. Manage purchase of food, barbecuing and co-ordinate clear-up afterwards!

Club secretary

Responsible to: Club committee through the chair

Role purpose: To co-ordinate the club's affiliation to British canoeing, to maintain the club website and update documents after they have been reviewed

Commitment: As necessary and relevant committee meetings

Main tasks

1. In the New Year complete the **affiliation form** on the British canoeing club portal to record numbers adults/children and of British canoeing members and non-members.
2. When a new member joins the club (when you are notified by the club membership secretary) add them to the list of club members on the **British Canoeing member portal**.
3. Update **reviewed (or amended) documents** for policies and procedures on the website/club forum club documents page after committee meetings.
4. Make sure the trip calendar is populated with the trip list devised in the planning meetings.
5. Maintain the club website with appropriate images of the diversity of paddlers and events that constitute the club operation.
6. Ensure that committee contact details are up to date on website and have appropriate photo images on website. Keep website photos up to date and make sure that the members' permission has been given (see membermojo record after renewal).

A/B Grade Sea kayak trip co-ordinator

Responsible to: Club committee through the chair

Role purpose: To organise a programme of A/B grade kayak paddles throughout the year.

Commitment: As necessary and relevant committee meetings

Main tasks

1. Trip planning meetings (with C/D trip co-ordinator)

Calendar, advertise and co-chair at least two annual trip/event planning meetings at which a calendar of A/B grade trips (including the Wednesday summer evening paddles) are discussed and devised. Ensure (working with the club secretary) that the proposed trip calendar is advertised on the club events page on the website.

2. Checking Leader experience form

For each trip, check the Leader experience record **on the club google drive** to ensure that the committee has agreed the **highest trip grade a leader should lead at** (this should involve at least three committee members including two who are experienced at leading that grade of paddle)

3. Day-to-day management of trip calendar

Work with leaders to make sure that trips are effectively advertised on the forum. and take place. Remind/consult trip leaders two weeks before a trip if necessary that they have trips coming up!

4. Checking ratios, participants and first-aider

Monitor the Club trips forum page to make sure that each C/D trip is being run with the agreed 1:6 ratio of leader: participants. Where more than 6 participants sign up, make sure that a second assistant leader has been identified.

Work as necessary with the leader to share knowledge of the experience and skills of participants who want to sign up for a particular trip.

Check that there is a currently trained **first-aider** on the trip as far as possible. Discuss with the trip leader that there are appropriate co-leaders where necessary.

C/D Grade Sea kayak trip co-ordinator

Responsible to: Club committee through the chair

Role purpose: To organise a programme of sea kayak paddles throughout the year, at least one each weekend.

Commitment: As necessary and relevant committee meetings

Main tasks

1. Trip planning meetings (with A/B trip co-ordinator)

Calendar, advertise and chair at least two annual trip/event planning meetings at which a calendar of trips are discussed and devised. Ensure (working with the club secretary) that the proposed trip calendar is advertised on the club events page on the website.

2. Checking Leader experience form

For each trip, check the Leader experience record **on the club google drive** to ensure that the committee has agreed the **highest trip grade a leader should lead at** (this should involve at least three committee members including two who are experienced at leading that grade of paddle)

3. Day-to-day management of trip calendar

Work with leaders to make sure that trips are effectively advertised on the forum. and take place. Remind/consult trip leaders two weeks before a trip if necessary that they have trips coming up!

4. Checking ratios, participants and first-aider

Monitor the Club trips forum page to make sure that each C/D trip is being run with the agreed 1:4 ratio of leader: participants.

Work as necessary with the leader to share knowledge of the experience and skills of participants who want to sign up for a particular trip.

Check that there is a currently trained **first-aider** on the trip as far as possible. Discuss with the trip leader that there are appropriate co-leaders where necessary.

Club Committee co-ordinator

Responsible to: Club committee through the chairperson

Role purpose: To co-ordinate club committee meetings, send out agendas and minutes for meetings and ensure that minutes are recorded on the club forum and committee dropbox

Commitment: As necessary and relevant committee meetings

Main tasks

1. Work with the chair and committee to identify appropriate dates for the agm and committee meetings (at least four per year).
2. Refer to the club committee calendar and committee members to create an agenda for each meeting including standing items and AOB.
3. Take clear minutes at each meeting/agm and make sure a record is sent out to committee members, a copy is placed on the committee google drive and a copy is placed on the **club forum visible to members**.

