

Border Kayak and Canoe Club Standard Operating Procedures

Procedure Title	New club member introduction and induction
Revision & date	Rev 1, 11/1/26
Owner	Club secretary (BM)
Purpose	To encourage new people to join the club by giving them relevant information about the club and making them feel welcome.
Lead BCAB qualification level	not applicable
Risk assessments for this activity	not applicable
Example locations	not applicable
Procedure	<ul style="list-style-type: none"> • First contact, club information, basic club documents and membership form sent by email • Any questions clarified • Receive the completed membership form. Check for any potential problems and resolve. • Add new member details to Paddle Scotland through JustGo • Add new member details to Spond • Send the Spond login link and confirm registration • Send a membership fee payment request • Receive the membership fee • Send a welcome message to the new member • Send any recent relevant event invitations (Spond does not allow retrospective event viewing) • Get them involved in a club activity as soon as possible
Activity briefing	See Pool Sessions and Outdoor Introductory Sessions