

Stronger Clubs



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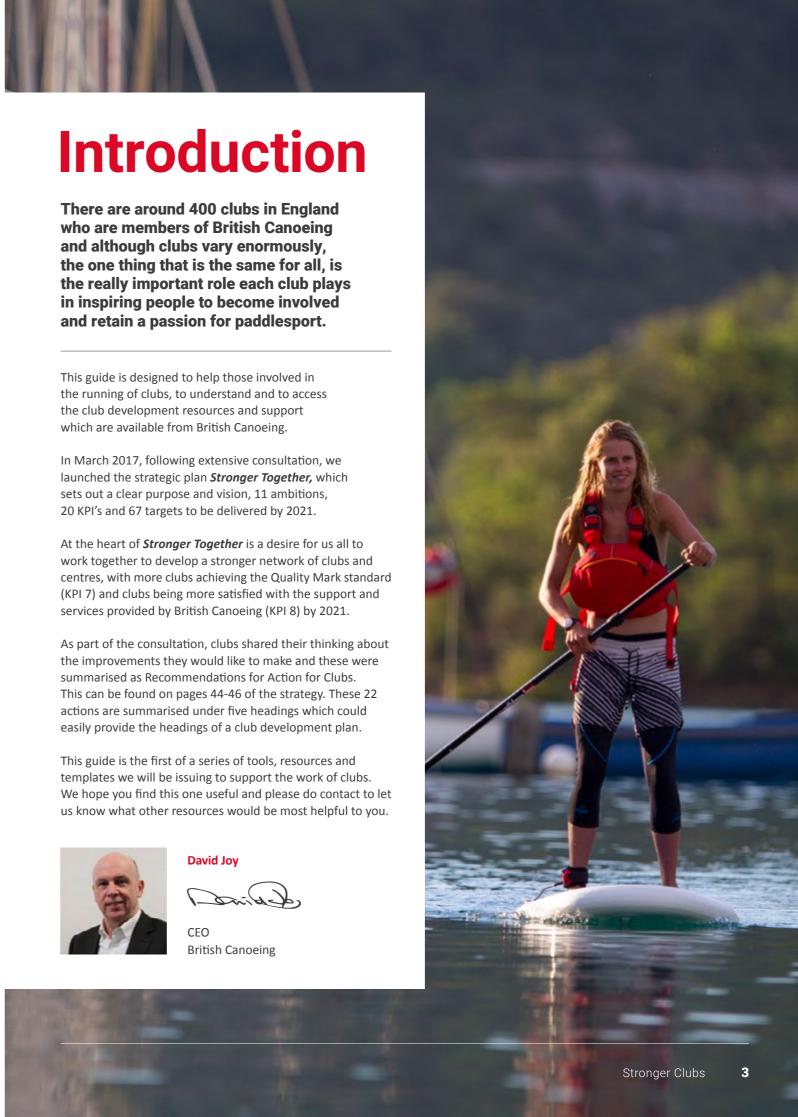
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Section One

Benefits available to clubs for affiliating to British Canoeing

As an affiliated club you receive the following direct benefits from British Canoeing.

Club and event promotion

As part of the interactive **Canoe Near You** tool your club address, events and courses are promoted to our 718,000 website visitors annually. This interactive tool can also help to signpost new members to your club and support your members to book on events, courses and trails. For more details please visit www.britishcanoeing.org.uk/canoe-near-you/

Club insurance

This automatically provides combined liability insurance cover of up to £10 million for your members' and club's activities. For more details visit www.britishcanoeing. org.uk/membership/benefits/insurance-towergate

Waterways Licences

There is an opportunity to purchase Water Licences at significantly reduced rates for your club boats, with rights to paddle on over 4,500 kilometres of waterways. More guidance can be found here www. britishcanoeing.org.uk/go-canoeing/access-and-environment/ licensing/#british-canoeing-members-affiliated-clubs

News and communications

Clubs receive two free copies of the Paddler six times per year, which incorporates British Canoeing's Canoe Focus magazine. Clubs also receive monthly e-newsletters, targeted specifically for clubs, and more targeted mailings such as the monthly news for Club Welfare Officers. British Canoeing regularly posts news and information on its website and social media platforms, see details on page 13.

