



Club Standard Operating and Safety Procedures

Created Sept 2019 – Adopted by the Club Sept 2019 – Last reviewed Mar 2021

Club Name:	Newbury Canoe Club
Affiliation Type:	Canoe England
Club Chair Name:	Mr Ed Cooper
Number of club members:	40
Open to the Public?	Yes

Contact Details

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1.0 INTRODUCTION

This document sets out **Newbury Canoe Club's Safety Policy Statement and Club Operating Procedures**. The two documents have been combined as their intentions are interrelated and should be read together.

In conjunction with the Club Risk Assessments (Appendix 1) and other documents as noted, this active document shall be a record of recognised risks associated with the activities associated with Newbury Canoe Club and its members, coach/leaders and volunteers.

2.0 GENERAL STATEMENT OF POLICY

Newbury Canoe Club shall provide its members, coach/leaders and volunteers with:

- A safe and healthy environment
- Safe equipment and operations
- Health and safety information, training and supervision

All members, coach/leaders and volunteers have a responsibility to co-operate and develop a general awareness of safety in the Club and to report known safety issues to a committee member.

The Committee shall report to the Club Chair and the following committee members have specific responsibilities with regard to safety:-

- **The Head Coach/leaders** shall be responsible for ensuring that all coach/leaders are aware of their individual responsibilities in respect of advising participants on Health and Safety matters both when on the land and water
- **The Chairman and Safeguarding/Welfare Officer** shall be responsible for:-
 - ensuring that a well stocked first aid box is maintained at the Centre
 - displaying all Health and Safety information at the club premises.



- **The Equipment Officer** shall be responsible for ensuring that boats and equipment are kept in a good state of repair and are both safe to use and fit for purpose. Members to notify the equipment officer or a committee member of any equipment issues.
- **The Clubhouse**, Changing rooms, user rooms, halls and kitchens are managed by volunteers of the club, reporting to the building sub committee, however, those members of the Club who are charged at any time in using these facilities shall ensure that they are safe and fit for purpose before so doing. **The Secretary** will be responsible for arranging bookings, using the booking form (Appendix 2), for use of these facilities and committee members will ensure that Newbury Canoe Club is kept clean and tidy by all members. Any Health and Safety concerns in relation to the use of rooms shall be raised with the Safeguarding officer and Chairman.
- **The Safeguarding/Welfare Officer** shall be responsible for advising the committee on all relevant safeguarding issues. Coach/leaders will take responsibility for safeguarding and welfare issues during club sessions. All members will be free to contact the safeguarding/welfare officer whose details will be on the club notice board.

3.0 ORGANISATION AND RESPONSIBILITIES

3.1 Incidents

As a club we have a responsibility to risk assess activities that we undertake either in a formal written or an informal process. Part of the risk assessment being an active document is the reporting of incidents, in the incident book which is kept in the club office, to allow the continual monitoring of the way that we do things. The following actions shall be undertaken during and after the incident.

- Deal with the situation, apply necessary first aid and give appropriate advice.
 - If a junior, inform the parent at earliest opportunity of accident and treatment given.
 - If a head injury, encourage the casualty to attend nearest A&E
 - If an open wound is exposed to river water then encourage the individual to seek a medical opinion
- Witnesses are to fill out the **BC Incident Reporting form**. The reporting file is kept in the club office for everyone's use. **If a near miss** - please advise the Club chairperson; **if an incident**, then forward to BC and club chair
- Chair will review incidents and refer to BC if the incident warrants referral and if necessary update policies and/or risk assessments as appropriate
- Forms will be kept on record for 6 years within the club within the incident folder in the canoe club office.
- In the case of a serious accident make no comment to the press and refer them to BC.

3.2 First Aid

- A first aid box is located within the Office at the Centre.
- The safeguarding/Welfare Officer/Chairman is responsible for maintaining the first aid box, which should be checked on the **first weekend of each month**.
- All coach/leaders are first aiders. Relevant certificates will be held in the coach/leaders /leaders BC file.



