

## HXCC Committee Roles

### All committee members must:

- Be either a Club Associate identified on the Paddle UK Club portal or be a Paddle UK On the Water/Bank Member.
- Have completed, as a minimum, The Paddle UK "[Introduction to Safeguarding Training](#)" within the last 3 years

### Chair

- Leads the club on behalf of the members and directs the continuous improvement of Halifax Canoe Club.
- Ensures the club continues to meet its obligations to its members and the wider community.
- Chairs the club's AGM and committee meetings in accordance with the Club Constitution.
- Represents the club in the wider canoeing and local community and other forums for the benefit of the club and its members.
- Inspires and motivates others to actively participate in canoeing and club activities.
- To Ensure that club policies are delivered. Ensures all committee members fulfil their responsibilities.
- Ensure an understanding of the legal responsibilities of the club to which the club applies.
- Ensure the organisation is represented at Paddle UK meetings.

### Vice Chair

- Works in partnership with the Chair to ensure the Chair's responsibilities are met and deputises where necessary.
- Assists the Secretary with the administration of membership and boat storage fees.
- Ensures that club continues to meet Paddle UK Club Accreditation status.
- Co-ordinates the club's Development Plan and policy update schedule.
- Responsible for special projects as required.

### Secretary

- Act as the first point of contact for the club and ensure prompt communication internally and with external organisations
- Ensure all formal meetings (including the Annual General Meeting are effectively organised and minutes are recorded
- Acts as Company Secretary in all dealings with Companies House and upholds the legal requirements of the club
- Deal with or delegate all of the administrative duties for the club including ensuring insurance is up-to-date and relevant
- Work with the treasurer to ensure all membership and/or affiliations are accurate and paid on time
- Attend and take minutes of committee meetings and the AGM
- Ensure agendas are sent out to all committee members in advance of meetings
- Ensures sound administration of club and that it adheres to its constitution and policies.
- Acts as the Data Controller for the Canoe Club.
- Maintains the current set of policy documents and the archive of old documents.
- Ensures all affiliations are up to date (e.g. Paddle UK) and deals with correspondence for the club.

## HXCC Committee Roles

### Treasurer

- Ensure efficient financial running of the organisation and take full responsibility for the finances including invoices, bills, payments, subscriptions and memberships.
- Produce a budget for the club, centre or committee.
- Be responsible for the collection of monies and keep up to date records of accounts, including receipts.
- Provide regular reports to the committee.
- Ensures accounts are prepared and independently inspected as required to be presented at the AGM and filed with Companies House.
- Ensure an understanding of the financial responsibilities of the club to which the Club applies.

### Membership Secretary

- Pro-actively manages the administration of membership and boat storage fees at the due dates with the assistance of all members of the committee, bringing any unpaid dues to the attention of the committee.
- Maintains an active list of club members through the online membership system.
- Maintains a current H&S forms for paddlers (members) available to committee and coaches.
- Ensure that all members have access to the club handbook, insurance details and officer's contacts
- Provide regular reports on membership numbers to the committee
- Maintain a record of those inducted to the Warley Moor Site.

### Coaching Officer

- Leads and represents the club's team of coaches, leaders and helpers.
- Maintains a register of the club's coaches, including qualification status, key renewal dates and coach update status.
- Liaises with all to ensure appropriate coaches, leaders or helpers are available for all club activities.
- Ensures a development plan for coaches, including opportunities to gain qualification, update training and CPD opportunities.
- Ensures members are educated about coaching and leading issues.
- Pro-actively seeks new coaches, leaders and helpers from the membership and wider bodies.
- Arranges and minutes Coach & Helper team meetings.
- Assists the Safety Officer in maintaining up to date risk assessments for club activities.

*Post holder must be a current Paddle UK qualified coach*

### Equipment Officer

- Keeps an inventory of all club equipment, its location, ensures it is safe and fit for purpose.
- Maintains the equipment needed for the river (i.e. poles and wires).
- Manages the loan of club equipment, ensuring any fees due are collected and equipment is returned.
- Manages the allocation of boat storage spaces and maintains an active list of club members who are paying for boat storage and at the club.

