

Norwich Canoe Club

Policy Meeting with the Committee

Wednesday 19th June 24

Present:

Sarah Walker (Chair) SW
Matt Parkes (Vice-Chair) MP
John Frankland (Welfare) JF
Anna Carrington (Publicity) AC
Julie Bie (Adult Rep)
Matt Lodge (Marathon Rep) ML - joined late due to coaching

Rules & Operating Procedures

- Sent multiple emails with various feedback in March of 2024
- People have signed it off via email
- Ratified by 5 attendees as well as previous emails

Safeguarding Policy

- Updated by Sarah originally in April
- Jo sent around 4 documents including the policy at the end of April - one of which was the template provided to us by PaddleUK
- Jo discussed these documents at the May committee meeting
- 1 safeguarding policy for adult and children
- Ratified by 5 attendees as well as previous emails

Reporting a Safeguard Concern

- As above

Paddling outside of club organised sessions

- Sent to committee members
- Sent to coaches on 24th April, 1st June and 19th June
- Very little feedback
- Will be placed on agenda for next coaches meeting so that they are all aware
- Combined policy for adults and juniors
- Feedback added
- Ratified subject to any coaches providing any feedback at their meeting

GDPR

- Updated
- We do not have a procedure for reporting data breaches

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- Trustees to come up with a procedure for data breaches including timeframes for dealing with a complaint or issue and timeframes for responding to the complaint or issue
- Ratified by 5 attendees as well as previous emails

Privacy Notice

- Experts of the GDPR policy
- Action to ask PaddleUK accreditation team - Phil
- Ratified by 5 attendees

Code of Conduct

- Simplified from adult and child to one policy
- Sent out on 21st May and 1st June
- To be reviewed next year
- Ratified by 5 attendees

NCC Self Employed & Volunteer Coaches Code of Conduct

- Sent to everybody on 1st June including coaches
- Will be placed on agenda for next coaches meeting so that they are all aware
- Ratified subject to any coaches providing any feedback at their meeting

Terms of Reference

- To review next year with new comments
- 7 people answered emails and provided feedback
- The 7 people then signed them off
- Action for trustees - we had no comments from Martin or Jackie, but 4 trustees signed off the document
- Tim is concerned about the AGM process for getting new members of the committee onboard and how the voting is carried out
- According to the constitution, the AGM is a trustee matter and should be handled by them - the committee will still be involved, but the terms of reference does not specify that the committee will organise the AGM - the trustees can of course delegate
- Ratified by 6 attendees (ML joined the meeting by this point)

Actions

- Ask Grace to bring up the “Paddling outside of club organised sessions” and the “NCC Self Employed & Volunteer Coaches Code of Conduct” at the coaches meeting
- Ask PaddleUK accreditation team for their help on the Privacy Notice
- Confirm that the trustees are happy with the Terms of reference - specifically the running of the AGM

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- Request the trustees to have a meeting and confirm they are happy with the policy updates

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