3.3 Emergency Procedures

- In the case of a fire, follow the procedures set out at the Clubhouse.
- The location and maintenance of fire extinguishers is the responsibility of the Chairman.

3.4 Safety training details or specialist training -

- We have trained coach/leaders in accordance with BC guidelines, whose responsibility is to provide safe and enjoyable coaching/leading.

3.5 Advice for non-members/visitors

- All children must be accompanied by a parent or guardian whilst at the clubhouse
- Non-members or visitors will not be permitted within the changing rooms **unless** they are attending their own child.
- If you are not the usual person picking up a child - please make yourself known to the coach/leader on dropping off the child at the centre.
- Children will not be permitted to leave the centre without the knowledge or permission of the coach/leader.

3.6 Adult and Junior Codes of Conduct -

- Are available from the Club website. A hard copy is in the office and on display on the club notice board

4.0 ARRANGEMENTS FOR ENSURING SAFETY AND HEALTH OF MEMBERS WHO ARE PARTAKING IN ACTIVITIES ON THE WATER

4.1 Activities on the water

The club engages in the following activities:

- Beginner training
- Experienced paddler assessment
- Club sessions
- Personal training or enjoyment sessions

4.1.1 Beginner training

- These will always be run by a qualified coach (Level 2 minimum). Experienced paddlers, especially those who are interested in developing their coaching/leading skills and qualifications and encouraged to assist
- The aim of these courses is to develop new paddlers to BC 'Discover' standard
- Course training will include water safety and etiquette

4.1.2 Experienced paddler assessment

This will apply to paddlers looking to join the club who are not beginners. It recognises that there may be no need for these paddlers to do a beginners course. In order to assess whether an applicant can be directly admitted to the club the following will be considered by a club coach (level 2 min):

- Qualification (2 star or Explore)
- Experience e.g.:
 - Has raced at Div 7 or higher



- Can demonstrate they have experience of challenging water types e.g. white water or sea
- Can demonstrate (through discussion) understanding of water hazards and etiquette
- Can, at the coaches discretion, demonstrate a level of paddling skill consistent with 2 star/Explore.

4.1.3 Club sessions

These sessions will have the following characteristics:

- Run by a qualified coach or leader, or by a suitably experienced club member approved by the committee
- Specifically focussed on developing, practicing or increasing skill and capability
- May be a regular activity, such as the race progression group, or a single planned activity such as a trip to Symonds Yat
- Club sessions may be run by external coaches/leaders, provided the committee is satisfied they are suitable

4.1.4 Personal training or enjoyment sessions

These sessions are not club sessions, but can use club equipment. They will have the following characteristics:

- Do not benefit from club insurance cover
- Will be ad hoc in nature
- May be a single paddler who has committee authority, including those who have passed an experienced paddler assessment or gained an Explore award
- Will be a group of at least 3 paddlers who only hold a Discover qualification. Such paddlers must wear buoyancy aids and can only paddle in areas they have previously paddled with a coach/leader.

4.2 Membership and members Insurance

- Members are strongly advised to join BC as soon as possible. This ensures that members are covered for third party insurance and have an appropriate waterways licence from the Canal and Rivers Trust. There is a requirement by law to have permission to paddle on the Kennet and Avon Canal.
- Newbury Canoe Club is affiliated to BC. This affiliation provides:
 - the appropriate insurance in accordance with the guidelines of BC. A copy of the certificate will be on display in the club office.
 - 6 licenses for club boats to use the Kennet and Avon Canal
- Members apply to the club using the membership form and pay the appropriate fee. The club then registers the member on the BC web portal and the definitive listing of memberships on this portal. This listing is updated and checked by the membership secretary and the Treasurer



4.3 Paddlers aged under 18

Paddlers aged under 18 must be supervised when taking part in club or personal sessions. The following can be deemed appropriate to supervise:

- A coach
- A qualified leader if authorised by the committee
- A parent
- An adult who has written permission from the parent to supervise the junior.

