**Club Operating Procedures**

**Code of conduct**

**Participation statement** - **Mountaineering Scotland recognises that climbing and mountaineering are activities with a danger of personal injury or death. Participants in these activities should be aware of and accept these risks and be responsible for their own actions and involvement.**

**Sharing good practice / ethos**

**Behaviour:**

* All injuries sustained during club sessions should be reported to a club officer in a timely manner
* All club members should endeavour to be punctual and prepared for club activities
* Aggressive and/or abusive behaviour will not be tolerated

**Safeguarding**

The club has adopted the Mountaineering Scotland child protection policy and all members should be aware of who the club Child Protection Officer is.

**Rules**

NAME OF CLUB is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should at all times show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with any of the club office bearers.

As a member of NAME OF CLUB you are expected to abide by the following code of conduct:

• All members must abide by rules set by the instructor/coach or climbing wall they are using

• All members must respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion

• Members should keep to agreed timings for training and competitions or inform the club or coach/instructor if they are late.

• Members must wear suitable clothing

• Members must pay any fees for membership, training or events promptly.

**Induction process**

**Members**

1. Introductions

A club office bearer will speak with the potential member and introduce them to other members and volunteers

1. Taster (Come and Try sessions x 2)

Prospective members are covered under club public liability insurance for two ‘taster’ sessions before deciding whether they would like to fully join the club or not. The aim of these sessions is to introduce the prospective members to others in the club and also demonstrate the breadth of club activities. If the prospective member is keen to fully join the club, move on to step 3.

1. Member Application

If someone wishes to join the club they must;

* Fill out a Membership Application Form
* Pay the annual club membership fee

1. Induction Check-list

* Introduction to members and other volunteers
* One ‘Come and Try’ session with club
* Fill out membership application form
* Pay annual club fee
* Given club info pack consisting of;
  + [Child Protection Policy](https://www.mountaineering.scot/about-us/business-matters/child-protection-policy)
  + Club Calendar of Events
  + Club Operating Procedures
  + Privacy Notice
  + List of Club Officer Bearers

**Volunteers**

1. Introductions

A club office bearer will speak with the potential volunteer to assess the fit between the club’s needs and the volunteer’s needs. If both remain keen to proceed, then on to step 2

1. Evaluation (Come and Help sessions x 2)

Two sessions where the potential volunteer can come along and help at a club night, and work alongside an existing volunteer, to see how the club works. This will allow them to assess whether they would like to help on a more long-term basis. These sessions also give the chance for the club to assess the volunteer’s experience level in terms of belaying and/or other skills. If both remain happy to proceed, move on to step 3

3 Volunteer Application

If the volunteer wishes to fully join the club they must;

* Fill out a volunteer application form
* Pay the annual club membership fee

1. Safeguarding
   1. PVG

To help on a longer-term basis, Club volunteers must register with the Protecting Vulnerable Groups (PVG) scheme in relation to Mountaineering Scotland.

* Forms can be obtained from the Club Secretary or Child Wellbeing and Protection Officer.
* Upon completion, these should be handed to the Child Wellbeing and Protection Officer, who will need to see three forms of identification
* The forms are then submitted to Disclosure Scotland via Mountaineering Scotland
  1. Child Wellbeing and Protection in Sport Training

If volunteers are assisting with club sessions involving young people then they must go through appropriate safeguarding training through sportscotland

* [Child Wellbeing and Protection in Sport](https://sportscotland.org.uk/training/safeguarding-training/child-wellbeing-protection-in-sport-training-cwps/) is a two part blended learning module
* Module 1 is available online – [more information here](https://sportscotland.org.uk/training/safeguarding-training/)
* Module 2 is a three hour ‘in-person’ workshop – [more information here](https://sportscotland.org.uk/training/)

1. Induction Check-list

* Informal meeting with club officer bearers
* Introduction to members and other volunteers
* Two ‘Come and Help’ volunteering sessions with club
* Fill out Volunteer Application Form
* Pay annual club membership fee
* PVG process started
* Given club info pack consisting of;
  + [Child Protection Policy](https://www.mountaineering.scot/about-us/business-matters/child-protection-policy)
  + Club Calendar of Events
  + Club Operating Procedures
  + Privacy Notice
  + List of Club Officer Bearers

**Club sessions (Delete as appropriate)**

Types of Volunteer;

Competent volunteers

* These are adults who are already competent indoor climbers
* This means they would be able to pass a standard membership test at a climbing wall
* Competent volunteers can operate at a ratio of 1:2, as per standard climbing wall guidelines for a competent adult signing in novice climbers