Club quartermaster

Responsible to: Club committee through the chairperson

Role purpose: to ensure equipment is available and well-maintained and to advise the club on equipment use, condition, purchases required, policies and procedures for all aspects of health and safety

Commitment: As necessary and relevant committee meetings

Main tasks

1. Maintain club equipment and make purchases (checked with the committee) as the need arises during the year.
2. Carry out (and make a record of) an annual safety review and stockcheck on:
 - a) Leader kit box, VHF and electronic flare (kept at quartermaster's house)
 - b) Hounslow pool equipment (boats, paddles, bas, spraydecks, first aid kit)
 - c) Bucklers Hard equipment - Sea kayaks and open canoes (and trailer)
 - d) First-aid kit

3. Make sure a dated record of the **annual safety check** is up-to-date and available on the club forum **committee documents board** and on the **committee google documents dropbox**.

Club membership officer

Responsible to: Club committee through the chair

Role purpose: to be responsible for overseeing the membership systems listed below.

Commitment: As necessary and relevant committee meetings

Main tasks

Work with the club chair to:

1. Management of renewal period. Check membership payments have been made on the bank account before activating/re-activating membership on membermojo.
2. During the year, act as a point of email/phone contact and information for interested applicants, checking the suitability of the club for their paddling needs, checking their equipment is appropriate and pointing them towards other appropriate clubs and providers if necessary to provide for their requirements.
3. Ask new members if there are any **specific needs** they have as paddlers that will require flexibility from the club trip leaders (e.g religious, cultural, health and disability).
4. Ensure that new members have access (login details) to the club forum and are given an induction briefing about the club website and forum and how to sign up for trips and pool sessions. Act as a point of contact for these enquiries.
5. **When a new member joins, notify the club secretary so that they can be linked to the British Canoeing Club Portal.**
6. Check the 'membermojo' app is working properly to record member details for new membership applications and renewals .
7. Ensure that the club's membership requirements as described on the website are implemented and annually reviewed and updated.
8. Maintain the club facebook group to ensure that only current club members have access.

Club Treasurer

Responsible to: Club committee through the chairperson

Role purpose: To advise the club on the financial situation of the club

Commitment: As necessary and relevant committee meetings

Main tasks

1. Be a signatory of the Lloyds bank account and act as an authoriser for outgoing online payments.
2. Ensure that sufficient other committee members as necessary are approved to authorise account transactions, updating the bank mandate when necessary.
3. Keep an electronic (and paper if necessary) record of all necessary proof of purchase, receipts and invoices where appropriate.
4. Keep a folder of paper bank statements.
5. Maintain a spreadsheet to record the reason for incoming and outgoing monies.
6. Liaise with an appointed auditor to check that all transactions on the bank statement are clearly accounted in the spreadsheet with necessary proof of purchase, receipts and invoices where appropriate
7. Create an end-of- year financial statement for the AGM

8. Work with the chair to create a **proposed budget** that will fund the club's development plan.

Welfare Officer /deputy welfare officer

Responsible to: Club committee through the chairperson

Role purpose: To advise the club on the requirements, policies and procedures about safeguarding and protecting children and adults at risk.

Commitment: As necessary and relevant committee meetings

Mandatory training requirements (paid for by the club)

- A UK Coaching Safeguarding and Protecting Children course;
- B NSPCC Time to Listen Workshop
- C Renew their safeguarding training every 3 years by undertaking British Canoeing's Online Safeguarding Renewal training, UK Coaching's Safeguarding and Protecting Children Online Renewal training or equivalent.

NB Refresher/renewal training can only be accepted if the face to face, basic training workshop (or training via the virtual classroom) has been completed within 5 years. It cannot be used as a substitute for the initial face to face (or virtual classroom) training course.

Main tasks

1. Safeguarding point of contact

- a) **Be well known and accessible and approachable to children, young adults and adults at risk within the club**
- b) Act as point of contact for safeguarding concerns and co-ordinating action on receipt of concerns. Follow the British Canoeing Responding and Reporting Concerns flowchart (SPC-G3); To ensure that any referral is confirmed in writing using the British Canoeing Recording Concerns Report Form (ideally)(SPC-G4)

2. DBS checks/identity checks

- a) To be a confirmation signatory, verifying the identity of individuals completing disclosures (SPC-17 and SPC-G26)
- b) Being responsible for carrying out identity checks so that DBS checks can be carried out as requested.
- c) Keep a record of DBS checked individuals on the **committee dropbox**
- d) Making sure that pool sessions always have a **DBS checked member** present in a supervising capacity.

3. Information and knowledge

- a) Act as a source of advice about safeguarding and protecting children and adults at risk, promoting good practice .

