

Devizes Canoe Club Fees for School and College Groups

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Intent

Our policy for charges to school, college and youth groups has been updated. We have reviewed charges to ensure consistency, fairness, and the costs of programme delivery. These principles will apply to all external educational establishments and youth groups from 1st September 2022.

Governance

Requests from educational establishments and youth groups must be referred to the Head of Coaching and Chair/Deputy Chair or Treasurer for approval before a commitment is made:

- The Head of Coaching will ensure adequate coaching resources and equipment is available.
- One of the nominated Trustees will negotiate, approve, and contract financial arrangements between the requesting organisation at the club.

Policy

Working with external educational establishments and youth groups is consistent with our community purpose but is secondary to our responsibilities to our paying club members.

We intend that all external delivery should make an over-recovery (income over costs) so that surplus income is available to offset club expenses including fixed and variable overheads, equipment replacement and coach development. This policy ultimately reduces the cost we need to recover from paying members.

This policy is not intended to cover internal programme delivery including novice introduction to paddlesport courses.

DCC is a registered charity. To pursue our overall charitable objectives we intend to charge to all external organisations, whether academic, charitable or youth organisations using DCC facilities. The only exceptions will be organisations where DCC has reciprocal use of their facilities, or Trustees decide to make a 'charitable purpose' exception.

Charging Model for External Programmes

We have adopted a new charging model based on a simple 'per head - per session' fee for participants. This charge will be reviewed annually and is intended to:

- Fully cover expenses, primarily the cost of providing paid coaches for the session.
- Make a surplus which will be retained in general club funds.

Basic Principles

Typical sessions are two hours on-the-water time. The per head fee applies to each session irrespective of duration. Therefore (at 2022 rates) the charge would be:

- Student attending one 2-4 hour session £15
- Student attending one 2-4 hour session each week for 6 weeks £90

Coaching expenses claimed by club members for school, college and youth group programmes will be consistent and paid at the annually approved rate.

Minimum Charge

A minimum charge will be applied to external organisations based on three paddlers.

Coach/Paddler Ratio

Group sizes dictate the coaching resources required:

- < 6 paddlers will require one coach.
- 7 to 12 paddlers will require two coaches.
- 13 – 18 paddlers will require three coaches.
- We will not accommodate groups larger than 18 in a single session.
- If bankside support is required in addition to coaches, and they are claiming expenses, this must be included in the cost.
- Coaching expenses assume that on-the-water session time requires coaching support for an additional hour for preparation and clearance.

Coaching Expenses

The circumstances under which DCC makes payments to coaches are described in the Payment to Volunteers Policy (revised 2022).

With very few exceptions we commit to pay volunteers' expenses to incentivize them to coach on external school and college programmes. Individual coaches may decline the expenses at their discretion.

Approved Exceptions

Establishments providing their own instructors

The number of coaches used by the club may be reduced when qualified instructors paid by the establishment are included. In this case a suitable discount equivalent to the reduction in DCC expenses may be included in the cost.

Larger groups

Some establishments request commitment to a longer duration programme (whole term) or large numbers of students over a planned week of activity.

Reasonable discounts may be applied for larger commitments, provided that the club's surplus is maintained at a minimum of 25% of total costs.

Use of volunteer coaches

Where it is possible to use unpaid volunteers to meet all or part of the coaching commitment (e.g. coaches/paddlesport leaders give their time as part of their volunteering commitment) two options are available at the discretion of the Head of Coaching and one of the responsible Trustees:

- Either the cost may be discounted accordingly, or
- The club can recover a larger surplus by using unpaid volunteers

Charitable Purpose

DCC may choose to discount a programme in exceptional circumstances where the group is disadvantaged or involves people with low income.

Discounts for charitable purpose must always be approved by the Treasurer in line with our financial governance policies and such programmes should always (so far as it is possible) maximise the use of unpaid volunteer coaches.

Freelance Coaches

On rare occasions insufficient volunteers/paid volunteers are available to support a programme and it may be necessary to employ a freelance coach. The working definition of a freelance coach is a qualified instructor who does not benefit from discounted DCC membership and has funded their own development.

As a general principle we do not use freelance coaches to support school programmes because their charges differ to our club coaching expenses rate.

Managing the change

There will be some instances where charges will now differ from what we've previously charged a school. The messaging to schools should include:

- Our need for a consistent and fair charge.
- The need to pay volunteers to provide external support.
- The club's considerable increased costs (utilities, insurance, kit)
- A simple charge worked out from participant numbers.

The financial impact may be addressed by discounting overall cost, provided that the surplus always remains at least 25% over cost, or by using volunteer support to reduce expenses. Discounts must be explicit and expire at the end of the club year, so they do not create a future precedent.



SCHEDULE OF COSTS 2022/23 SEASON

Coaching expenses are £12.50 per coach per hour (2022)

The per head charge for external educational establishments and youth organisations is £15 per head