

LVPC POLICY STATEMENTS DOCUMENT Version 03 (April 2024)

Purpose

This document is to capture and publish statements of Club policy for which there is not a separate dedicated policy document, and, when the policy matter has been approved by the LVPC General Committee or, if raised at an LVPC AGM/EGM, approved by the majority of those eligible to vote at the meeting.

Index to Policy Statements

The following policy matters are covered by this document and have the full effect of a Club Policy.

- Club Boats' Allocation
- LVPC Management and use of Club Boats and Equipment
- Event Safety
- Procurement

Club Boats' Allocation

Boats intended for flatwater use should be fully deployed first for flatwater activities so that boats intended for whitewater deployment are not then unavailable for whitewater users. [AGR 220510 12.0.3]

LVPC Management and use of Club Boats and Equipment

Purchase and Maintenance

The Club's development plans include the purchase of equipment for the use of Club Members. The focus will be on obtaining equipment for:

- Safe participation
- Allowing beginners to sample and take-up paddle sports
- Enabling participants to try the different disciplines of paddle sports through the availability of specialist or discipline-specific equipment.

When Club equipment is obtained, a designated Club Member(s) will be allocated the responsibility of Equipment Officer and will put in place operating guidelines for the use and maintenance of that equipment.

At least annually, the responsible Club Member (s) / Equipment Officer will carry out a stocktake and review of all Club boats and equipment and recommend to the LVPC General Committee any new purchases or disposals of boats and equipment.



Any equipment obtained by the Club will be marked appropriately to distinguish it from LVWVC and private equipment and to assist inventory control.

All Club boats should be fitted with airbags.

Use by members

Members can hire Club boats and equipment for use during authorised Club activities at designated LVPC venues i.e. LVWVC and Rammey Island.

Hire fees will be reviewed annually, and should be kept as low as possible to facilitate access to paddling.

Members taking part in Club coached activities will have priority access to Club boats.

LVPC equipment may be taken off-site subject to approval by a General Committee member / the LVPC Equipment Officer, subject to the Club Member being able to use and transport the boat safely.

A deposit may be requested. Loss and damage beyond normal wear is to be paid for.

Session leaders should report any equipment issues to the designated LVPC lead for the day / event / trip and the LVPC Equipment Officer.

Accompanying Procedures

We encourage Club Members to acquire their own boat and equipment because this will maximise your progression and enjoyment of the sport. And we know that this is not feasible for all Club Members so the Club has a range of boats that are available for Club Members to use during authorised Club activities. First priority goes to members using boats during coached sessions, and then to other Club Members for non-coached paddling.

How to hire a Club boat

If you would like to hire a club boat and equipment, please email Pam at lvpcmembership@gmail.com giving at least one day's notice whenever possible.

You will be advised on any hire charges and the method for making payment. If using a Club boat on a coached session, the cost will be included in the course fee.

Using a Club boat

Examine your boat before using it, make sure it has airbags and that you know how to adjust the footrest and back straps safely and comfortably. If you are paddling with a Club coach, they can advise on the best choice of kayak. If you are paddling without a coach, or have any questions please consult with the LVPC Equipment Officer to ensure you are using an appropriate boat for your ability.

Please enter the water from a pontoon where available and avoid launching off concrete or rocks to minimise wear and tear on the Club's equipment.

When you have finished, please empty your boat thoroughly, return it to the Club store and hang up all equipment tidily.

If you don't have your own boat and no suitable Club boats are available, you may be able to hire a boat from Above and Below. They will endeavour to provide a boat to Club Members at a discounted rate.

[AGR 221011 10.0.2]

Event Safety

If, as a Club, LVPC hosts an event that is open to non-members of the Club, then that event will require an Event Safety Officer in accordance with British Canoeing Event Safety Management Guidance. If an event is on-site at LVWWC and is for Club members only (e.g. as part of a Club Night's activities) then an LVPC Risk Assessment will take place and will take account of our standard Risk Assessments. Safety roles for the event will be deployed accordingly. [AGR 220308 9.0.1]

Procurement

The General Committee and Directors of LVPC have a duty to the Members of LVPC to spend the funds of the Club wisely in pursuing the Club's aims and objectives.

