

## **Blackwater Valley Canoe Club**

### **Session, Event, Trips Safety and Management Meeting – 17 November 2015**

1. Attendees

Owen Munford	Dave Cook	Damian Edwards	Dave Williams
Gemma Clements	Tim Shellard	Steve Nicholas	Bob Hamilton

2. Apologies

Colin Greaves	Mark Overd
---------------	------------

3. Session Process (*inc. Site Risk Assessments & Induction(s) for Volunteers and Coaches*)

Everyone was walked through the existing documentation for the sessions, safety, management planning and preparation, which appropriate points made for any amendments were thought necessary.

The key outcomes and discussion points were:

- Most of the rules and documentation was agreed with, though the wording needs to be revised a little before publishing
- “Everyone” should receive a basic induction which we should keep a record of
- “L1 Coaches, Volunteers and Helpers” can and should be encouraged to all do additional training for site specific safety for running a session which should be delivered by a new L2 / old L3 or higher and revised annually which we should keep a record of
- Any individual who has been adequately assessed can then run sessions on that specific site for the remainder of the year
- Anyone who is unassessed can however still help with groups under the supervision of someone who has been assessed
- It was suggested we create a laminate booklet for each of our sites that includes the rules, safety procedures including fire, first aid procedures, hire agreement conditions and site risk assessment which can be used to aid the training and inductions (some of this will be based on the Basingstoke and Deane exemplar)
- It was also suggested it would be ideal if the laminate site booklet, induction forms and training for running site specific session forms were kept in a filing cabinet on site so as to ease weekly access – this means in the absence of a committee member being present the club still has access to all the necessary forms and resources
- It was also noted that to aid planning sessions it would be useful to have any coaching, training resources available to hand that were also kept onsite where possible
- In accordance to the rules it was raised that ALL youth should where a BA and helmet for the duration of any pool sessions these should be ideally be distributed amongst the regular attenders so in the absence of someone being present we still have appropriate safety equipment brought to sessions. Adults should be informed that it is advised to wear a BA and a helmet but this shall not be enforced it will be at their own discretion
- On the 2<sup>nd</sup> December we plan to have an informal coaches, leaders and helpers trip to the pub after the final session
- Coaches would like more feedback on the running of sessions, everyone can help with this firstly by doing a ‘what we aim to achieve’ and then ‘what did we achieve’ at the

start and end of sessions asking the participants how it went, and secondly through informal feedback chats at the end of sessions with other coaches

#### 4. Trip and Event Planning Process

Everyone was walked through the existing documentation for the events, safety, management planning and preparation. This included some new definitions being added to the guidance procedures around what is a club organised event and what is a mate's trip as well as some extra details round the classifications of the trip were also added.

- We ran through the points added by Ed along with the existing points with everyone present which were agreed on
- The "trip organiser" and "trip leader" can be completely different sets of individuals, it should be clear the person organising the trip may not be the same person that is responsible for running the activities the trip leader assesses leader suitability
- Ed also took through some of the pre-created site plans for trips that were already in the guidance procedures for locations such as the 'Dart'
- The importance of the home contact was made which should not necessarily be the trip organisers next of kin, ideally this should be someone associated with the club that happens to be not attending the trip
- Point was raised as to if a trip should ever be organised with anything above grade 2/3 it was suggested that perhaps anything above grade 4 that it's made clear that this is not part of the trip and should they wish to run the feature it is at their own risk (this is so as the 'leader' cannot be held responsible)
- Trip plans should be circulated and various aspects signed off by the trip leader
- A further point was raised on suitability of leaders and how we might assess suitability some suggestions were to run odd events just for coaches / leaders for particularly those up and coming coaches / leaders to give them the opportunity to learning about leading or for individuals to lead under supervision of someone else who is experienced, or buddy leaders who are more experienced with ones who a slightly less experienced to help them learn

#### 5. New Canoe England Assessment Questionnaire

- Reviewed notes from the event safety management course
- We should develop our own event tick list adaptation for trips going forward.

#### Summary of Actions

Topic	Description	Who?
3. 4. & 5.	Update the guidance procedures to reflect all discussion points ( <i>some changes had already been made to that which is live</i> )	Damian Edwards
3.	Generate a site specific booklet for sessions, updating the rules, hire conditions, site map, fire procedures, site risk assessment. Including addition of the Training/Induction section.	Gemma Clements (Reviewed by Ed/Bob)
3.	Arrange more coaches / leaders sessions to promote discussion about sessions and planning	Gemma Clements / Dave Cook
3. 4. & 5.	Educate the less experienced members in roles of responsibility	Damian Edwards / Bob Hamilton
4. & 5.	Generate our own trip event check list from the Event Safety Course one (add templates to the guidance procedures)	Damian Edwards / Bob Hamilton