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# CLUB OFFICERS

## HORSHAM CANOE CLUB

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# Club Officer's Responsibilities

## Horsham Canoe Club: Officers' Expectations and Club Rules for Officers

### Officers' Expectations

All officers of Horsham Canoe Club play a crucial role in the governance and smooth running of the Club. Officers are expected to meet certain standards to ensure the Club operates efficiently, safely, and in accordance with its constitution and values. Below are the key expectations for all officers:

#### 1. Leadership and Responsibility

Officers are expected to lead by example, showing commitment to the Club's mission, values, and aims. They should act in the best interests of the Club, making decisions that promote the well-being of its members and the sustainability of the Club.

#### 2. Commitment and Availability

Officers should dedicate sufficient time to fulfill their roles effectively, attending all General Committee (GC) meetings and other relevant Club events. They are also expected to be available to communicate with other committee members, coaches, and club members to address any issues or queries promptly.

#### 3. Transparency and Accountability

Officers must be transparent in their actions and decisions, especially when dealing with Club finances, equipment, membership, and safety issues. Accountability is key, and officers are expected to provide regular updates on their responsibilities to the General Committee and, when necessary, to the wider membership.

#### 4. Compliance with Policies

Officers are required to understand and enforce the Club's constitution, policies, safeguarding procedures, and the rules set by Paddle UK. This includes adhering to safety protocols, ensuring members follow these policies, and keeping up to date with any changes in regulations.

#### 5. Effective Communication

Officers must maintain clear and respectful communication with all Club members and external stakeholders. They should foster an inclusive and positive environment, ensuring that the Club is welcoming and accessible to everyone.

#### 6. Safeguarding and Welfare

Officers are expected to ensure the safety and well-being of all members, particularly children and vulnerable adults. This involves promoting and upholding the Club's safeguarding policies, encouraging safe practices during Club activities, and addressing any concerns related to the welfare of members.

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## **7. Continuous Improvement**

Officers are encouraged to stay informed of the latest developments in their areas of responsibility. For example, coaches should stay up-to-date with British Canoeing's coaching standards, while the Treasurer should be knowledgeable about financial management and reporting. Officers are also expected to promote skill development among members.

## **Club Rules for Officers**

Horsham Canoe Club has established the following rules to guide the conduct and responsibilities of its officers. These rules ensure that the Club operates smoothly, in line with its constitution, and in the best interests of all its members.

### **1. Eligibility**

Only current members of the Club are eligible to stand for election or appointment as officers. All nominations must be made in accordance with the Club's constitution and must be approved at the Annual General Meeting (AGM) or at an Extraordinary General Meeting (EGM).

### **2. Term of Office**

Officers are elected for a term of one year, after which they may stand for re-election. The term of office runs from the AGM in which they are elected until the next AGM. Interim appointments for vacancies may be made by the General Committee and will last until the next AGM.

### **3. Resignation and Removal**

An officer may resign from their post by providing written notice to the General Committee. An officer may be removed from their post by a majority vote of the General Committee if they are found to have acted against the interests of the Club, violated Club rules, or failed to fulfill their duties.

### **4. Meeting Attendance**

Officers are expected to attend all General Committee meetings unless there is a valid reason for absence. Failure to attend three consecutive meetings without a valid reason may result in removal from office at the discretion of the General Committee.

### **5. Quorum and Decision-Making**

All officers participate in decision-making at General Committee meetings. A quorum of at least four committee members is required for decisions to be valid. Decisions are made by majority vote; in the event of a tie, the Chairman has the casting vote.

### **6. Conflict of Interest**

Any officer who has a personal interest in a matter under discussion must declare it and abstain from voting on that issue. Transparency in all Club dealings is essential to avoid any conflicts of interest.

## **Horsham Canoe Club**

Southwater Country Park, Cripplegate Lane, Southwater, West Sussex, RH13 9UN  
[www.horshamcanoeclub.co.uk](http://www.horshamcanoeclub.co.uk) | [info@horshamcanoeclub.co.uk](mailto:info@horshamcanoeclub.co.uk)

## **7. Use of Club Resources**

Officers have access to Club resources, including equipment, funds, and facilities. They are expected to use these resources responsibly and for the benefit of the Club. Misuse of Club resources may result in disciplinary action, including removal from office.

## **8. Financial Responsibility**

The Treasurer and other officers with financial responsibilities must ensure that all financial transactions are properly documented, with receipts and records kept for all expenditures. Officers are responsible for presenting an accurate and independently verified financial report at the AGM.

## **9. Data Protection**

Officers must ensure that all personal data held by the Club is treated in accordance with the Data Protection Act. Any officer who handles membership data, financial information, or other sensitive records must ensure its confidentiality and security.

## **10. Safeguarding and Child Protection**

Officers, especially those working with junior members or vulnerable individuals, must adhere strictly to the Club's safeguarding policies. This includes holding up-to-date qualifications, such as safeguarding training, and ensuring that appropriate background checks (such as DBS) are completed.

## **11. References**

New officers will be required to provide two references, this measure can help maintain the club's standards and promote a trustworthy environment for all members.

