



Leadership/Organisers responsibilities

In any event/trip there must be someone taking responsibility as the overall leader. This will normally be a coach or senior member of the club. However **every member has a responsibility for looking after their own health & safety and that of the group**. Do not assume that the “leader” will always make the right decisions. If in doubt you should raise your doubts or concerns – see *the HCC safe person concept*.

The leader of an event is not necessarily the organiser – but the organisation forms a vital part the success of the event and should be seen as part of the overall leadership of the trip (organising an event/ is a good way for members to gain leadership experience).

If you are organising a trip/event, this checklist (whilst not comprehensive) could prove a useful aide memoire.

- 1) Discuss with the Chairman/other officers the date and venue for the event so that it will not conflict with other activities
- 2) How long is the trip? Consider conditions (weather, tides, river features, etc) and consider the level of competency required for the event.
- 3) Consider timings
 - a. What time will you set off/meet up?
 - b. How long is the event to last?
- 4) Have contingencies for
 - a. Shortening the route
 - b. Emergency procedures
 - c. Alternate location if conditions on the prime site deteriorate
- 5) Consider equipment required – do you need to liaise with Gear Officer to ensure club equipment is available? What safety equipment do you need to use/borrow – first aid, tow lines, throw lines, etc?
- 6) Consider communications
 - a. Before –
 - i. publicising event
 - ii. contact details for questions
 - iii. cancellation phone number
 - b. For emergencies – VHF radio, 999, etc.
- 7) Consider transport arrangements
 - a. Car parking
 - b. Is it a round trip or will a shuttle be required
 - c. Will you need a trailer and driver?
- 8) Produce a guide for the trip – with detail of the event, location, parking (post code for Sat Nav is useful), map showing event route and emergency exit points, food and drink to take (or to be able to purchase on route).
- 9) What risk assessments need to be undertaken – consult Event/Safety officer.
- 10) Complete a float plan – leave it with someone who will act if you are seriously overdue (noted on the float plan)

- 11) Ensure competency of members joining the event. Are there any juniors/vulnerable adults – if so a consent form MUST be completed.
- 12) If conditions change – ensure all participants informed.

On the day of the event

- 1) The group must decide who is in charge (normally a coach or most senior paddler)
- 2) Ensure the group is adequately briefed before the activity (including lifting techniques, emergency procedures and the importance of discipline).
- 3) Brief group on the risk assessment undertaken and any changes required due to altering conditions.
- 4) Ensure all members have completed the Tour Participant Statement form (available from website) – or junior/vulnerable adult members have a completed consent form.
- 5) Ensure a float plan is left with a competent person.
- 6) Ensure all paddlers have equipment fit for purpose.
- 7) Know the number of people in the group. If a large group, consider splitting into smaller self-contained units – but keep all within visible range of each other and group leader. Who will be responsible for junior/vulnerable adult participants?
- 8) Warm up.
- 9) During event
 - a. Go at pace of slowest.
 - b. Ensure all keep in contact
 - c. Stop for rests as required/needed.
 - d. Continually assess conditions (need for dynamic risk assessment) and be aware of the needs of the group which may change.
- 10) After event
 - a. Debrief
 - b. Ensure “competent” person is aware of your safe return (don’t end up in a pub for hours with emergency services looking for you!!!)
 - c. Ensure all have transport arranged (especially juniors/vulnerable adults)
 - d. Return club equipment to Gear Officer/club store.