

# British Canoeing Quality Club Re-accreditation Tool



Having gone through the process of working towards re-accrediting and hopefully also continuing to improve in the areas of Governance, Safety, Safeguarding and Equality, Diversity and Inclusion at your club, please tell us what you learnt and how you achieved this.

Club Name	Wombourne Kayak Club		
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Name of person completing form	John Teuwen	Your Club Role	Club Secretary
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## What changes have you made to improve how you manage your British Canoeing Affiliation requirements?

To create and maintain an on-going 3- year Strategic Plan.

To update and maintain the Club Portal and website.

To foster personal development safety & coach qualifications, e.g. AWWR, AWL

To cultivate annual policy review and update on club website, e.g., Near Miss, Code of Conduct, (BC) New Disciplinary Policy & Guidance, Code of Conduct, Trip Consent

## What improvements have you implemented to improve your club's Governance?

To complete & review "Governance", by completing UK Sports "Getting the right structure" Module.

To review "The Constitution".

To embed the Vision, values, aims and objectives within club policies, procedures, and practices.

Identifying the advantages and disadvantages of the current legal structure, to establish if the structure is right for the club at present.

To create a Committee Induction Pack.

To formulate a range of Committee Job Role Descriptions to explain What needs to be done?

To identify suitable candidates for a range of Committee roles as part of a succession plan.

To implement and maintain a "Succession Plan in which to identify suitable voluntary members to manage the club.

To seek and maintain "Bursary" funding to implement Standards for Deployment, as well as encourage personal development and leadership skills amongst members.

## What changes have you made to improve Safety at your club?

To maintain the "Safety Framework": Update risk assessments & River Guides every six months, unless after a trip when a "Dynamic" incident happened or new river explored, e.g., Elwy.

To create a risk register.

To implement Standards for Deployment.

### What measures have you taken to improve Safeguarding at your club?

To complete the NSPCC Self-Assessment Tool as part of the Safeguarding review

To update the Code of Conduct and Trip Consent Forms to incorporate how we manage the usage of WhatsApp & other social media in meeting GDPR.

To prevent regulatory breaches when dealing with U18's and vulnerable Adults.

To formulate a Members' Induction Pack

To review the Welcome Pack

To create a "Safeguarding" Flowchart for members to understand the process, procedures and support agencies.

### What measures have you taken to improve Equality, Diversity & Inclusion at your club?

To create a "Club Survey" to encourage a "Transparent" culture that encourages open discussion without derogatory, discriminatory, and exclusionary language and actions should be taken seriously by the club and made clear to others in the club that these behaviours are not acceptable in paddling or elsewhere.

### How has having achieved Quality Club accreditation benefited your club?

It has provided a framework in which the club can measure its performance against defined "Benchmarks" to justify that it is operating in a safe, challenging and fun manner.

### How did you find the process of re-accreditation and what support did you receive during this process?

A much better experience in which we were able to "Access" the Toolkit link using a computer rather than a phone. The support provided by the Paddle UK Support Team has been a positive experience whereby the club has also contributed to the development of Quality Club.

## Are there any changes or improvements to the process that you think could be implemented?

**Recruitment and deployment** needs to be looked at, e.g. not all clubs recruit paid staff. Hence, the criteria does not "Fit", such as checking references, as voluntary recruitment is made within club members who are prepared to take on the responsibility and have time to do so. Not applicable would be more appropriate, because the other criteria has been met under Standards for Deployment, DBS checks, and safeguarding procedure information have been met, but the "Benchmark" = 50%. This doesn't provide a "True" reflection of the club's performance.

**Understanding your club** - the use of up-to-date equality monitoring statistics has been beneficial to accurately monitor data on the diversity of the club in which it provides a more transparent understanding of members demographics.

This theme will be further developed by undertaking a "Members' Survey" to formulate a deeper understanding of their needs and will provide opportunities to explore their motivations. Furthermore creating a positive "Inclusive" culture has encouraged and helped to grow the club by 50% plus since 2019, from across the West Midlands and North Wales. However, the "Benchmark" questions again do not reflect this success = 80%. such as accessibility-related, safety-related, or identity-related because the club USP is that we provide regular weekly activities from pool sessions or club nights and weekend river trips. This is often supported by additional "Peer" Paddles and having a vibrant WhatsApp has allowed this to take place. In addition, the club has rewarded, recognised and engaged members by providing personal development and qualifications with financial support to retain volunteers from any background or experience.

Furthermore, to encourage members to contribute at the AGM, the club has offered a free meal at a local pub to enable people to understand their needs and motivation, again no question to reflect this action.

**Understanding Your Local Community 78%** - does not reflect the demographics and motivations of our membership, and how the club operates, particularly that it does not have a designated clubhouse, but uses a local pool in South Staffs, whilst the "Club Night" is organised in Shropshire, and the river trips are arranged mainly in Wales.

Hence, the club does not have a local area to specifically target a demographic group, but extensively uses social media such as You tube, Instagram and Facebook to promote its activities, which has subsequently helped it to grow. This success is not reflected in the questions to measure the "Benchmark".

**Making Paddling Accessible (70%)** - the club has identified areas to improve such as a Members Induction, but the main factor again is that it relates to a club facility with the assumption that all clubs operate in this manner. The other factors such as providing club equipment like boats, buoyancy aids, paddles, etc, free coaching without a cost. However, we promote sharing of transport & petrol costs, to reduce this burden, whilst activities are free except for the pool are there to support new members.