

Club Activity Assistant: Club Criteria

The following document is designed to inform clubs of the minimum criteria and accreditation needed to be part of the British Canoeing Club Activity Assistant Programme.

English clubs need to be accredited using (Club Mark)* criteria.

For all other Home Nation Clubs the following elements needs to be in place to be considered for the Activity Assistant Programme.

1. Club Constitution:

For guidance please see the [Club Constitution Template](#) download which covers key information on areas that should be covered.

2. Club Standard Operating Procedures:

This is a simple description of how the club operates on a day to day basis. It should cover who is responsible for carrying out certain tasks within the club. You'll find the [Club Standard Operating Procedure Template](#) download a useful guide to which areas need to be covered on your procedures. Not all may be applicable to your club but equally there may be other procedures you observe which could be entered. It can be used as guidance or as a template for your written procedures.

3. Club Health and Safety Policy:

The [British Canoeing Safety Guidance](#) download contains lots of useful safety guidelines for paddler, clubs and volunteers.

4. Club Risk Assessment:

Guidance for writing a risk assessment can be found by looking at the two downloads: [Generic Risk Assessment Template](#) and [Risk Management Guidelines](#) that has been provided by our Insurers Perkins Slade.

5. Club Safeguarding Policy:

Full guidance and information on safeguarding can be found here including the British Canoeing [Child Protection Policy \(SPC-T1\)](#)