The opportunity to enter competitions

As an affiliated club you have the opportunity to enter British Canoeing competitions, benefitting from an equal and fair competition environment created by the discipline committees.

Access to a network of people to offer help and advice

There is access to a range of specialist technical advice and support from experienced staff and volunteers. Contact information is contained within this guide or via reception on 0300 0119 500.

Other optional benefits and services

Affiliation provides access to a host of other optional benefits and services which are presented within this guide.

Section Two

Support around increasing participation

Our clubs do a really important job in introducing thousands of people to canoeing every year. as well as providing opportunity for existing paddlers to keep paddling and enjoying the sport.

Attracting new club members – Go Canoeing



Go Canoeing is a participation initiative designed to help attract new club members. This year Go Canoeing has been refreshed with lots of great information, advice and new incentives to help clubs offer experiences for new potential members, to keep them coming back. There are national campaigns and resources available for you to access, helping you promote your club activities at a national and local level.

When?	Ongoing throughout the year
How?	Make contact with the Go Canoeing team to get further information and register your activities
Who?	gocanoeing@britishcanoeing.org.uk or call 0300 0119 500

National Go Canoeing Week The Big Adventure

Go Canoeing Week is perfect for everyone, from beginners to seasoned paddlers, to get on the water during May half term. Clubs can register their activities on the National Go Canoeing Week website and access free resources and promotion. There is also a prize for the club which logs the highest mileage.

When?	26th May to 3rd June 2018
How?	25th May - 2nd June 2019
Who?	Please visit www.gocanoeingweek.org.uk to register your event and log your miles Email cadi.lambert@britishcanoeing.org.uk or call 0115 896 8821

Access

Access to and along waterways is fundamental to paddling activity. British Canoeing is stepping up its work on championing the cause for greater access and the promotion of sustainable paddling behaviour. For access advice locally the volunteer waterway advisor team can be contacted to raise concerns or issues on access.

When?	Ongoing throughout the year
How?	To make contact with your volunteer waterways advisor visit the access and environment section of the website
Who?	To contact the national team contact access@britishcanoeing.org.uk or call 0115 896 8837

Junior club paddling

For clubs with emerging or existing junior sections there are opportunities to explore, which have been designed to support today's young paddlers:

Paddlepower - Our personal performance awards aimed at paddlers aged 14 and under. More details on Paddlepower can be found on page 6.

Cross stream challenge – An exciting range of fun activities that develop fundamental boat handling skills.

U Canoe – Designed to be delivered by young people for young people. It is ideally suited for young people aged between 14-25-years-old who want to paddle in a more informal way.

Want to know more?

Please visit www.britishcanoeing.org.uk/guidanceresources/education-youth-organisations/u-canoe

When?	Ongoing throughout the year
How?	Go on the website and explore what is on offer then make contact with the Area Development Officer team
Who?	South & South West Regions contact: James Hinves james.hinves@britishcanoeing.org.uk
	London, East & South East Regions contact: Russell Smith russell.smith@britishcanoeing.org.uk
	East Midlands, West Midlands, Yorkshire, North West, North East and Cumbria Regions contact: Phil Scowcroft phil.scowcroft@britishcanoeing.org.uk

Star Awards, Paddlepower and Personal Performance Awards

Many clubs use personal performance awards to help their members to develop their skills and knowledge. Younger paddlers are most suited to Paddlepower and for adult or older paddlers the Star Awards offer many opportunities. Affiliated clubs can buy Paddlepower resources at reduced rates via the website and Star Awards certificates can be purchased for £6 for members. Look out for the refreshed personal performance awards in 2019.

Want to know more?

