



# Tullamore Canoe Club

## Organising Courses

- Courses will be run to suit the need of the club and the demands of its members. Such courses will include but are not limited to proficiency and rescue courses in canoes and kayaks, instructor, coaching and official courses for competitive and non competitive paddle sports and first aid courses.
- In the event that there is no one qualified to deliver a course within the club, the course organiser will source an external instructor who holds an up to date and relevant qualification accredited by the Irish Canoe Union or other relevant governing body.
- The course organiser will then report to the committee on the details of the course. The minimum details which the committee will require are:
  - Name and qualification of the course provider/ instructor
  - Cost of course provider/ instructor
  - Location of course
  - Accommodation options (where relevant)
  - Number of people required/ allowed on the course
  - Breakdown of the course (i.e. "Level 3 Sea Kayaking Course with assessment")
  - Pre requisite qualifications required to attend the course (i.e. "must have a Level 2 Sea Kayaking Certificate to attend")
  - Additional Costs (i.e. Pulling a trailer)
  - Proposed cost for participants
- Before a course is approved by the committee, the course organiser must demonstrate to the treasurer that the course is financially feasible. In some cases, the club may undertake to subsidise the cost of a course. For more information on this, consult the Financial Guidelines or the Treasurer.
- In the event of a course that involves overnight stays and junior members, please consult the Child Protection Officer(s).
- Once the committee deems a course to be feasible, the course organiser must actively find participants for the course. At least a months notice should be given to all potential participants. The club has several means available to it for getting information to its members such as the website, forum, text system, hotline and newspaper. Use as many of the above as

is possible. Contact the Secretary and Public Relations Officer for assistance.

- If there is not enough interest for a course in the club, consult the committee in recruiting externally or “outsourcing”.
- If there are more people than the instructor/ course provider can take either hire an extra instructor or record the names of the people extra people and organise a second course.
- If there are trainee instructors in the club, or people interested in becoming instructors, try and arrange for them to attend. Even if the instructor cannot sign off on their logbook, it is good experience nonetheless.
- Organising a course can be a big undertaking. If the workload involved in planning the course is too much, the committee is there to assist.
- In order to prevent late cancellations causing a financial loss, arrange to take deposits from people when they confirm.
- When the course has been filled, ensure that all participants are made aware of:
  - When and where the course is.
  - What equipment to bring
  - Exactly what is involved in the course (a timetable where possible is ideal)
  - If there is a possibility of the course being cancelled due to outside influences (some courses/ rivers can only be run on certain water levels)
  - Prerequisite qualifications to attend the course
  - Accommodation arrangements
- If you are giving lifts try to arrange it so that you are not travelling alone with a junior member.
- When the course is over, fill out an event report and submit it to the secretary. If there was any issues in either organising the course or if people had grievances on the day, pass the relevant information on to the committee.