

## **AQUATIC SAFETY AND INCIDENT MANAGEMENT TECHNICAL GROUP TERMS OF REFERENCE**

### **1. Title**

- 1.1 The Group shall be called the Paddle UK<sup>1</sup> Aquatic Safety and Incident Management Technical Group (“ASIM Technical Group”).

### **2. Accountability**

- 2.1 The ASIM Technical Group is accountable to the Paddle UK Director of Recreation and Development for carrying out the responsibilities that are delegated to it within these Terms of Reference. The Paddle UK Director of Recreation and Development will manage this accountability in the following ways:

2.1.1 In conjunction with the Governance Committee, approve the Terms of Reference and any changes to the Terms of Reference for the ASIM Technical Group.

2.1.2 Receive and consider reports from the ASIM Technical Group.

### **3. Purpose**

- 3.1 The purpose of the Technical Group is to:

3.1.1 Provide advice and recommendations to the Paddle UK Director of Recreation and Development in relation to First Aid, Incident Management and aquatic safety specific to paddlesport activity.

3.1.2 Assist in developing specific guidance and support on first aid and incident management specific to paddlesport activity for Paddle UK;

3.1.3 Update the Paddle UK Director of Recreation and Development on

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<sup>1</sup> Paddle UK is a trading name of British Canoeing which is a Company registered at Companies House with the registered number 01525484.

regulatory, industry, and technical developments within the remit of first aid as well as updating on any emerging trends within the sphere of incident management.

#### **4. Responsibilities**

4.1 The ASIM Technical Group shall have the following responsibilities;

4.1.1 Consult on, and then assist in the development and design of guidance for first aid and incident management for Paddle UK within the scope of paddlesport;

4.1.2 Provide feedback to the Paddle UK Director of Recreation and Development on the developments, trends, safety considerations, and emerging practices within first aid and incident management;

4.1.3 To work closely with the Paddle UK Director of Recreation and Development on the development, publication and implementation of first aid and incident management guidance specific to paddlesport activity.

#### **5. Membership of the ASIM Technical Group**

5.1 The ASIM Technical Group shall consist of the following Members;

5.1.1 A minimum of two independent members;

5.2 The members of the ASIM Technical Group shall be appointed following an open recruitment process managed by the Paddle UK Recreation and Development.

5.3 The ASIM Technical Group will be chaired by an independent member (any member not employed by Paddle UK) who will be appointed following a vote by its members.

5.4 A Vice Chair will also be appointed who will conduct the Chairs responsibilities in their absence.

5.5 The ASIM Technical Group may also consist of employed Paddle UK staff

members with relevant and appropriate experience appointed by the Director of Recreation and Development.

- 5.6 The ASIM Technical Group may co-opt additional members for a period not exceeding a year to provide specialist skills, knowledge and experience, subject to the agreement of the Paddle UK Director of Recreation and Development.
- 5.7 Subject to 5.8 below, each member of the ASIM Technical Group shall serve for an initial four-year term and shall be eligible for reappointment by the Director of Recreation and Development for a further four-year term. No member of the ASIM Technical Group shall serve for more than two consecutive terms.
- 5.8 The Paddle UK Director of Recreation and Development shall review membership of the ASIM Technical Group every two years, as part of the group performance evaluation process and reserves the right to remove or replace an individual member where in the Paddle UK Director of Recreation and Development reasonable opinion, they are no longer independent and/or satisfy the requirements of the ASIM Technical Group.

## **6. Roles of ASIM Technical Group Members:**

6.1 Members will be appointed to the ASIM Technical Group on the basis of having strengths in the following areas;

- 6.1.1.1 Ability to work strategically and take responsibility for the assisting in the development and design of guidance for first aid and incident management;
- 6.1.1.2 Willing to contribute pro-actively to the process of developing guidance, as well as the subsequent implementation and review of the guidance, taking on tasks as required;
- 6.1.1.3 Current understanding and knowledge of appropriate first aid and incident management specific to aquatic safety and rescue;
- 6.1.1.4 Willingness to work as a team and share responsibility for the development of guidance;
- 6.1.1.5 Commitment to Paddle UK's organisational policies and

procedures and ability to work within these policies;

6.1.1.6 Willingness to work in line with the Values of Paddle UK.

6.2 In addition to contributing to all aspects of the ASIM Technical Group’s responsibilities, each group member will fulfil one or more of the specific roles outlined below:

<b>Chair</b>	To Chair meetings of the ASIM Technical Group. To contribute specific expertise in development and design of groups priorities. To provide expert knowledge around first aid and incident management and ensuring that the Paddle UK processes are applied correctly at all times. To be the first point of contact for all aspects relating to the ASIM Technical Group, to chair meetings and set the agenda, reporting to Paddle UK Director of Recreation and Development as required.
<b>Vice Chair</b>	The Vice Chair is to conduct the Chairs responsibilities in their absence.
<b>Technical Member(s)</b>	Contribute specific expertise in development and design of guidance and resource. To provide expert knowledge around first aid, aquatic safety and incident management specific to paddlesport activity

## 7. Conflicts

7.1 Paddle UK is committed to upholding the high standards of integrity and as such, any person who is part of the ASIM Technical Group shall declare any conflicts or potential conflicts. If a person is unsure whether they have a conflict or potential conflict, they should consult the Paddle UK Head of Governance.

## **8. Meetings**

- 8.1 The ASIM Technical Group will meet a minimum of twice a year but shall generally meet on a need's basis, dependant on the project and timescales as agreed, with the Chair able to convene additional meetings as they deem necessary.
- 8.2 Notices of meetings shall contain information relating to venue, time, date and agenda and shall usually be provided at least 7 days in advance of the scheduled meeting.
- 8.3 The meetings will ordinarily be carried out via teleconference or video conference, and individual members may join a meeting remotely and be regarded as present at the meeting. Physical in person meetings will only be held where required and with the agreement of the Paddle UK Director of Recreation and Development.
- 8.4 The ASIM Technical Group is an Advisory Group and not a voting or decision-making group. There will be no voting within these meetings.
- 8.5 Minutes shall be taken to record the topics and discussion in the meeting but comments and discussions will not be attributed to individuals but will instead capture the collective discussions of the group.
- 8.6 Draft minutes of the meeting shall usually be circulated to members of the ASIM Technical Group and the Paddle UK Director of Recreation and Development within 14 days of the meeting.

## **9. Confidentiality**

- 9.1 Any confidential information disclosed to the ASIM Technical Group shall remain confidential until such point that the confidential information comes into the public domain.

## **10. Data Protection**

- 10.1 All personal data held by the ASIM Technical Group in connection with qualifications, awards and safety will be held in accordance with Paddle UK's Data Protection Policy and Privacy Notice.

## **11. Terms of Reference and ASIM Technical Group effectiveness**

- 11.1 The Terms of Reference for the ASIM Technical Group shall be reviewed every two years by the Paddle UK Director of Recreation and Development, as well as the overall effectiveness of the ASIM Technical Group and its individual members.
- 11.2 An appropriate transition period will be agreed when the ASIM Technical Group Chair and members step down from a group, to allow an appropriate handover for a newly appointed Chair and members.

**END**