

Forth Canoe Club

Club Committee Voluntary Role: ***Trips Coordinator***

Hours per week: average 0.5 to 2 hours (flexible)

Location of voluntary activity: member's home and frequent visits to boathouse

Role Description:

The Trips Coordinator is entrusted with the organisation and supervision of FCC Club Trips.

Introduction:

Forth Canoe Club is member run club for all disciplines of canoeing. We like someone to organise a calendar of recreational trips using all the talents and resources available within the club.

Outline of role:

This role is to strengthen the recreational offering in FCC. A series of trips on rivers, seas and lochs should be planned and coordinated along with trusted trip leaders.

Outline of tasks:

- Maintain a list of qualified and competent trip leaders published on the website
- Advertise leader qualifications and courses to the membership and help anyone interested to go on qualification courses in liaison with Coach Coordinator
- Along with trip leaders plan an annual series of trips advertised to the membership covering a range of difficulties and water types. Each trip will need:
 - A nominated leader
 - dates
 - location
 - a note on pre-requisite skills to ensure safety
 - kit list including food requirements
 - transport arrangements
 - specific risk assessment completed and shared with attendees
 - other relevant information
- Update club website and calendar for trips
- Along with trip leader, monitor participants signed up to each trip to ensure they are suited to that trip
- Get consent forms for any juniors on the trip
- Coordinate minibus use
- Liaise with trip leader on changes to plan for weather and water levels
- Review each trip for post-event improvements and share best practice
- Report to the committee

(1 September 2015)