## HXCC Committee Roles

### Buildings Officer

- Ensures the building is fit for purpose (including disabled access), maintained and cleaned.
- Manages the distribution of keys for the club and maintains an active list of club members who have keys.
- In conjunction with the Safety Officer, risk assesses the building and yard.
- Maintains and improves security of the clubhouse and site.

### Welfare Officer

- To ensure that the club adopts **Paddle UK Safeguarding policies and procedures** which should be reviewed and updated regularly.
- To ensure that the club adopts, publicises and follows **Codes of Conduct**, with clear consequences for breaching these.
- Ensure that **DBS check** and **safeguarding training** is completed **and refreshed** as required, for all staff and volunteers.
- Ensure that **safer recruitment** processes are followed, including obtaining references where required.
- Ensure safeguarding procedures, including processes for reporting and managing safeguarding concerns are in place. These procedures should be **accessible and visible** throughout the club, and **promoted** during induction, online and at key times and events during the season.
- Act as the first point of contact with primary responsibility for managing and reporting concerns about children, young people, and adults at risk within the club, the Welfare Officer should be a **visible and present** member of the club.
- CWO's ensure appropriate **confidentiality is maintained** regarding any safeguarding/welfare concerns.
- CWO's are a key link between the club and Paddle UK safeguarding team and are responsible for escalating concerns (using BC tiering guidance) ensuring that **all concerns, even low-level ones** managed by the club are reported to BCST.
- Provide information and advice on safeguarding within the club.
- Complete a UK Coaching Safeguarding and Protecting Children workshop and the "Time to Listen Workshop", keeping any training up to date as required.
- Maintain contact details for the local children's and adults social care department, the police, Designated Officer (formerly LADO) and have an awareness of local and national welfare, mental health and emotional wellbeing support to signpost members to.
- Proactively gains feedback young member of the club and involve parents/guardians in their child's participation and represents their interests.

### Marketing Officer

- Produce, edit and distributes the club's newsletter.
- Ensures the club has an active presence on social media to promote the club and its activities.
- Advertises club events to members and the wider community.
- Seeks positive press coverage for the club and advise committee on any PR issues.
- Ensures the club's website is up to date and developed as required.

## HXCC Committee Roles

### Safety Officer

- Manage the club's safety systems for club activities and club events
- Provide the committee with regular safety reports and information to assist in good decision making.
- Know where to find advice and guidance such as [Paddlesafer](#) or the [Events Tool Kit](#)
- To communicate safety advice across the club such as [Paddle UK Safety Alerts](#)
- Completes risk assessment for the event
- Monitor the event to ensure the risk assessment and safety regulations are being followed
- To ensure that safety club policies are delivered.
- Being actively involved in creating and following a Club Development Plan.
- Assist the club to fulfil its responsibilities to safeguard its members at club level.
- Ensure an understanding of the legal responsibilities of the club around safety.
- Records, monitors and implements remedial actions in the case of accidents or near misses. Report all relevant club incidents through the [Paddle UK Incident Reporting System](#)
- Act as the Club's lead contact with Halifax Sailing Club and for access to Warley Moor Reservoir.

### Events Officer

- Co-ordinates an active calendar of club paddling and social events for members, identifying and supporting event organisers as required.
- Ensures relevant paddling events and competitions are promoted to members to encourages wider participation.
- Works with the Marketing Officer to promote events to members.
- Liaises with the Coaching Officer to ensure that club paddling events are under the supervision of a suitably qualified coach/leader.
- Ensures the club is represented at relevant competition and other meetings (e.g. regional slalom meetings).

### Access & Environment Officer

- Maintains quality access at the club site.
- Liaise with residents to inform them of all activities planned at the club.
- Co-ordinates the maintenance of the white water Course.
- Builds partnerships with the Paddle UK Access & Environment team and local organisations (e.g. Calder Rivers Trust).
- Works with others in the wider community to further access for canoeing.
- Encourage member's involvement in activity to monitor water quality at the river site and promote activities to encourage a cleaner river environment.
- Ensures members are educated about Access and Environment issues.

### Committee Member

- Represent club members at committee meetings
- Support other committee members as required in their roles to ensure the smooth running of the club.