Please visit www.britishcanoeing.org.uk/go-canoeing/things-to-do/build-my-skills

When?	Ongoing throughout the year
How?	Club coaches can request free of charge Star Award pass slips by emailing us
Who?	info@britishcanoeing.org.uk or call 0300 0119 500

Discover more places to paddle

Finding new and exciting places to paddle for your members is important and at British Canoeing there is a team that do just that.

Canoe Trails – There are over 140 free trail maps that give all the information your club members need to set out on a canoeing trip, including parking and refreshment stops.

Want to know more?

Please visit www.britishcanoeing.org.uk/go-canoeing/ places-to-paddle/canoe-trails/

Seasonal Club Challenges – These are perfect if you are looking for a challenge to get your club paddlers motivated throughout the winter. They are also a great opportunity for the club to get social and think up some fun-themed paddles.

Want to know more?

Please visit www.britishcanoeing.org.uk/guidanceresources/clubs-centres-providers/winter-club-challenge/ **Challenge routes** – These are longer, classic routes aimed at more adventurous paddlers. Clubs might want to use the routes as a way to raise money for the club or a charity. Free certificates are awarded to everyone who registers the completion of a challenge route and achievements are recognised on a national leader board.

Want to know more?

Please visit www.britishcanoeing.org.uk/go-canoeing/things-to-do/challenges/challenge-routes

When?	Ongoing throughout the year
How?	Visit the Go Canoeing area on the British Canoeing website
Who?	gocanoeing@britishcanoeing.org.uk or call 0300 0119 500

Paddle-Ability

Paddle-Ability refers to all activity for disabled people be it specialist activity or as part of mainstream opportunities.

There are two Paddle-Ability training modules, one at **Foundation** and one at **Intermediate** level. These will provide your club with the skills to introduce and develop Paddle-Ability.

When?	Ongoing throughout the year
How?	Please visit the www.britishcanoeing.org. uk and view the Paddle-Ability / disability section under Club & Centre Resource
Who?	clarisse.smith@britishcanoeing.org.uk

Women in Paddlesport

Look out for the latest advice and tips on growing your female paddlers, coaches and volunteers.

When?	Ongoing throughout the year
How?	Please visit the www.britishcanoeing.org.uk and within the Go Canoeing section view the women's canoeing section.
Who?	cadi.lambert@britishcanoeing.org.uk or call 0115 896 8821

Caring for your environment

Whether your club wants to organise a litter pick up or a help combat the spread of invasive non-native species (INNS), there are resources to help you. We are very keen to hear about clubs doing waterway clean up events, whether it is to fund raise or to support campaigns such as World Rivers Day or just that you are passionate about looking after your local waterways.

Want to know more?

Please visit www.britishcanoeing.org.uk/go-canoeing/ access-and-environment

When? How?	World Rivers Day 30th September 2018 Please visit the www.britishcanoeing.org. uk and within the Clubs section and view working in the natural environment pages. If you want to celebrate World Rivers Day with us, let us know your detail and we will send the toolkit once it is complete in July.
Who?	chantelle.grundy@britishcanoeing.org.uk or call 0115 896 8837

Section Three

Support around club development, good governance and facilities

In England there is a vibrant club structure with around 400 clubs affiliated to British Canoeing, of which 153 have taken advantage of the national support to strengthen their club's governance and facilities through Quality Mark.

Progressive clubs are creating four year club plans and regularly reviewing their policies and procedures – such as safeguarding, equality, safety and environment, in line with the recommended best practice.

British Canoeing's Stronger Club Programme

The Stronger Club Programme is an emerging package of expert guidance, templates, case studies and training, specifically design to support paddlesport clubs. Designed by clubs for clubs, it draws on the best practice within the sport and is informed by leading experts from across the sport sector.

Through the Stronger Club Programme you should be able to find guidance and templates on a wide range of topics to help you manage your club:

Want to know more?

