

# PADDLESPORT ACTIVITY ASSISTANT Organisation Checklist

This document is designed to inform organisations about the minimum criteria needed to be part of the Paddlesport Activity Assistant Programme.

## **Insurance:**

It is advised that all organisations adopting the Paddlesport Activity Assistant Programme should make sure they have the appropriate insurance in place. All British Canoeing affiliated clubs will be covered by British Canoeing's insurance, unless you have opted out during your affiliation process.

The following elements need to be in place to be considered for the Paddlesport Activity Assistant Programme:

### **1. Organisation Constitution/Terms of reference:**

Your organisation's overarching document. For guidance you can see our **Club Constitution Template download** which covers key information on areas that should be covered.

### **2. Standard Operating Procedures:**

This is a simple description of how the organisation operates on a day to day basis. It should cover who is responsible for carrying out certain tasks. You'll find the Standard Operating Procedures Template in the Guidance document a useful guide to what areas need to be covered. Not all may be applicable to you 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. Health and Safety Policy:**

The British Canoeing **Safety Guidance download** contains lots of useful safety guidelines for paddlers, organisations and volunteers.

### **4. 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**; provided by our Insurers, Perkins Slade.

### **5. Safeguarding Policy:**

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