Exceptionally the committee can authorise a junior to train without supervision. An example might be a race paddler who races a Level C or higher (sprint) or Div 6 or higher (marathon).

4.4 The Club Risk Assessment - is applicable to all Standard Club coach/leadersing/training sessions and the following operational procedures are derived from that document. It is expected that all club coach/leaders will respect the framework that this document lays out and stay within the boundaries of the Club Risk Assessment.

Any sessions taking paddlers outside The Kennet and Avon area will be operating outside the scope of the Club Risk Assessment and will require a specific risk assessment to be issued to the committee (Head Coach) at least two weeks before the planned trip. Where risk assessments already exist, these can be used but should be reviewed and updated as necessary before the trip commences.

4.4.1 Accessing the water in different conditions

The level of flow on the canal can significantly change the nature, and associated risk, of paddling. The following matrix determines who should paddle in which conditions:

Definitions:

Level of paddler:

- A Trainee on a club course
- B Discover qualification, 0-2 years experience
- C Explore or 2* qualification, 2+ years experience
- D Explore or 2* qualification, 5+ years experience, race Div <=6, coach/leaders.

Canal flow

- 0 No or minimal flow, no draw on weirs
- 1 Flow warrants corrective action, buffeting under high street bridge
- 2 Strong flow, swirling at high street bridge, yellow boards at Caversham
- 3 Very strong flow, red boards at Caversham.



Paddler/flow	A	B	C	D
0	Under supervision of a coach/leaders	In groups =>3	Based on personal risk assessment	Based on personal risk assessment
1	No paddling	In groups =>3	Based on personal risk assessment	Based on personal risk assessment
2	No paddling	In groups =>3 No paddling East of West Mills swingbridge	In groups =>3	Based on personal risk assessment
3	No paddling	No paddling	No paddling	Based on personal risk assessment

Any member of the committee can, at any time, determine the level of the canal, and if a committee member considers that the flow conditions 2 and 3 are met they should make this public and remind members of the restrictions. If a committee member is unsure they should seek advice from other members, but should err on the prudent side.

The canal flow level, and associated restrictions should be advised by expedient means such as the club Facebook page, Whatsapp or e-mail.

4.4 Races and Regattas

Coach/leaders are responsible for preparing and advising their students with regard to racing. However, safety during a race or regatta is the responsibility of the race organiser.

5.0 CLUB RULES AND REGULATIONS

5.1 Junior (under 18) rules and regulations

On Land:

PLEASE COMPLETE THE ATTENDANCE REGISTER

- Do not run or play on the slipway / landing stage as it is often slippery underfoot
- Respect other users of the Activity Centre and slipway at all times
- Do not climb on any of the railings at the centre.
- Please respect, listen to and obey all instructions of the Coach/leaderses once you are under their charge.
- Wear suitable shoes at all times – these must be a tight fit, have a rubber sole and cover the entire foot



On The Water:

- Buoyancy aids are compulsory during all sessions.
- Only get on the water once your coach/leaders is on.
- **Land-based supervision only is not sufficient at Newbury Canoe Club (BC guidance)**
- All Junior club training sessions shall comprise a minimum of three paddlers (BC guidance), including at least one recognised coach/leader
- Leave the water with your coach/leader as a group and if you need to leave a session early agree this with your coach/leader
- Abide by the rules of the river (keep together and keep to the right of other craft)
- You must wear clothing deemed suitable by your coach/leader for the weather conditions. Without this, you will not be able to paddle.
- Only enter or exit the water at the locations where you are instructed to do so by your Coach/leader.