Please visit the www.britishcanoeing.org.uk and view the Clubs & Centres Guidance section

When?	Any time throughout the year
How?	Visit the club section of the website, and explore what is on offer. If you can't find what you want, let us know.
Who?	Email howard.blackman@britishcanoeing. org.uk or call 0115 896 8821

British Canoeing Quality Mark



For the clubs that want to be nationally

recognised across sport for the quality of their management and activity, there is British Canoeing's Quality Mark, which includes Sport England's cross sport accreditation Club Mark. Clubs that have Quality Mark say that it is important to their members especially to parents giving them the confidence that their club is well organised and safe place for their children to paddle.

Other benefits include prioritised support, use of logos, evidence to support your grant or funding applications and raised profile with local authorities and County Sports Partnerships.

Want to know more?

Please visit www.britishcanoeing.org.uk/guidanceresources/clubs-centres-providers/clubs/club-accreditation/

When? Register anytime during the year, and then once every three years around your affiliation date.
How? Visit the Club Accreditation page (as above) on the British Canoeing website, send the completed registration form to

us and we will work with you to achieve the standards in four different section: quality of delivery, welfare and equity, promotion and engagement with your community and club management.

Who? Email howard.blackman@britishcanoeing. org.uk or call 0115 896 8821

Club Matters

Club Matters is Sport England's one-stop shop for clubs. It provides free up to date, convenient, practical resources to help you develop and run a sustainable club. It is packed with useful online modules, seminars and toolkits. As a community sports club you will need to register via the website, this will give you instant access.

Want to know more?

Please visit www.sportenglandclubmatters.com/

Who? Email clubmatters@sportengland.org

Stronger Clubs Conference

Held in March each year, our annual Stronger Clubs Conference brings together club officers, club coaches and volunteers to hear from leading experts, to take part in workshops and to share effective practice. A great place to learn new things and to inspire your new club officers.

Want to know more?

Please visit www.britishcanoeing.org.uk/competition/ whatson/agm-national-conference-and-awards-dinner/

When?	Saturday 9th March 2019
How?	Booking will open on the website November 2018
Who?	Email laura.sutherland@britishcanoeing. org.uk or call 0115 896 8844

Safety at your club

One of our key responsibilities at British Canoeing is to support clubs and volunteers to manage risk and to keep paddling. We do this in number of ways:

- Through our guidelines and policies we encourage clubs to create their own guidance and policies.
- Through guidance and training we support club safety officers with the skills to undertake annual club audits and to guide their club committees through their risk assessment which informs their safety policies and emergency plans.
- Through the British Canoeing's Safety Management system and incident reporting we monitor trends and react to inform clubs and members of important lessons and mitigations.

Please encourage your volunteers and members to report any incidents both through your club reporting and the national incident form on the website. It is vital that all incidents are reported so we share the learning and continue to develop effective practise.

For reporting visit www.britishcanoeing.org.uk/go-canoeing/ incident-reporting

Event safety management training

Many clubs run some form of event or competition. We offer training for your Club Safety Officer to help them to make sure that your event runs smoothly and safely. Training is organised regionally and is available to all event organisers and Club Safety Officers.

When?	Ongoing through the year
How?	Visit the event safety management section on the website for the next course
Who?	Email craig.duff@britishcanoeing.org.uk or call 0115 896 8821

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Safeguarding and your club

We offer a range of support and resources to help you protect your club members and participants. These include:

- Advice and guidance in relation to safeguarding best practice and Disclosure and Barring Service (DBS) checks.
- Policies, templates and guidance for the club to adopt.
- Regular e-newsletters to keep you up to date with policy changes.
- We will respond to and manage all reported safeguarding concerns through our Case Management Group.
- An online DBS application system, including risk assessment of DBS certificates with content.
- Support for anyone who has received a safeguarding allegation against them.