Health & Safety Officer

Responsible to: Club committee through the chairperson

Role purpose: To advise the club on the requirements, policies and procedures for all aspects of health and safety

Commitment: As necessary and relevant committee meetings

Main Tasks:

- 1 . Work with the **club chair** to maintain up-to-date and annually reviewed risk assessments/checklists/health and safety policy and standard operating procedures - adding further measures when required - to ensure that safe systems are employed.
- 2 . Oversee an annual committee review of club safety documents and make sure the documents are updated and stored with the **date of review** and **committee members present** on the **club website, club forum** and **committee dropbox:**
 - a) Risk assessment (generic and local)
 - b) Leader checklist
 - c) Participant checklist
 - d) Health and safety policy
 - e) Incident report form
- 3 . Act as the first point of contact for club members (including young people and parents) for any issue concerning health and safety.
- 4 . Ensure all accidents are correctly recorded on the **incident report form** and reported in accordance with the BC guidelines and make sure a record of these is kept in the **committee dropbox**. (Ensure confidentiality is maintained and information is only shared on a 'need to know' basis).
- 5 . Keep up to date with the latest safety updates and training requirements from British canoeing and make sure these are reflected in our policies and procedures.

6 . Trip leaders - First aid

Maintain the record of trip leaders/pool volunteers' first aid qualifications on the committee google drive. Work with the sea-kayak co-ordinator and the pool co-ordinator to try to ensure that each trip/pool session has at least one trained first aider (at least 8 hour first aid course).



NEW FOREST KAYAK AND CANOE CLUB

Conflict of interest policy

Based on the NFKCC constitution

<https://www.britishcanoeing.org.uk/guidance-resources/gdpr-toolkit>

<i>Document created:</i>	<i>11th April 2022</i>
<i>Author:</i>	<i>Justin Davis (chair)</i>
<i>Last committee review date:</i>	<i>26th Jun 2023</i>
<i>Next Review due:</i>	<i>June 2024</i>

Any member **who does not disclose** that their main income is derived from the sale or manufacture of canoes and/or accessories, or who is disqualified as an amateur under the rules of the British Canoe Union, will not be eligible for election to the General Committee of the Club and will be disqualified from office. A member who **freely discloses this information** and/or notifies the committee of a change in circumstances will still be eligible for holding office as long as there is consensus with the rest of the committee.



NEW FOREST KAYAK AND CANOE CLUB

Environmental policy

Based on: <https://www.britishcanoeing.org.uk/go-canoeing/access-and-environment/environment-good-practice>

Document created:	11 th April 2022
Author:	Justin Davis (chair)
Last committee review date:	26 th Jun 2023
Next Review due:	June 2024

- Where possible share transport to launch sites. **Trip leaders should actively encourage lift-sharing when organising trips.**
- Research the area before you go -find out about any sites of special scientific interest, protected area designations or restricted access nature reserves etc. Remember that wildlife may be particularly sensitive to disturbance in areas not normally visited by humans.
- Keep to designated launching and landing areas where possible.
- Avoid disturbing seals that are hauled up on rocks or the foreshore. Keep your group at a distance that avoids any distress to the animals. If seals are present on the beach – land/launch somewhere else.
- Avoid sudden noise or movement. If animals change their behaviour as a result of your presence – move away.
- Avoid areas where birds are nesting or feeding.
- Look from a distance then move on. Don't linger.
- Never surround animals or block their escape routes.

- Respect the underwater habitat, taking particular care not to disturb fauna and flora in the shallows when launching or landing. Carry your kayak over the foreshore rather than drag it.
- Consider doing a quick beach-clean around your launch and lunch spots to collect plastic waste and take your own litter home with you as well.
- Leave only footprints, take only photos (obviously!).

1. Find out about the area before you go. Note down any sensitive places and species likely to be present at that time. Remember that wildlife may be particularly sensitive to disturbance in areas not normally visited by people.
2. Be aware of any protected area designations. These may have certain restrictions on human activities where they have the potential to damage or disturb wildlife.
3. Keep to designated paths or launching points where possible.
4. Paddle at a safe distance from wildlife, keeping noise and sudden movements to a minimum. If animals change their behaviour in reaction to your presence, move away without causing further disturbance.
5. Never surround animals and don't block them in from their escape routes. You will enjoy the sightings much more if they are relaxed about your presence.
6. Look, then move on. Don't linger for too long if you think it may disturb or displace wildlife.
7. Don't damage plants and other habitats that animals depend upon.
8. Float your canoe for launching and lift out when landing, so as not to cause damage when launching or landing along natural banks/beaches.
9. Take your litter home with you.
10. Be a wildlife-friendly kayaker by reporting any interesting sightings or any instances of disturbance (see contact details for relevant organisations).