Additional Rules for Winter Months



PLEASE COMPLETE THE ATTENDANCE REGISTER

- During winter months in particular, you will need to paddle craft suitable for your skill level and the weather conditions, as determined by your coach/leader for that session
- All members must wear lights visible fore and aft during evening training sessions. Wearing a whistle tied to your buoyancy aid is strongly recommended

5.2 Adult (over 18) rules and regulations

On Land:

PLEASE COMPLETE THE ATTENDANCE REGISTER

- Do not run on the slipway / landing stage as it is often slippery underfoot
- Respect other users of the club at all times
- Do not climb on any of the railings at the club.
- Please respect, listen to and heed all instructions of the Coach/leaders once you are under their charge.
- Wear suitable shoes at all times – these must be a tight fit, have a rubber sole and cover the entire foot

On The Water:

- **Land-based supervision only is not sufficient at Newbury Canoe Club (BC guidance)**
- If you need to leave a session early then inform your coach/leader
- Stick to the rules of the river (keep together and keep right).
- Only enter or exit the water at the locations where you are instructed to do so by your Coach/leader.

Additional Rules for Winter Paddling:

PLEASE COMPLETE THE ATTENDANCE REGISTER

- All members must wear suitable clothing for the weather conditions
- All members should paddle craft suitable for their skill level and the weather conditions
- All members must wear lights visible fore and aft during evening training sessions. Wearing a whistle tied to your buoyancy aid is strongly recommended.



6.0 Equipment:

- Members are to thoroughly check club boats before and after use. Any damage or boat failings are to be immediately reported to the coach/leader and the Equipment Officer.
- Boats and equipment are to be booked out for races through the Vice Chair.
- Any damage is to be reported to the Equipment Officer immediately
- No repairs or modifications (including administering tape) should be undertaken on club equipment without consent from the Equipment Officer
- All borrowed equipment must be returned to the club before the next training session unless agreed with the Equipment Officer
- At the end of a session boats are to be returned to the boat store as clean and as dry as is practicably possible. Boats should be returned to the correct storage position within the boat store
- Bouyancy aids and paddles need to be returned to the correct storage area in the boat store.
- **Damage to Property**
 - Malicious Damage - Any act of malicious damage to club property and equipment, or to club members' property by a club member shall be dealt with by the Committee after an enquiry. The person causing the damage will be required to pay for the damage in full and may be suspended from club activities as the Committee sees fit.
 - Accidental Damage - Any person responsible for any accidental damage may be held responsible for the cost of repair, and may be suspended from club activities as the Committee sees fit.
 - The Committee shall take all reasonable steps to investigate instances of Malicious or Accidental Damage, including interviewing any individual implicated, before deciding on action to be taken. An implicated junior should be allowed to have a parent or an adult member present to act as a 'friend' during any interview.

7.0 Disciplinary Action/s

Members and visitors are expected to show respect for others, take care of the building and equipment and act reasonably at all times. Day-to-day discipline of members and people using the club is managed by coach/leaders, responsible persons and club officials. In the event of persistent offending this will be referred to the club committee for review. The offender and/or their family will be contacted by email.

If a conversation is deemed insufficient, the club shall generally operate with a three-strikes-and-you're-out response in addressing bad behaviour, infringement of the rules and operational procedures set out above or infringement of the Rules of Conduct. In such cases, the individual, parent or guardian shall be informed of each strike in writing from the Club Chair. However, it is recognised that, in some instances, it may be necessary to ban a member at the first infringement for the safety of club members or in the best interest of the Club's reputation. The club reserves the right to immediately revoke club membership in the event of a serious breach or the potential to adversely affect the clubs reputation.

All potential infringements should be brought to the Committee's specific attention in writing and any resulting action shall be considered with due care and attention.



8.0 Use of the Premises operated by Newbury Canoe Club

- Access to the Kitchen is limited to adults as confirmed by the Secretary
- Please ensure you keep all your belongings together and clear of the changing rooms when you are not using the changing rooms.
- All club equipment is to be logged and routinely checked for safety and all results recorded by the Coach/leader/Equipment Officer. Any damaged or otherwise unsuitable equipment should be clearly labelled as such and removed from service until repaired or disposed of.