More information can be found on the safeguarding pages of the British Canoeing website. For anyone wishing to report a safeguarding incident or concern contact safeguarding@ britishcanoeing.org.uk or call 0115 8968842

For enquiries and guidance about safeguarding policies, DBS and processes contact kimberley. walsh@britishcanoeing.org.uk

Where? www.britishcanoeing.org.uk/guidanceresources/safeguarding/safeguardingtraining/

GDPR - Toolkit

The General Data Protection Regulation(GDPR) is a new, European-wide law that replaces the Data Protection Act 1998 in the UK. It places greater obligations on how organisations, including clubs, handle personal data. The British Canoeing GDPR Toolkit is designed to offer guidance to clubs who are seeking to prepare for the new data protection regulations that fully come into force on 25 May 2018.

Want to know more?

Please visit www.britishcanoeing.org.uk/guidanceresources/gdpr-toolkit or email gdpr@britishcanoeing.org.uk

Paddle Clean – anti-doping

There is a range of anti-doping support and training for clubs which have paddlers

engaged in competition. The UKAD Accredited Advisor course is ideal for club volunteers and the free online course will equip your volunteer with the knowledge to signpost athletes and coaches to the best places to look for advice. The course has sections on:

Paddle

CLEAN

- Anti-doping rules
- Checking medication
- Know the risks with nutritional supplements
- Applying for a Therapeutic Use Exemption (TUE)
- Drug testing
- Reporting doping in sport

Club coaches can also take the UKAD Coach-Clean Course. which has a cost of £15.

- Ongoing through the year When? How?
- To access the courses visit UK Anti- Doping's Learning Zone on their website www.ukad. org.uk or visit www.britishcanoeing.org.uk/ competition/anti-doping-1 Who?

Email gemma.wiggs@britishcanoeing.org. uk or call 0115 8966 589

Section Four

Support around developing volunteers, coaches and leaders

Club volunteers and coaches play a vital rule at every level and are critical to the growth of the sport.

We estimate that there are nearly 6,000 volunteers who are a highly committed workforce within clubs. Clubs play a central role in recruiting new volunteers, creating clarity in their roles, supporting development and planning for succession.

Coaching and Leadership Conference

Is an annual event aimed at club coaches, leaders and guides, at all levels and disciplines.

Want to know more?

Please visit www.britishcanoeing.org.uk/coachingleadership/support-recognition/coach-conference/

When? 23 - 24 November 2019

National Coaching and Volunteer **Recognition Awards**

The Awards take place annually to celebrate and recognise the amazing contribution that coaches, volunteers and leaders make to the sport of canoeing.

Want to know more?

Please visit www.britishcanoeing.org.uk/guidanceresources/volunteering/awards-recognition/#nationalvolunteer-recognition-awards

When?	Nominations are open between June and September.
How?	Any club can nominate their coaches and volunteers using an online form, all the nominations are then considered by regiona and national panels.

Opportunities to develop new and existing coaches and leaders

There are many options of courses and recognised qualifications that your club coaches and leaders may want to consider. While your club polices will indicate who can lead your club sessions, these awards and endorsements can be a great way to build on their existing confidence and skills.

Paddlesport Activity Assistant - An endorsement that recognises and supports the work of volunteers helping out at your club.

Paddlesport Leader - A qualification to lead people on journeys in various paddlesport craft.

Paddlesport Instructor - Qualified to instruct taster/introductory sessions in any paddlesport craft within a sheltered water environment.

Coach Award - Direct entry to the coaching award specific to your clubs needs with 18 pathways to choose from.

Want to know more?

Please visit www.britishcanoeing.org.uk/news/2017/clubscentres-which-coaching-qualification-or-leadership-award-isright-for-me/

When?	Ongoing throughout the year via the 'Canoe Near You' map on www.britishcanoeing.org.uk
How?	Please visit - www.britishcanoeing.org.uk/ coaching-leadership/my-pathway
	For more information or advice contact: coaching@britishcanoeing.org.uk

Coaching Advisors:

- Amanda Harris 01158968816
- Helen Laywood 01158968840
- Aimee Sallis 01158968841

Section Five

Support around promoting competitions and events, and improving communications

Clubs play an important role in providing and promoting competition, events, tours, trails and challenges. Clubs tell us they are motivators for their club members in keeping engaged with the club.