NEW FOREST KAYAK AND CANOE CLUB

Equality policy



Based on: [NFKCC constitution and British Canoeing template](#)

<https://clubhouse.britishcanoeing.org.uk/templates-and-guidance/>

Document created:	11 th April 2022
Author:	Justin Davis (chair)
Last committee review date:	26 th June 2023
Amended (removal of paragraph * - see end of document)	Justin Davis 17 th July 2023
Next Review due:	June 2024

From the NFKCC constitution:

Any person who undertakes to behave in the best interest of canoeing shall be eligible for membership regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

Further guidance from British Canoeing

<https://clubhouse.britishcanoeing.org.uk/templates-and-guidance/>

What is Sports Equality?

Sports Equality is about fairness in sport; equality of access; recognising inequalities and taking steps to address them. It involves changing the culture and structure of sport to ensure it becomes equally accessible to all members of society and ensuring that everyone has the opportunity to realise their talent and full potential.

Equality Policy Statement

The Club is fully committed to the principles of equality of opportunity and aims to ensure that everyone has a genuine and equal opportunity to participate in Paddlesport at all levels and in all

roles of the sport, irrespective of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. In addition, the Club will endeavour to ensure that all are given the same opportunities regardless of their socio-economic background. This includes members, volunteers, participants, supporters, coaches, officials, job applicants and employees (together known as Stakeholders).

The Club recognises that unlawful discrimination is unacceptable and will not tolerate direct or indirect discrimination, whether intentional or unintentional.

The Club will take, or support, positive action to eliminate individual and institutional discrimination:

- The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport.
- The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, victimisation, harassment and abuse.
- All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity and the club's management committee is responsible for implementing, maintaining and dealing with any breaches of this policy.
- The Club regards any incidence of discriminatory behaviour as serious misconduct and will deal with this according to club disciplinary procedures.

Legal Responsibilities

The Club is required by law not to unlawfully discriminate against its Stakeholders and recognises its legal obligations under, and will abide by the requirements of, the Equality Act 2010, and any equivalent legislation (as amended) in any UK jurisdiction, Jersey, Guernsey or the Isle of Man and any later amendments to such legislation or subsequent equality related legislation that may be relevant to the Club. The Club will seek advice each time this Policy is reviewed to ensure it continues to reflect the current legal framework and good practice.

Implementation

A copy of the policy will be available to all members and employees of The Club. All persons shall respect, act in accordance with, and thereby support and promote the spirit and intentions of this policy.

Reasonable Adjustments

The Club recognises that it has a duty to make reasonable adjustments for people with disabilities. The Club will consider all requests for adjustments and where possible will accommodate reasonable requests and will work with disabled Stakeholders to implement any adjustments that will enable them to participate more fully in all Club activities.

Types of Unlawful Discrimination

The Club regards any form of unlawful discrimination as serious misconduct and any employee, volunteer or member who unlawfully discriminates against, harasses or victimises any other person will be liable to appropriate disciplinary action. Unlawful discrimination can take the following forms:

Direct Discrimination - treating a person less favourably than others would be treated in the same circumstances on the grounds of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation.

Indirect Discrimination - occurs when a job requirement or condition is applied equally to all, which has a disproportionate and detrimental effect on one sector of society, because fewer from that sector can comply with it and the requirement cannot be justified in relation to the job.

Harassment - described as inappropriate actions, behaviour, comments or physical contact that are objectionable or cause offence to the recipient or any other individual affected by such conduct.

Bullying - described as the misuse of power, the act of criticising persistently or to humiliate and undermine an individual's confidence.

Victimisation - described as when one person is treated less favourably than others because he or she has taken action under one of the relevant Acts / Regulations or provided information about discrimination, harassment or inappropriate behaviour.

*Removed 17th July 2023 – as not relevant to our club

The Club considers that canoeing is a gender affected sport under the Equality Act 2010 and will adhere to the British Canoeing guidance and policy in relation to participation by transgender athletes. A copy of this policy can be found on the British Canoeing website and any queries should be directed to the Lead Officer for Equality in the first instance.