9.0 Access to the club house and boat house

- **Who opens up ?** - For club sessions this should be the coach/leader running the session. Otherwise a responsible keyholder can open up.
- **Who locks up ?**- As above. The person locking up should ensure all paddlers are off the water.
- **Who has keys ?** – All members that reach Explore level can apply to the committee for a key fob which gives them access to the building and keys can then be used to access the boat store. The club will assess both the paddling ability of the member and the responsibility of the member. Access is granted at the committees discretion and there is no appeal process.

Parking - The club is adjacent to the West Berkshire Council operated car park on the wharf. There is no formal parking provision on the club's premises.

- For day to day canoeing sessions 1-2hours members/canoeists will park in the Wharf car park and pay the fee – currently £2 for 2 hours
- For volunteer work parties and longer sessions where equipment needs to be off loaded etc. cars can be parked under the bridge.

10.0 Equipment

- **Who can use club equipment and when ?**- To use club equipment **Full Membership is required and an additional fee of £2/month needs to be paid** and can be used at the Club for Coaching and Training sessions and by arrangement at no extra charge for Races. NOTE - After the first year of membership a levy will be applied to all members fees who continue to use club equipment. Terms and conditions apply.
- **Associate Members** are able to use Club Kit upon payment of a Club Levy - but always by arrangement.
- **Own boat storage - Members** are able to use the boat storage for their own boats for a fee of £2/boat/month
- **Can club equipment be taken off site?** - Only by arrangement with the Equipment Officer or in their absence the Chairman.
- **How are faults reported and recorded?** - Report immediately to any Coach/leaders who will in turn advise the Equipment Officer



11.0 Emergency Procedures

- **Fire procedures** - See above
- In the event of a serious incident what instructions are there with respect to dealing with the media - **Club coach/leaders must not discuss any event with the press or admit liability to any party.**
- **Health declaration for course participants and new members** - All participants have signed to say that they are fit to undertake the activities we provide. If for any reason a person's fitness is below normal he/she must make this information available to the attending Coach/leaders before they go onto the water. The Coach/leaders has the responsibility to safeguard all in their care and has the right to refuse access to the session if they deem it is in both your own and the groups interest.
- **Emergency contact details** - The Club keeps a spread sheet of all members contact details in case of emergency

12.0 Club Advisories

- Coach/leaders and helpers are to follow BC guidelines
- All paddlers must be able to swim at least 50m in winter canoeing clothing.
- Advice to students regarding valuables and security - Keep your belongings secure with your kit, try not to bring expensive electronic items with you, leave them at home.
- Safety briefing (car park, road, slipway, debris underfoot etc.) - A safety briefing will be held at the start of every session.
- Preparation of equipment - Make sure you check your kit and boat and set them up appropriately before you get on the water
- Personal safety kit (mobile, first aid etc.) - Make sure your Coach/leaders checks that your Buoyancy Aid is fitted correctly.
- Coach/leaders to ensure they've read and understood Club Safety Policy and Emergency Procedures
- Coach/leaders to check students for medical conditions and special needs (left handed?)
- Who does the coach/leaders report to if there are problems during course? E.g. disciplinary - to the Club Welfare Officer in the first instance.
- System for feedback? - Members can comment directly to Coach/leaders or to the Chairman by email if they have any issues to raise.
- Logbooks, awards etc. offered to participants (and how these are recorded) - The Junior Head Coach/leaders keeps a record of achievements for all young paddlers and will make awards when appropriate to do so.
- Operating areas - as defined in the risk assessments
- Clothing - as advised by the Coach/leaders and appropriate to conditions.

☒ Kitchen

- Who can serve food? - Only persons holding a Food Hygiene certificate.
- Procedures with regard to electrical appliances - There are no appliances within the Kitchen which require specialist knowledge for a person to operate.



