XXX Club operating procedures TEMPLATE

(Please use this as a guideline if your club does not have its own version available. Write around the subjects proposed and add any specifics that you feel appropriate)

Club:

Date of creation:

By whom:

Where is this advertised so that members and leaders can follow the procedures to ensure everything is done to ensure a safe and fun activity?

* Dynamic risk assessment. What specific checks do you make at the start of a session? What conditions will stop activities taking place. Is there a sheet that you complete at the start of each session? This will be lead my risks identified in the clubs main risk assessments. Please include a copy.
* Do you check membership to the club to ensure that participants are entitled to take part? If so detail this.
* How do you register the activity with the Union? (Activities need to be registered for insurance). Weekly training is registered via block bookings, fixtures via team sheets, all other activities are done on a trip form and submitted to the AU /Transport department. Some activities have registers or specific sign up processes that can be evidenced.
* What procedures are there for signing into a managed centre and collecting payment
* How do you advertise activity to your members – including what to bring?
* Members have been briefed on the activity and are happy to participate
* What Transport arrangements are usually made to get to and from activity
* Are there any obstacles to getting to the activity location that can be an issue to safety and what precautions are required?
* What Weather checks are to be made to decide that activity is safe to take place?
* What facilities condition checks are to be made to decide that activity is safe to take place?
* Who are defined as Suitable Leaders / coaches and safety cover available and what is the correct ratio that you need to follow?
* Is the equipment provided suitable and in good order. How do you check this and condemn anything unfit for use?
* What is the competency of the members? How do you measure level of ability v activity level and how do you decide it is suitable for the competency of the members?
* What contacts are needed in case of emergency and where can you get immediate assistance
* Where is safety provision found including first aid, and is safety equipment intact and useable, who checks this and how regularly?
* Are there any specific policies or procedures that you have to follow?
* In case of emergency please follow the Student Activities Accident Emergency Procedure which is readily available (including on Useful Documents of the SU website)

(Please add any other detail you believe relevant to your specific activities.)