NEW FOREST KAYAK AND CANOE CLUB

Financial procedures

Based on: NFKCC constitution

<i>Document created:</i>	<i>11th April 2022</i>
<i>Author:</i>	<i>Justin Davis (chair)</i>
<i>Last committee review date:</i>	<i>26th June 2023</i>
<i>Next Review due:</i>	<i>June 2024</i>

1. The club treasurer takes responsibility for oversight of club finances, producing an accurate statement of the club accounts for the AGM and day-to-day management of the club bank account. This includes authorising and setting up payments by cheque or bank transfer.
2. All cheque payments must be counter-signed by **two club signatories**. All bank transfers from the club bank account must be subject to **dual authorisation**.
3. When the committee is re-elected the club treasurer should register sufficient members of the club committee as full signatories for the club bank account to allow all payments to be correctly authorised. Members of the committee who have resigned their posts should be removed from the bank mandate unless they have a role in the club that requires them to organise payments (e.g co-ordination of pool sessions).

4. **Auditing club accounts**

Every Annual General Meeting shall appoint an **Honorary Auditor** who shall at least once in every year examine the Accounts of the Club, and ascertain the correctness of the income and expenditure accounts and of the balance sheet.

5. **Distribution of Profits**

The club may not make payment to members for participation in the sport which would contravene amateur status nor can any profit be distributed to members, but any profits earned shall be contributed to a General Fund for furthering the objects of the Club.

6. **Termination** The Club shall not terminate except by a resolution of a Special General Meeting convened for the purpose and, in such an event, any surplus assets shall be handed over to a charitable organisation to be decided at a cessation meeting for use in related amateur Sport. Any matter not provided for in this constitution, or any question over the interpretation of it shall be dealt with by the General Committee whose decision shall be final. If the club goes into negative finance, it will cease to exist as per the termination clause with existing debt divided between club members.



NEW FOREST KAYAK AND CANOE CLUB

Health and Safety policy

<i>Created on:</i>	<i>4th April 2022</i>
<i>Created by:</i>	<i>Justin Davis (chair) and Robert Wright (safety officer)</i>
<i>Last committee review/approval date:</i>	<i>26th June 2023</i>
<i>Next Review due:</i>	<i>June 2024</i>

We must all recognise that canoeing and kayaking, as with most other outdoor/adventure activities, is a sport with inherent minor attendant risks (e.g. bruises, bumps, scratches, etc.). The NFKCC Committee agree that it is the duty of the Club and all its members, so far as is reasonably practicable, to maintain a healthy, safe and effective environment within which to enjoy all NFKCC activities and events.

To implement this policy effectively the Club has a duty to carry out assessments of all paddling activity and Club equipment in order to manage any attendant risks by:

- conducting risk assessment,
- bringing to participants' attention the hazardous nature of any activity they are engaged in.
- where risk is involved, applying safe systems of operation and advising on ways to mitigate or eliminate risk.

To have a safe and enjoyable club, all Club members must assume individual responsibility toward their own safety and that of others and agree to co-operate with the Health and Safety Policy outlined below. The following principles are described in the [leaders' and participants' checklists](#) on the website to which paddlers agree when they sign-up for any club activity.

1 Rationale

This section of the Club's Safety Policy summarises general precautions that apply to all Club members and club activities. Read also the [Standard Operating procedures document](#)

2 Code of conduct

It is the policy of the **NFKCC** that all paddlers, volunteers, coaches and parents show respect and understanding for each other and the wider community, and conduct themselves in a way that reflects the principles of the Club. The aim is for all paddlers to improve performance and have fun safely.

Everyone involved in the Club should abide by the code of conduct Policies and the leaders and participants' checklists.

3 Individual responsibility

All paddlers attending a NFKCC kayaking event MUST declare any health conditions that may affect their ability to paddle and the leader MUST ask if they have any medical conditions that they should know about.

For young people this information MUST be provided by a parent or guardian.

In paddlesport we work and play in an inherently dangerous place. People go there for adventure and it's not always possible or desirable to take all the dangers away from the environment.

The safety of an individual is reliant on the self-discipline, knowledge and skills of the individual. A safe person has a number of important qualities some of which are shown below.

Appropriate supervision
Appropriate personal equipment
Awareness of the weather and tidal conditions in the area
Personal development & experience
Appropriate framework of systems & procedures (see checklists)
Vigilance to their own safety & others
Good team member
Capable performer
Adaptable to changing circumstances

We all have a responsibility for our own safety and the safety of other paddling colleagues.

- All leaders should read and follow the [trip-leader checklist](#). By agreeing to lead the paddle they have accepted the responsibilities outlined.
 - All participants should read and follow the [participant checklist](#). By asking to join a trip they are agreeing to follow the terms outlined.
- All participants should aim to turn up on time.
- Juniors can only participate as part of a planned organised session with the presence of a parent or legal guardian.
- Buoyancy aids MUST always be worn in accordance with Club rules.
- Appropriate footwear MUST be worn.
- Appropriate clothing for the season, the weather and conditions on the day.