All decisions to purchase goods and services will be made by or on behalf of the General Committee (and will be minuted) subject to the Procurement Threshold Table below. All payments for goods and services will be authorised by two of LVPC Ltd's authorised signatories.

Where a competitive procurement process is not required, the officer(s) of the Club undertaking the procurement will ensure a 'Price Check' takes place to ensure value.

Where a competitive procurement process is required it will consist of a minimum of three steps.

Step 1: The Requirement Specification

In which the General Committee or those delegated to (by the General Committee) specify the Club's goals and need for the procurement, assess and state in detail the Club's requirement, assess what is available to be purchased, and recommend what the Club should be purchasing to meet the need. Full use of the Club's resources and of Members' expertise should be drawn on to achieve an effective Requirement Specification.

Step 1 Supplementary: Where the Club has a broad goal for a procurement but lacks knowledge and insight on what that may look like in detail or what is available in the marketplace that could meet the goal, the Club may conduct ‘Market Engagement’ before finalising the Requirement Specification. Market Engagement will involve writing to and/or speaking with suppliers so the Club can better understand what is available and how the Club’s need can be met. The information gained will then support the completion of a Requirement Specification. Market Engagement may or may not include the gaining of pricing details. Market Engagement will include a stated no commitment to purchase from any supplier contacted.

Step 2: Competitive Quotations

The Requirement Specification will be sent to relevant suppliers with a request for a formal quotation against the Requirement Specification. Potential suppliers will be informed that the procurement decision is based on a competitive process and on obtaining best value for the Club and its Members, which doesn’t necessarily mean acceptance of the lowest price. The quotations will be collated and analysed by the Club’s Treasurer unless they are excluded from the process due to a Conflict of Interest or through absence - in which case the Chairperson will delegate a General Committee member to undertake the collation.

Step 3: The Purchasing Decision

The received quotations will be presented to the General Committee (by the Treasurer or delegated Committee member) for a decision. Any Committee Members with a Conflict of Interest for the procurement will not take part in the discussion and voting of the purchasing decision. Any Committee Member who has submitted a quotation will not receive commercial information either as part of the Agenda, during a meeting or separately. In making its purchasing decision, the General Committee will seek to obtain best value for the Club and Members by considering:

- Price
- Quality
- Availability and timeliness
- After-sales service and warranties
- Previous record of goods/services supplied (the general Committee will take-up references if deemed appropriate)
- Financial stability of the supplier for any procurement requiring a long-term commitment.

Where there is a large difference in the pricing between competitors, the General Committee may, prior to making a decision, request clarification on some or all of the quotations received.

Procurement Threshold Table

Value £	Responsibility	Conditions
0 to 250	Treasurer	Purpose/objectives for expenditure has been

		pre-agreed by the General Committee and Minuted. 3 quotes <u>not</u> required. Price checking to take place.
0 to 250	Treasurer	For emergency expenditures with Authorisation of 1 Director and post-ratification and Minute by General Committee. 3 quotes <u>not</u> required. Price checking to take place.
Over 250	General Committee	Minimum 3 quotes in a competitive process. General Committee Minutes to record decisions.
Amount determined by General Committee	LVPC designated Sub-Committees	Expenditure in accordance with Minuted delegation of General Committee and with oversight of LVPC Treasurer. No accounts other than PayPal and Barclays Bank accounts of LVPC Ltd to be established and used. Minimum 3 quotes to apply for any procurement valued at more than £250. Price checking required for lower values. LVPC Constitution provisions on sub-committee accountability apply.

[AGR 220809 7.0.1]

Version Control

Version 03 April 2024 - language updates for expansion of Club activities through COPS joining with LVPC; plus language for fees future proofing etc.

Version 02 October 2022 - LVPC Management and use of Club Boats and Equipment

Version 01 August 2022 - Introducing the Policy Statements document and providing policy statements for Club Boats' Allocation, Event Safety and Procurement.