Events and your Club

Whether you are looking to find a local event or an international championships, you can find it in the event calendar section of the website.

Affiliated clubs can also access a complimentary service which helps you promote and endorse your events on British Canoeing digital platforms.

Want to know more?

Please visit www.britishcanoeing.org.uk and view the event promotion and endorsement section

When?	Ongoing through the year
How?	Simply send the completed online registration form, with evidence of your insurance and your risk assessment to us.
Who?	event.promotion@britishcanoeing.org.uk or call 0115 896 8844

Follow our British teams at international events

Over the next few years British Canoeing is hosting a range of international events. So why not plan a club trip and get behind our national teams and support them on their home ground, as they take on the best of the rest of the world.

Key dates

- 8th 9th September 2018 ECA European Canoe Polo Club Championships Holme Pierrepont, Nottingham
- 14th 16th June 2019 ICF Canoe Slalom World Cup Lee Valley White Water Centre

– 15th - 17th May 2020 ECA European Canoe Slalom Championships Lee Valley White Water Centre

2021 ICF Canoe Freestyle World Championships Holme Pierrepont, Nottingham

Want to know more?

Please visit www.britishcanoeing.org.uk/competition/ whatson

Who?	news pages and social media. events@britishcanoeing.org.uk or call
now:	org.uk and view the competition what's on section or follow the progress of our athletes via the British Canoeing
How?	Please visit the www.britishcanoeing.
When?	April - September

0115 896 8844



British Canoeing Supporters Club

British Canoeing has developed a new partnership with JAMIN Sports to provide travel packages for supporters attending international events.

The British Canoeing Supporters Club will enable clubs, members, family and friends and fans of the sport to travel more easily and costeffectively to intentional canoeing events.

For the 2018 season JAMIN Sports will be offering a package - including travel, accommodation, transfers - for the Sprint Junior & U23 World Championships being held in Plovdiv, Bulgaria.

Want to know more?

Please visit www.britishcanoeing.org.uk/news/2018/britishcanoeing-launch-new-supporters-club

When?	Initially July in 2018 and from 2019 expanding to April - September
How?	Please visit the www.britishcanoeing.org.uk and view the competition what's on section
Who?	info@jaminsports.co.uk or jaminsports@ outlook.com call 07742897891 or 0800 840 1116

Improving Communications

Clubs tell us how important communication with their members is. From a welcoming website, to active social media that raises the profile of the club and its activities.

The communication team at British Canoeing are always happy to promote club news and stories via our channels.

Canoe Focus/The Paddler

Clubs receive two free copies of the Paddler six times per year, which incorporates British Canoeing's Canoe Focus magazine.

Your contributions make Canoe Focus happen We always want to hear from you about your club members, events and activities.

facebook.com/British canoeing (@britishcanoeing)

twitter.com/BritishCanoeing (@britishcanoeing)



instagram.com/british.canoeing (@british.canoeing)

youtube.com/c/britishcanoeingtv

Social media channels

So when you want to tell people about what you are doing do tag us into your posts. We'd love to hear from you.

There is also some great advice on the Club Matters website to help club communication officers maximise their own club's channels. It is comprehensive and has clear templates for clubs to follow.

When?	Ongoing through the year.
How?	Visit the link www.sportenglandclubmatters. com/home/club-promotion/
Who?	Contact the team via mediaenquiries@ britishcanoeing.org.uk or call 0300 0119 500

Section Six

Access to a network of people who can help and advise

There are many opportunities for clubs to engage with resources and training provided by British Canoeing's key committees and staff, or to access generic sport support such as the Club Matters website or County Sports Partnerships.

Regional Development Teams

Each region of England has a Regional Development Team (RDT), who positively contribute towards the 'Stronger Together' strategic plan. They consist of volunteers who work closely with clubs, members and British Canoeing staff to support the regional needs of members.