## **12. Equipment and Safety**

Officers responsible for equipment, such as the Quartermaster, must ensure that all Club gear is well-maintained and fit for purpose. Safety procedures, as outlined by British Canoeing and the Club's own policies, must be strictly enforced in all activities.

## **13. Code of Conduct**

Officers are expected to follow and enforce the Club's Code of Conduct, as outlined in the constitution and Code of Conduct policies. This includes ensuring that all members behave responsibly both on and off the water, promoting a positive and respectful atmosphere.

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By adhering to these expectations and rules, Horsham Canoe Club officers ensure that the Club operates efficiently, safely, and in accordance with its mission to promote paddle sports and community engagement. Officers play a key role in setting the tone for the Club, supporting its members, and ensuring its ongoing success.

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## Club Officer's Responsibilities

### The Chairman:

- Presides at all meetings of the Club and the General Committee (GC).
- Guides the activities of the Club in line with its rules and general policy as expressed by the majority of its members.
- Represents the Club at meetings of other organisations or nominates a representative.
- Is an ex officio member of any other committee within the Club.

### The Secretary:

- Organizes meetings of the GC and the Club.
- Records and distributes minutes of all GC and Club meetings to each committee member.
- Manages all correspondence related to the general business of the Club.
- Serves as the point of contact for communications with Paddle UK.
- Tracks and records renewal dates for key policies, insurances, and course expiry dates.
- Ensures the Club's compliance with the Data Protection Act.

### The Child Protection Officer:

- Ensures the Club's child protection and vulnerable persons policies are aligned with Paddle UK guidelines.
- Ensures all Club members are aware of the Club's policies on child protection and vulnerable persons.
- Maintains Club records related to Disclosure and Barring Service (DBS) checks and ensures new checks are completed for new members.
- Stays informed on current safeguarding regulations and ensures Club members understand these procedures.

### The Treasurer:

- Collects all monies for the Club.
- Keeps required books of account as directed by the GC.
- Prepares and presents a balance sheet at the Annual General Meeting, independently verified.
- Maintains the Club's bank account and ensures adequate authorized signatories, with all cheques requiring two signatures from GC members.
- Oversees the payment of Club invoices.
- Ensures the Club's income exceeds its outgoings.
- Administers the Club's PayPal account.

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### **The Membership Secretary:**

- Manages all membership applications.
- Serves as the point of contact for membership inquiries.
- Issues renewal notices to existing members at the start of each year.
- Issues membership cards following the payment of dues.
- Records all membership details and forwards fees to the Treasurer.
- Handles inquiries and scheduling for taster sessions with the coaches.

### **The Head Coach:**

- In conjunction with the Membership Secretary, maintains qualification records for every member.
- Keeps up to date with changes to the Paddle UK Coaching and Performance Awards.
- Plans training schedules for members and coaches, in consultation with Club coaches.
- Provides relevant certification to members.
- Maintains a training plan for coaches and helpers and communicates financial requirements to the Treasurer.

### **All Club Coaches:**

- Keep their qualifications current.
- Attend a coach update course at least every three years.
- Stay informed on changes to the Paddle UK Coaching and Performance Awards.
- Maintain first aid certification and renew at least every three years.
- Hold a Foundation Safety and Rescue Training (FSRT) certification.
- Complete the Safeguarding and Protecting Children in Sport eLearning course.
- Record all awards and certificates on the British Canoeing portal.

### **The Quartermaster:**

- Maintains an inventory of all Club equipment.
- Ensures all equipment is clearly marked as Club property.
- Conducts regular equipment checks and ensures all equipment is in good condition.
- Arranges necessary repairs and brings replacement or additional equipment needs to the GC's attention.
- Maintains the lake storage hut in good condition and ensures it is safe for users.
- Acts as the Club's contact with the Scout Group that shares the hut.
- Manages priority key holder duties and records the details of other key holders.

## **Horsham Canoe Club**

### **The Juniors Representative:**

- Serves as the link between junior members, their parents/guardians, and the GC.
- Raises any concerns from juniors or their parents/guardians to the GC.
- Informs juniors and their parents/guardians about the Paddle UK's Performance Awards.
- Records individual training requirements for the Head Coach's attention.
- Ensures juniors and their parents/guardians are aware of appropriate personal clothing for Club activities.
- Compiles activity requests from the junior group for consideration.

### **The Pool Coordinator:**

- Communicates session dates by email to members and records attendees.
- Collects and manages session fees and ensures payment is made.
- Acts as one of the pool key-holders and records other key-holders.
- Manages opening and closing of the pool for sessions and ensures an alternate key-holder is available if absent.
- Oversees the inventory of all Club equipment at the pool and ensures it is in good condition.
- Manages first aid kit contents and ensures all supplies are within expiry dates.
- Ensures Club equipment is cleaned, tidied, and properly stored after use.
- Ensures personal equipment brought to the pool is clean.
- Communicates with the pool host (school) regarding attendees, payments, and session scheduling.

### **The Webmaster & Marketing Officer:**

- Creates and maintains the Club's website.
- Ensures that hosting services and domain name renewals are up to date.
- Adheres to branding and marketing guidelines.
- Creates and maintains all Club documents and policies in a shared directory accessible to committee members.
- Produces marketing literature as requested by the committee.
- Manages the Club's Facebook and other social media accounts and ensures all content is appropriate.