Appendices and supporting documents

1. Club structure
2. Club Risk assessment
3. Club paddler competence assessment guidelines and process
4. Facilities booking form
5. Incident book/folder
6. BC incident form
7. Adult and Junior code of conduct
8. Coach/leaders Beginner sessions
9. Generic risk assessment for activity not on the Kennet and Avon
10. Club trips in moderate tidal water guidance
11. Membership form
12. Access to club application form.

Appendix 1 - Governance structure

<p>Trustees and board</p>	<p>Clive Williams Mike Richman Dave Seward Ed Cooper</p>
<p>Main committee meets at least Quarterly</p> <p>Chairs of sub committees need to be on the main committee</p> <p>Governance - policies procedures etc</p> <p>Finance – Overall budget & setting budgets for sub committees</p> <p>Strategy and development</p> <p>External links – Canoe England, Regional etc.</p>	<p>Chair – Ed Cooper Treasurer – Carrie Collins Vice Chair – Dave Seward Secretary and Membership – Luke Mosse/Paul Hayes Safeguarding/Welfare officer – Tracey Marsh Equipment officer – Paul Hayes Lead Coach/leaders – Keiron Blackburn Waterside and H&S – Clive Williams Mike Richman Mike Winter Junior rep - Pat Whithead James Treadgold Andy James Claire Seymour Member on boarding - Emma Allnutt Press/PR – Joe Williamson</p>
<p>Building & equipment sub committee – monthly</p> <p>Building operation</p> <p>Building maintenance</p> <p>Canoe kit - maintenance and new purchases</p>	<p>Chair – Ed Cooper Equipment Officer – Paul Hayes Building Officer – Mike Richman Dave Seward Rob Whitehead</p>



<p>Members/participation committee – monthly Volunteer - Membership recruitment – lead person assigned Membership fees and sign up process Increasing participation and events Coach/leaders and member development – lead person assigned Safeguarding etc.</p>	<p>Chair – Mike Winter Dave Seward Kieron Blackburn</p>
<p>Waterside sub committee - monthly Sept-April</p>	<p>Clive Williams Mike Richman James Treadgold</p>

The subcommittees have the discussions and make recommendations to the main committee and have to request spend. Each sub committee will have a budget and a written remit agreed by the main committee.

For information Canoe England suggested roles are:

<i>Chairperson</i>	<i>Treasurer</i>	<i>Secretary</i>
<i>Volunteer Coordinator</i>	<i>Coach/leaders coordinator</i>	<i>Health and Safety Officer</i>
<i>Club Welfare Officer</i>	<i>Junior coordinator</i>	<i>Media and publicity officer</i>
<i>Events/trips organiser</i>	<i>Events safety officer</i>	

It should be noted that the Waterside series is a major racing event organised by NCC and as such it has a separate set of procedures.

All the clubs policies are reviewed annually.



Appendix 2 - Club trips in moderate tidal water guidance

For Club trips undertaken in '*Moderate Tidal Waters/Sea*', the Specific Risk Assessment should identify the following:

- The leader shall be qualified to BC 4 star leadership level
- All paddlers shall be boat confident and at a level of ability equivalent to 3 star in their craft, with experience of deep water rescues
- All boats should contain water-tight bulkheads to ensure the craft is positively buoyant. If airbags are used, these should be fixed into the boat and it is recommended that the boat's ability to float when swamped is tested prior to the trip
- If unstable racing boats (marathon or similar) are to be used, consider limiting the trip conditions up to or below Sea State 2
- Neoprene spray decks for all paddlers
- At least one hand pump should be carried by the party
- Spare clothes (cag, pogies, hat and thermals)
- Always run with the tide
- Provide course, timings and identify all decision points for each paddler and at least one land-based support member
- Consider taking a spare paddle, if practicable
- Consider arranging motorised boat support if planning to operate more than 100m from the coast
- HF Radio required
- At the time of writing, the **Club does not recognise such trips as coach/leaders trips** and, as such, **junior members would not be permitted** without a change of policy