Each RDT runs an annual consultative meeting, where you can learn more about their achievements and influence their future plans. They also host club forums and Coaching Matters sessions for your club members.

To find out more about your regional teams please contact your RDT Chair listed below:

North East Linda Pooley

chair.northeastrdt@britishcanoeing.org.uk

North West Joe Parkin

chair.northwestrdt@britishcanoeing.org.uk

Yorks & Humberside Greg Spencer

chair.yorkshirerdt@britishcanoeing.org.uk

Cumbria Mike Sunderland

chair.cumbriardt@britishcanoeing.org.uk

East Midlands Colin Broadway

chair.eastmidlandsrdt@britishcanoeing.org.uk

West Midlands Clare Dallaway

chair.westmidlandsrdt@britishcanoeing.org.uk

East David Walton

chair.eastrdt@britishcanoeing.org.uk

South Richard Bowyer

chair.southrdt@britishcanoeing.org.uk

South East Noel Humphrey

chair.southeastrdt@britishcanoeing.org.uk

South West Paul Carroll

chair.southwestrdt@britishcanoeing.org.uk

London Terry Kinsella

chair.londonrdt@britishcanoeing.org.uk

Discipline Committees

The competitive aspects of canoeing in the UK are supported and delivered by nine Discipline Committees run by elected volunteers. In addition, you can also find out more about ocean racing, va'a and the work of the canoe lifeguards. For more information on how to engage your club with a discipline and its activities, and support and guidance.

Please visit www.britishcanoeing.org.uk/competition

- Canoe Slalom
- Canoe Sprint
- Canoe Polo
- Canoe Marathon
- Canoe Surf
- Canoe Freestyle
- White Water Rafting
- Wild Water Racing
- Ocean Racing
- Outrigger Canoeing
- Canoe Lifeguards
- International Canoe Sailing

Area Development Officers

There are three British Canoeing Area Development Officers, who work hard to support all affiliated clubs. They support clubs through local workshops and forums, on a range of topics from basic club management through to learning how to use Go Canoeing events to grow membership.

South & South West Regions James Hinves

james.hinves@britishcanoeing.org.uk

London, East & South East Regions Russell Smith

russell.smith@britishcanoeing.org.uk

East Midlands, West Midlands, Yorkshire, North West, North East and Cumbria regions Phil Scowcroft

phil.scowcroft@britishcanoeing.org.uk

County Sports Partnerships (CSPs)

There are 43 CSPs covering every part of England. This network of organisations has a strong understanding of their local area. They can support and help clubs to develop strong local link to schools, colleges and universities, local funding and help identify other local opportunities for clubs across their community.

You can find out more on the network of CSPs and find the CSP nearest to you by searching the County Sports Partnership Network website: www.cspnetwork.org

Useful Websites

British Canoeing www.britishcanoeing.org.uk Canoe Association of Northern Ireland cani.org.uk Canoe Wales www.canoewales.com Charity Commission www.charity-commission.gov.uk Club Matters www.sportenglandclubmatters.com/ **Community Amateur Sports Clubs** www.cascinfo.co.uk **County Sports Partnerships** www.cspnetwork.org Do-It volunteering www.do-it.org.uk European Canoe Association www.canoe-europe.org/ HMRC Revenue and Customs www.hmrc.gov.uk International Canoe Federation www.canoeicf.com/ International Rafting Federation www.internationalrafting.com Join in www.ioininuk.ora/ National Council for Voluntary Organisations www.ncvo-vol.org.uk Scottish Canoe Association canoescotland.org/ Small Business Pro www.smallbusinesspro.co.uk Sport England www.sportengland.org UK Coaching (formerly Sports Coach UK) www.ukcoaching.org/ **UK Anti-Doping** www.ukad.org.uk/ UK Sport www.uksport.gov.uk/ Youth Sport Trust www.youthsporttrust.org



0300 0119 500 info@britishcanoeing.org.uk

National Water Sports Centre Adbolton Lane Holme Pierrepont Nottingham NG12 2LU