- ☑ Helmets must be worn when directed by the trip leader
- ☑ All participants must sign in & out of pool training sessions.

5 First aid locations

A comprehensive first aid box is available in the pool at **Oaklands** school. All trip leaders will carry a first aid kit that covers the type of incidents covered by a typical REC2 first aid kit including traumatic bleeds and cardiac arrest/stroke.

6 Club pool sessions

These are activities which are directly organised/administered by the committee.

The Committee has endorsed a clear set of rules to enhance the safety, enjoyment and development of paddlers at all pool sessions:

- The number of boats in the pool is limited to 6 at any one time.
- Paddlers should sign in on the form available.
- No paddler should enter the pool alone. There **MUST** be another person present.

7 Communication

A mobile phone or VHF should be carried in a suitable waterproof container by a coach/volunteer on all club activities. A PLB and marine flares (electronic or pyrotechnic) may also be considered necessary – refer to the equipment advice in the trip gradings document on the [website](#) .



NEW FOREST KAYAK AND CANOE CLUB

Legal framework and risk register

Based on the NFKCC constitution and ..

Ref 1 <https://www.sportenglandclubmatters.com/governance/getting-the-right-structure/club-structures-article/>

Document created:	18 th July 2022
Author:	Justin Davis (chair)
Last committee review date:	June 26 th 2023
Amended	Justin Davis Risk of theft of pool boats 10 th July 2023
Next Review due:	June 2024

Legal structure

1. NFKCC is constituted as an **unincorporated association** (as opposed to an incorporated association , a charitable organisation or a community Amateur Sports club (CASC).
2. The current intention of the committee (July 2022) is that the club continues to be 'unincorporated'. The rationale is that the club has no assets in the form of land or buildings, no employees, it has no ongoing financial commitments (rent, energy bills etc) and doesn't enter into contracts. All transactions are paid for up front out of the current bank balance (except pool sessions) so no debt is accumulated and there is no overdraft facility for the bank account.

Risk register

The following table lists and compares possible risks to the continuing safe and legal operation of the club. It describes what mitigating measures are being taken currently to reduce the risks.

Overall rating

Once you have scored the likelihood and impact of each risk you will be able to calculate the overall risk rating. To do this you should multiply the likelihood score by the impact score (e.g. 3 x 4 = 12). You can then grade each risk low, medium or high and colour code it green, amber or red (RAG) accordingly.

1 - 8	Low
9 - 17	Medium
18 - 25	High

Date logged	Risk Category	Risk Description	Risk owner	Likelihood (1-5)	Impact (1-5)	Overall rating (LxI) and RAG	Proximity (current/ ongoing/future/completed)	Mitigating actions	Notes/further actions required	Action completed
22/	Legal structure and Liabilities – (unincorporated club)	As the club is unincorporated, in the event that the club accumulated debt the members would be personally liable.	Chair and committee	1	5	5	Ongoing	The club's operation avoids any use of debt. The club maintains a positive bank balance of approximately one year's expenditure it could pay for any pool sessions that had been used. No other services or goods are paid for after use so no debt accrues.		
	Committee and committee numbers	Resignation of committee members	Chair and committee	3	2	6	Ongoing	Ensure that new members become involved in the leading of trips to ensure that enough actively involved individuals are available to provide succession		

Governance, Policies and procedures	Lack of clarity, knowledge or adherence to risk assessment and operating procedures lead to ineffective risk management on the water	Chair and committee	3	5	15	Ongoing	Committee calendar means that all policy documents renewed and updated annually. All club participants/leaders are routinely reminded to read and stick to participant/leader guidelines		
Finance/sustainability	The club relies on just membership income	Treasurer, Chair and committee	3	3	9	Ongoing	The club maintains a positive bank balance of approximately one year's expenditure. Budget is planned with a sum for some equipment replacement each year.		
Legal and reporting requirements	An incident happens that results in injury (see also safeguarding below)	Chair and committee, safety officer	3	5	15	Ongoing	Club activity is only carried out in accordance with the club's safety framework. Risk assessment and checklists are reviewed annually. An incident reporting form and procedure are available		
Uninsured loss of equipment	Club activity is insured for public liability and personal injury through British canoeing but equipment isn't. Loss or damage to uninsured club equipment would limit the ability of the club to deliver pool sessions.	Chair and committee	1	3	3	Ongoing	The risk of loss of club pool equipment is medium – it is locked to a rack within a locked compound.	The committee have discussed this risk (June 26 th 2023) and have decided that loss of pool boats would not jeopardise club activity now that personal sea kayaks can be taken to the pool.	

