

Standard Operating Procedure

Club Name: Wansbeck Paddle Sports Club

Affiliation Type: Senior Club

Club Chair Name: Shelly Peary

Number of club members: 100 - 200

Open to the Public: Yes

Contact Details:

Email:

1. Health and Safety

- See health and safety policy document.

2. First Aid & Accidents

- First Aid kits are available within the storage containers. One or more coaches/leaders will carry a first aid kit on the water during organised events.
- All Coaches and Leaders have current first aid qualifications and are the first point of contact.
- Emergency contact and medical details of members are held in the online membership systems.

3. Fire & Evacuation

- Fire exits are clearly marked along inside the Club House. Assembly point is outside the main building, in the public car park.
- Fire extinguishers are situated
- The Sea Cadets are responsible for maintenance and testing of extinguishers.
- Coaches and leaders will have lists of members who are attending sessions and they will be responsible for the roll call in the event of a fire.
- Emergency contacts of members are held online. Details are requested for each session that is booked.

3. Emergency Procedures

- Accidents are reviewed by the club committee and, depending on severity, accidents will be formally reported into Paddle UK.
- Incidents and Accidents are reviewed at Committee meetings.
- Incidents and Accident forms can be found on the website and also kept alongside the First Aid kits on site.
- The Coach or Leader on site is responsible for completing Incident and Accident forms.
- Incident and Accident forms are kept indefinitely.
- Queries should be directed to Phil Scowcrowt – our designated Paddle UK expert.
- Club Coachers, Leaders and Committee members must not discuss any serious incidents with the press or admit liability to any party.

4. Discipline

- Serious or repeated instances of bad or dangerous behaviour, infringement of rules etc will be escalated to the club committee. Club Committee will decide on action to be taken, which may include a formal written warning from the Chairman, or banning a member.

Wansbeck Paddle Sports Club

www.wansbeckpaddlesports.co.uk



WANSBECK PADDLE SPORTS CLUB

5. Club Equipment & Premises

Equipment storage and fault reporting

- Equipment is stored at the Club House in the containers inside the secured fencing. Additional equipment may be stored in storage containers in other secure locations agreed by the committee.
- The Kit Officer will complete an annual review of equipment and arranges for replacements and remedial work.
- Any equipment faults identified before, during or after paddling that cannot be fixed immediately are reported by coaches/leaders to the Kit Officer.
- Access and use of Equipment
- Only approved coaches, leaders and specified members can access equipment and arrange paddling events for members.
- Club equipment can be taken off site on events, or borrowed by approved members on request to the Committee.
- WPSC to keep an inventory of all equipment belonging to the club.

Premises

- Access to changing rooms and equipment is controlled by keyholders. Gates and doors should be locked when on the water and at the end of the session.
- Keys are held by Committee Members/Coaches.
- A list of key holders is kept by WPSC.
- Electrical appliances should be subject to an annual PAT test which is to be carried out by the Sea Cadets.
- Only club members or individuals registered on club sessions are permitted to access the Club House changing facilities.

6. Club Child Protection and Vulnerable Adults Policy

- See welfare policy.
- Welfare Officer: Sue Brotherton,
- Deputy Welfare Officer Shelly Pe

This procedure covers (but is not limited to) the following paddlesports craft - closed cockpit kayaks, sea kayaks, open canoes, touring kayaks, tandem touring kayaks, SUP's, and rafted open canoes.

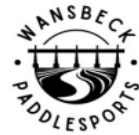
General

WPSC follows the Paddle UK recommendation of coach/leader to participant ratios of up to 1:8 in solo craft, and 1:12 in crewed craft (ie 6 tandem canoes). Factors to consider on the day include: leaders experience; participants age, competence and experience; and conditions and environment. Coaches and leaders will then use their experience to decide suitable ratios. For example, a social paddle with experienced paddlers in good conditions may exceed these ratios.

In higher flows, for example a moderate water environment, a coach with suitable leadership qualifications will be required or an individual with a BC leadership or coaching award.

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Getting ready

Coaches/leaders to decide on the order that this is carried out :

- PPE: Buoyancy aids, suitable footwear and helmets to be worn at all times in all craft.
- Experienced paddler are responsible for their own warm up. Novice paddlers are to be warmed up by their coach or leader.
- It's recommended that paddlers with long hair afix it out of the buckles and clips so it does not become caught or tangled.
- Transport the boats and equipment using a safe and recognised lifting technique which reduces the likelihood of injury.
- Briefing; it would be considered normal to cover the following (this is not an exhaustive list), hazards, conditions, communications, flora, fauna and general environment, other water users and expectations of the group.
- Experienced paddlers are responsible for checking their own PPE is fitted correctly. PPE for novices and junior section to be checked by group leader prior to getting on the water.

Activity

- Good communications will always be maintained with the whole group.
- The group will follow the 'rules of the road'.
- PPE will always be worn when afloat, the minimum PPE will be footwear a BA and helmet.
- In the event of lightning on exposed open water, the whole group should get off the water as soon as possible and make best use of shelter where possible, not sheltering under trees.
- Good supervision must be maintained throughout the session and awareness of the environmental conditions must be continuously considered.

Post-activity

- All members of the group will be accounted for.
- The group must be supervised while they are near the water's edge. If they are still on or in the water this must be by a component member.
- All equipment must be safely returned to its place of storage. Any defective or lost equipment must be reported to the WPSC Leader or their delegate.
- The BAs must be hung 'clipped & zipped', facing forward, in order of size. Helmets will be hung on their hooks by their chin straps, paddles will be stored in their racks and poles & bracing or in the lockable compartment. Kayaks, Canoes & SUPs must be stored in the containers.
- Coaches must report any incidents, accidents or near misses.