

Affiliated Club Safety Officer Role Template

Introduction

The Safety Officer is a key role within any paddling club. The role requires a range of skills; from making sure that club policies are reflected in good operational practice, to managing the process to record and assess trends in club near miss and incident reports, through to employing diplomacy skills to ensure that all members understand their responsibility in creating a secure and welcoming environment within the club.

The Safety Officer should have a good knowledge of the club and has a responsibility for ensuring that the committee understands its role and responsibility in creating structures to assess risk and meeting the club's duty of care.

Clubs are encouraged to have a Club Development Plan, outlining actions the club is taking to improve the opportunities available to members. It is usually the role of the Club Safety Officer to drive and implement the actions around safety within the Club Development Plan.

As a figurehead for the club, the Club Safety Officer is likely to play a leading role in Training Club Volunteers to understand how the club manages safety and how their systems work.

Role Description

The Club Safety Officer is responsible to: The Club Management Committee and members, through the Club Chair.

Role purpose: To ensure committee is aware of its collective role in managing safety across the club, and to manage the systems that the club puts in place.

Commitment: This will obviously vary depending on the size of the club, how active the club is and whether the club is going through any transformational changes (e.g., facility development, refurbishment, etc.). On average, the Safety Officer might be expected to give 2–4 hours per week, plus time for various committee meetings.

Main Tasks:

- Manage the club's safety systems at club events
- Provide the committee with regular safety reports and information to assist in good decision making.
- Know where to find advice and guidance such as [Paddlesafer](#) or the [Events Tool Kit](#)
- To communicate safety advice across the club such as [Paddle UK Safety Alerts](#)
- Completes risk assessment for the event
- Monitor the event to ensure the risk assessment and safety regulations are being followed
- To ensure that safety club policies are delivered.
- Being actively involved in creating and following a Club Development Plan.
- Assist the club to fulfil its responsibilities to safeguard its members at club level.
- Ensure an understanding of the legal responsibilities of the club around safety.
- Report all club incidents through the [Paddle UK Incident Reporting System](#)

Skills required:

- Knowledge of the club, centre or committee is essential.
- Background in management is helpful (but not essential).
- Strong leader who can be objective.
- Confident and effective in communication.
- Enthusiastic and able to motivate others.

Required for the role:

The Club Safety Officer must:

- Be either a Club Associate or be a Paddle UK On the Water/Bank Member.
- Be identified on the Paddle UK club portal by their role.
- Have completed, as a minimum, The Paddle UK "[Introduction to Safeguarding Training](#)" within the last 3 years.
- Have completed Paddle UK's [Risk Assessment and Risk Management Elearning](#) and Paddle UK's Event Safety Management Training. Within the last three years

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Attributes of the Club Safety Officer

There are many attributes which combine to make an outstanding Committee Member. Like all good leaders, it is easy to recognise an effective Committee when you see them, but pinning down what they have in common can be a bit more difficult. The list below highlights some of the attributes we think all great leaders share:

1. **Integrity** - The people leading the club must be seen to have the highest personal standards with regard to honesty, reliability and commitment to the role. They should lead by example.
2. **Ability to influence others** - without dominating - the committee is responsible for harnessing all the best that the club membership can offer the club, especially fellow committee members. Each and every committee member is there because they want the best for the club and they all bring unique experiences, skills, knowledge and understanding.
3. **Personal strength** - Being a committee member of a club can sometimes be a tough job. A good committee will share responsibilities and give strength and support to others. Clubs can experience tough times and the resilience of the committee can be important in maintaining a great club spirit.
4. **Clear vision and passion for the club** - the best clubs have a clear vision and plan for how they will provide the best paddling experiences for its members. The committee plays a key part in working with members in establishing and sharing that vision. They also drive the delivery of the plan and a passion for the club can help maintain the commitment of others.
5. **Emotional Intelligence** - a difficult attribute to pin down but a great committee member will have the ability to read people and build effective relationships with them.
6. **Knowledge and experience** - prior knowledge and experience in both management and paddling can be very helpful (but not always necessary!). Any good committee member recognises the need to have the right people doing the right things for the club, a club development plan keeps members focused and developing high quality communications with all members.
7. **Decisiveness** - a good committee member will know what should be prioritised across their area of responsibility, when to take action, and what judgments to

make in difficult circumstances. They gather all information and views before coming to decisions that are in the interests of the club and its members.

8. **Coaching skills** - As a senior member of the club and someone with a great set of management skills, the Chair should be helping other committee members and general club members grow and thrive. At the very least, time spent supporting and developing leaders throughout the club will do wonders for the club's succession planning.
9. **Courage** - The committee might, on very rare occasions, be required to make some tough decisions which are in the best interests of the club. These might not be popular, but as long as good consultation has taken place, backed up by transparent processes and good communications, decisions are more likely to be seen as fair and in the interests of the club as a whole.