	Safeguarding	A young person or vulnerable adult is placed at risk during pool sessions or club events.	Chair and committee, welfare officer	1	5	5	Ongoing	At pool sessions there is a DBS checked volunteer to supervise any other volunteers involved in assisting paddlers. The parent/legal guardian must be present at poolside or must closely accompany an under 18 on a trip at all times. The club has a trained welfare officer who acts as point of contact for safeguarding concerns and who will follow a safeguarding policy in accordance with BC guidelines.		
	Data protection/GDPR	A member's data is not held securely and is accessed by a third party.	Chair and committee, membership secretary	1	5	5	Ongoing	All data is stored securely either on password protected membermojo or on the committee dropbox. A clear policy exists to detail what data is held on members and why. Data is deleted once a member leaves the club.		
	Inclusion and equality	Club activity is limited for some participants due to disability, race, gender or sexual orientation etc	Chair and committee, welfare officer	1	5	5	Ongoing	The club has a strict code of conduct that outlines how paddlers should treat each other. We aspire to make sure all trip leaders have taken the basic safeguarding online course. All leaders (see leader checklist) make adjustments to trip plans and procedures to allow for differences in ability of participants.		

	Membership numbers	A dip or collapse of membership would lead to a lack of funds	Chair and committee, membership secretary	3	3	9	Ongoing	As above, if the membership funds weren't available costs could be easily reduced by discontinuing some aspects of the operation (eg trailer at Buckler's hard) allowing the club to continue operating in the short term. The club could continue to run with only a very few members in this way. Membership numbers are continually reviewed		
	Satisfaction with experience	Dissatisfaction with the club's facilities and calendar lead members to discontinue membership.	Chair and committee	1	5	5	Ongoing	Carry out an annual survey of members' views on the club calendar and other aspects around renewal time. Use this to guide the club development plan.		
	Reputation	Negative perception of the club's behaviour leads to a drop in membership	Chair and committee	1	5	5	Ongoing	Ensure that all paddlers read and adhere to the club code of conduct and the leader/participant checklists to ensure a positive perception of our safe operation.		
	Facilities and equipment	Equipment such as boats/paddles eventually wear out and need replacing	Chair and committee,	5	2	10	Ongoing	Budget is planned with a sum for some equipment replacement each year.		

Appendix – unincorporated club status

Advantages and disadvantages (ref 1)

The unincorporated association is particularly well suited to smaller, simpler clubs. This is the most common type of structure for an amateur club, largely because it is the easiest, cheapest and most informal way of forming a club. Typically these clubs would not employ staff, own significant assets (e.g. land, investments or facilities) or enter into significant contracts. Below are some of the advantages and disadvantages of running a sports club as an unincorporated association:

Advantages include:

- **Simple administration.** Unincorporated associations (unless also a charity) do not have the same legal and administrative requirements that companies have (e.g. the requirement to file accounts or an annual return).

Flexible. The rules of an unincorporated association can be whatever they choose, provided they are lawful, and can be easily updated. Remember the rules of your governing body, or the requirements for grant funding, may need your [constitution](#) to contain certain clauses.

Disadvantages include:

- **No separate legal identity.** An unincorporated association is not separated from its members in the eyes of the law. This means committee members will have to enter into contracts, or hold assets, on behalf of the club, rather than the club itself. In the event of a claim against the club or breach of contract members of the committee, or wider club could be personally liable. If you want to enter into contracts, then you need to consider becoming [incorporated](#).
- **Transfer of assets.** As assets are held by individuals on behalf of the club, rather than the club itself, they must be transferred if that person leaves the club.



NEW FOREST KAYAK AND CANOE CLUB

Insurance information

Source: [General Insurance | Benefits of British Canoeing Membership](#)

Document created:	11 th April 2022
Author:	Justin Davis (chair)
Last committee review date:	26 th June 2023
Next Review due:	June 2024

Combined Liability insurance is provided for our club as we are affiliated to British Canoeing. [Full details of cover can be found here.](#)

Equipment owned by individuals or by the club is not insured. You will need to obtain separate insurance cover.

Club Activity

Club Associate members receive third party liability and professional indemnity insurance for any activity that has been assessed as part of the club's activity, in accordance with [the definition of club activity \(see *below\)](#).

Club Associate members are also covered by insurance when they coach and lead groups within the constraints of 'club activity', as long as they have undertaken a [competency framework assessment](#).

