



Standard Operating Procedures

1. Health and Safety:

1.1 Club Members

Every member has an individual responsibility to behave sensibly, act with common sense and cooperate with the operating safety guidelines issued by the Club, to keep up to date with policy changes and develop a “safety aware” culture at the club.

1.2 Safety Policy

Details of our current policy and Safety Officer may be found in our Health and Safety Policy.

1.3 First Aid & Accidents

1.3.1 Coaches and Leaders should hold first aid qualifications that are suitable for their roles as defined by British Canoeing and are the first point of contact. Coaches and Leaders may be identified using both the WebCollect online membership system and British Canoeing’s Club Portal.

1.3.2 Emergency contact and medical details of members are held on the WebCollect online membership system.

1.3.3 During pool sessions a First Aid kit is available from swimming pool staff and accidents should be reported in the centre accident book.

1.3.4 During river/canal trips/away fixtures one or more leaders/coaches will carry a basic first aid kit and be responsible for its maintenance.

1.4 Coaches, Leaders and Paddlesport Activity Assistants

Coaching and Leadership competence will be assessed by the Club Committee (or relevant sub-committee). The Club encourages all coaches and leaders to hold suitable qualifications approved by British Canoeing to

evidence competence and participate in British Canoeing's Coach Update scheme.

1.5 Fire & Evacuation

1.5.1 During pool sessions members should follow direction of pool staff and the centre procedures in the event of fire or evacuation. The centres used are responsible for maintenance and testing of all fire extinguishers.

1.5.2 Members should book on to all sessions using the WebCollect system, which will act as a signing in sheet for the purposes of carrying out a roll call which will be carried out by the most senior member of the club present. Emergency contact details may be accessed through the WebCollect system if needed.

2. Emergency Procedures

2.1 Incidents and near misses should be reported by e-mail to the Club Committee. The Club Committee will inform the Trustees and review incidents at the next available committee meeting and, depending on severity, formally report to British Canoeing using the incident reporting system.

<https://www.britishcanoeing.org.uk/guidance-resources/safety-1/incident-reporting>

2.2 Incident reports should be retained for a minimum of 5 years.

2.3 In the event of a serious incident the Coach/Leader in charge should immediately contact British Canoeing for support and advice.

3. Discipline and Appeals

All club members are expected to abide by the Club's Codes of Conduct and the Complaints, Discipline and Appeals Policy.

4 Use of Club Equipment & Premises

4.1 Equipment Storage & Fault Reporting:

4.1.1 Equipment is normally held in our locked storage facility at Woodgreen Leisure Centre and on the associated boat racks.

4.1.2 The Quartermaster is responsible for completing an annual review of equipment and arranges for replacements and remedial work as required.

4.1.3 Any equipment faults identified before, during or after paddling that cannot be fixed immediately should be reported to the Quartermaster immediately and the item taken out of circulation until remedied.

4.2 Access & Use of Equipment:

4.2.1 Only Committee Members, Coaches, Leaders and approved Members can access equipment and arrange paddling events for members.

4.2.2 Club equipment may be taken off site on events, or borrowed by approved members on request to the Quartermaster or a Committee Member.

4.3 Premises:

4.3.1 As the Club does not currently own its own premises, access is controlled by centre staff and their guidance/procedures should be followed.

4.3.2 Session leaders / coaches are responsible for ensuring that the club storage facility is locked after each session.

5 Non-members / Visitors

5.1 Non-members and visitors to the club are permitted by prior-arrangement and parents are welcome to spectate. During pool sessions visitors are expected to abide by centre rules whilst in attendance.

5.2 Unaccompanied Children will not be permitted to leave the centre without the knowledge or permission of the session leader / coach and should do so in the company of a parent or previously approved person made known to the session leader.

6. Club Child Protection and Vulnerable Adults

6.1 The Club is fully committed to safeguarding the well being of its members. All members should show respect and understanding for the rights, safety and welfare of others, and conduct themselves in a way that reflects the principles of the Club.

6.2 The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns. All concerns, allegations or reports of poor practice/abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's Safeguarding Policy and British Canoeing guidelines.

7. Sports Equality

The Club is fully committed to the principles of equality as set out in the Constitution and Equality Policy.

8. Data Protection

The Club is committed to complying with data protection law and to respecting the privacy rights of individuals as set out in the Club Privacy Policy and Privacy Notices.

9. Canoe Polo Selection

Selection aims to be objective. Team Captains and Coaches will consider a number of factors as set out in the Canoe Polo Selection Policy.

10. Club Governance

The Club will be run in accordance with the rules set out in the Club Constitution and the Operational Code, and in accordance with English law.

11. Training Subsidies

11.1 Members who wish to undertake formal Coaching, Leadership, Safety, First Aid or Safeguarding training and/or assessment can apply to the committee for discretionary subsidies. Members will need to demonstrate that they are active members of the club and that the training will be of benefit to the club rather than solely for the individual.

11.2 Members are also encouraged to seek out grants to assist with the cost of training. Typical sources include British Canoeing and Sport England.