Qualified volunteers

* These are adults who hold a qualification that is recognized by [Mountain Training](http://www.mountain-training.org/) ([CWI](http://www.mountain-training.org/climbing/awards/climbing-wall-instructor), [CWDI](http://www.mountain-training.org/climbing/awards/climbing-wall-development-instructor), [RCI](http://www.mountain-training.org/climbing/awards/rock-climbing-instructor), [MIA](http://www.mountain-training.org/mountaineering/awards/mountaineering-instructor-award), [MIC](http://www.mountain-training.org/mountaineering/awards/mountaineering-instructor-certificate), [BMG](https://www.bmg.org.uk/))
* Qualified volunteers can operate at the ratio stipulated by their award and in accordance with the rules of the climbing centre they are using

Youth volunteers

* These are older youth members who are perhaps involved in mentoring of younger members of the club
* They must be included as a member of the group when using the above ratios, unless they are able to sign themselves into the climbing wall independently

External instructors

* The club may occasionally pay for the services of an external coach and or instructor
* The club will ensure that external instructors
  + Hold a qualification that is recognized by [Mountain Training](http://www.mountain-training.org/) ([CWI](http://www.mountain-training.org/climbing/awards/climbing-wall-instructor), [CWDI](http://www.mountain-training.org/climbing/awards/climbing-wall-development-instructor), [RCI](http://www.mountain-training.org/climbing/awards/rock-climbing-instructor), [MIA](http://www.mountain-training.org/mountaineering/awards/mountaineering-instructor-award), [MIC](http://www.mountain-training.org/mountaineering/awards/mountaineering-instructor-certificate), [BMG](https://www.bmg.org.uk/))
  + Have appropriate insurance in place
  + A PVG in place
  + Have carried out and given the club a copy of an activity specific risk assessment
  + Have signed a declaration confirming the above
* The above declaration must confirm the responsibilities of both the club and the external instructor on sessions (who is responsible for participants during lunch breaks etc.)
* External instructors can operate at the ratio stipulated by their award and in accordance with the rules of the climbing centre they are using

Indoor club sessions

* Are run on a weekly basis
* Are run by a mixture of competent and/or qualified volunteers
* Have a written risk assessment in place for activities carried out

Outdoor club sessions

* Are run on an ad-hoc basis throughout the year
* Are run by a mixture of competent and/or qualified volunteers
* Have a written risk assessment in place for activities carried out

**Officer roles**

Chair

**TIME COMMITMENT PER MONTH – 4 HOURS**

The Chair leads the club and is responsible for:

1. The overall operation and conduct of the club under the constitution and operating guidelines.
2. Chairing committee meetings.
3. Developing policy and practice for approval by the committee and membership (if appropriate)
4. Formally representing the club externally

Vice Chair

**TIME COMMITMENT PER MONTH – 2 HOURS**

1. Assisting with all the activities of the Chair and standing-in when the Chair is unavailable.

Membership Officer

**TIME COMMITMENT PER MONTH – 2 HOURS**

The Membership Officer is accountable for the regular administration of the club, especially in relation to the membership record. He/she is responsible for:

1. Organising committee meetings including scheduling, developing the agenda, and for taking and distributing minutes.
2. Maintaining accurate, up-to-date membership details.
3. Communications with Mountaineering Scotland and obtaining timely annual affiliation.

Media Officer

**TIME COMMITMENT PER MONTH – 3 HOURS**

1. Act as the first point of contact for email enquiries to the club, and directing these to relevant volunteers as appropriate for a response.
2. Promoting the club through its social media channels

Treasurer

**TIME COMMITMENT PER MONTH – 2 HOURS**

The Treasurer is accountable for club finances and responsible for:

1. Arranging and maintaining the club bank account.
2. Maintaining financial records and obtaining annual auditor approval if required.
3. Proposing annual budget and membership fees, and monitors expenditure against budget.
4. Gathering and banking annual fees.
5. Disbursing funds as agreed by the committee.
6. Deputising for the Chair or Membership Officer as required.
7. Organising fundraising activity

Child Wellbeing and Protection Officer

**TIME COMMITMENT PER MONTH – 3 HOURS**

The Child Wellbeing and Protection officer is accountable for safeguarding within the club. She/he is responsible for:

1. Identifying who in the club requires a PVG
2. Liaising with Mountaineering Scotland to process PVG applications
3. Keeping a list of all PVG registered volunteers and coaches
4. Ensuring all club volunteers have attended a [‘Child Wellbeing and Protection in Sport (CWPS)’](https://sportscotland.org.uk/training/safeguarding-training/child-wellbeing-protection-in-sport-training-cwps/) workshop if their position requires it
5. The CWPO must attend the above CWPS workshop and the ‘Child Wellbeing and Protection Officer Training’ workshop
6. Following the [safeguarding policy](https://www.mountaineering.scot/about-us/business-matters/child-protection-policy) in the event of any incident.

**Incident reporting**

* Any incidents or near misses should be reported to a club official as quickly as possible.
* The details and nature of the incident should be recorded and stored alongside other club documents
* The aim of this is to learn from near misses so they can be avoided in the future