***Please note - As from 1st October 2020 club activity for English based clubs affiliated to British Canoeing is defined as:**

'Any activity that has been assessed as part of the club's safety framework and promoted on the club calendar, website or noticeboard.'

'Club activities also include inter-club activities where the responsibility for risk assessment and management is carried out and then shared between all participating clubs.'

Entry-level competition and participation events

Club Associate members are covered by insurance for entry-level competitions organised for, or on behalf of, British Canoeing Discipline Committees, or participation events organised by Regional Development Teams.



NEW FOREST KAYAK AND CANOE CLUB

Standard Operating Procedures

The following document only describes the policies and procedures relating to the club's 'on the water' operation. Details of the club's governance procedures are available in the club constitution and governance documents.



<i>Document created:</i>	11 th April 2022
<i>Author:</i>	Robert Wright (Safety officer)

<i>Last committee review date:</i>	24 th April 2023
<i>Reviewed by:</i>	Committee Present: Justin Davis, Robert Salmon, Annie Hallam, Ya Huang, Duncan Gray, Mark Shakespeare Vicky Burden
<i>Amended</i>	10 th July 2023 Justin Davis (edited shore contact procedure, pool sessions)
<i>Next Review due:</i>	June 2024

British Canoeing Affiliation Type and Number:

Club Chair's Name: Justin Davis

Number of club members:

Open to the Public? No

Club Address: Bucklers Hard, Brockenhurst, SO42 7XB

Email: info@nfkcc.org.uk

Website: www.nfkcc.org.uk

1. Health and Safety

a. Club Members

Every member has an individual responsibility to behave sensibly, act with common-sense and cooperate with the Club's operating and safety guidelines issued by the Club, to keep up to date with policy changes and develop a 'safety aware' culture at the Club.

The Club has a Safety Officer and the role description is [here](#)

The Club's Safety Officer is currently Robert Wright.

b. Safety Policy

The Club has a Health and Safety policy which is reviewed [annually]. The Health and Safety policy can be found [here](#)

c. First Aid

There is a comprehensive first aid kit at the pool at Oaklands School. All trip leaders will be expected to carry a first aid kit and have completed REC 2 first aid training or it is the leader's responsibility to ensure that a similarly qualified first aider is taking part in the trip. First aid experience and qualifications will be taken into account by the Committee when signing off leaders as competent to lead the various levels of club trip.

d. Trip Leaders

The leader of a Club trip must be approved by the Committee as being competent to lead a trip of that grade (i.e. A, B, C or D). In order to help the Committee make a decision on a person's competence to lead a trip of a particular [grade](#), and provide supporting evidence for that decision, a [Trip Leader Experience Form](#) will be completed by each prospective leader. The grade of a trip is assessed in accordance with the document "Club trip grade descriptions" [here](#). A trip leader will follow the "[Trip leader checklist](#)" which includes reviewing the "[Generic risk assessment](#)". The leader of a trip will request all participants to read the "[Participants checklist](#)" before attending the trip. The club has a "[shore contact policy](#)". The trip leader will nominate a shore contact who will be responsible for contacting the committee if a trip is late to return.

e. Fire & Evacuation

The Club has considered Fire & Evacuation as part of the Risk Assessment for **Oaklands School** Pool Sessions which includes what to do in the event of a fire and the location of the assembly point.

All attendees at pool sessions are required to sign in when they enter the pool.

2. Incidents and Accidents

Incidents and accidents should be reported on the [incident reporting form](#) to the Chair or Safety Officer, or another Committee member if neither of these officers is available. The committee will be informed of all incidents and accidents and will decide whether it should be reported to British Canoeing.

3. Discipline

The Club has a [code of conduct](#) based on the Club's constitution and British Canoeing template. The Club's constitution covers disciplinary procedures.

4. Use of Club equipment

Any member wanting to use club equipment (not including pool boats used at club pool sessions) should contact the Quartermaster (Annie Hallam). The club currently keeps two sea kayaks (Point 65 'Whisky') at Calshot Sailing club and two open canoes at Bucklers Hard for use by members or their families.

[The Quartermaster is responsible for ensuring that Club equipment is checked once a year to assess whether it needs repairing, maintaining or replacing].

5. Safeguarding

The Club has a [Safeguarding Policy](#). The Club has [separate procedures](#) to follow if an adult or child makes a disclosure to a Club member of being abused. The Club also has a [Policy](#) for Under 18s at pool sessions.

The Club's Welfare Officer is currently Richard Payne and the deputy welfare officer is Vicky Burden. The club's Welfare officers have a current DBS certificate and have undertaken the recommended 'Safeguarding and Protecting Children' online course.