



ALBERTA WHITEWATER ASSOCIATION
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AWA Club Annual Reports

Overview

A great annual report is a joy to read. It summarizes the club's activity for the past year and provides direction for your upcoming year. It informs both your club and the AWA about your club's membership, activities, and its goals & achievements for the year.

By having documentation from each club in the province, the AWA can serve its membership better. Membership statistics gives us knowledge into the paddling community which can be used in planning and grant funding proposals. The summary of club activities gives the AWA a solid picture of paddling in the province. By sharing both your club's past and present goals and achievements we can align our resources to help you accomplish them. Finally, sharing these reports within your membership, with the AWA, and with other clubs means that we're working collectively to make Alberta's paddling community strong.

Written Report

The first part of an annual report is the written section. We suggest that you use point form as this captures the relevant information quickly. We're not looking for a formal writing style; we're more interested in the information. We've compiled some guiding questions for each section, but put an open section at the end for anything we've forgot. In filling out this section, ask yourself what would be important to know 5 years down the road, or better yet, what would you like to have known this year about the club in the previous 5 years (but may not have.) While individual paddlers and their achievements are important, we would like you to focus on the club as a whole in your responses. Finally, we would ask that you error on the side of being brief. We don't want the written section to become become a burden to write or read.

Statistical Tables

We'd like to know about your club through the tables below. It allows us to get a picture in time of your club and integrate this into a provincial wide snapshot. To accomplish this task, we're asking that you report using club data as of November 1st of the year. We're asking that you capture the following data. If you don't have exact number, please mark a value and note that it's an estimate.

Deadline

The AWA distributes this report template to your club at the start of the season so that you're aware of what data we're looking for at the end of the season. We suggest that you discuss this report in the spring with your club's executive, and revisit after you've submitted it at the end of the paddling season with as many members as possible.

Questions?

If you have questions, we'll be more than willing to help. Just ask.

Suggestions on this report format are always welcome.

AWA Annual Club Report 201_

Club Name	
Reported by	
Approved by Club Executive on	
Published to Club Membership on	

Written Report

Please answer these questions:

- 1) What were your club goals for this year?
- 2) How do your goals align with the AWA's goals?
- 3) What were your criteria for successful completion of your club's goals?
- 4) How successful was the club in achieving these goals?
- 5) How did the AWA help your club reach these goals this year?
- 6) What events and special projects did your club accomplish this year?
- 7) What success did your club have this year, and what do you attribute it to?
- 8) What challenges did the club face this year and how did the club meet them?
- 9) What opportunities did your club pursue and what success did you have?
- 10) How do recruit and retain paddlers?
- 11) How many volunteers do you have?
- 12) How do you recognize your club's volunteers?
- 13) What best practices and hints can your club share with other clubs?
- 14) How can the AWA help your club next year?

Open Section: (any significant notes not captured by the questions above)

Statistical Tables

Membership

Record all club members, including non-paddlers.

Age	# Male	# Female
Pre Cadets (under 9)		
Cadets (8-12)		
Juniors (12-18)		
Masters (19-54)		
Seniors (55+)		
Total		
Grande Total		

Paddling Discipline	# of Paddlers
Recreational	
Slalom	
Freestyle	
Polo	
Downriver	
Wildwater	
Other:	
Non Paddlers	

*Note that you can record a paddler in more than one discipline.

Instructors in Club	# of Paddlers
NCCP Level 1 Pool	
NCCP Level 1 Open Water	
NCCP Level 2 Moving Water	
NCCP Level 3 Advanced	
Other:	

Training	# of members	# of general public
Open sessions		
Introductory Kayaking		
NCCP level 1		
NCCP Level 2		
Swiftwater rescue		
Standard First Aid		
Other:		