



## Club Standard Operating and Safety Procedures

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

Club Name:	Newbury Canoe Club
Affiliation Type:	Canoe England
Club Chair Name:	Mr Clive Williams
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, coaches and volunteers.

### ***2.0 GENERAL STATEMENT OF POLICY***

Newbury Canoe Club shall provide its members, coaches and volunteers with:

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

All members, coaches 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 the Club Chair or relevant committee member.

All Members and/or guests who partake in any activity organized by or at the Club, join Club tours or takes part in meets, do so at their own risk and neither the Club nor its officers shall be liable for any loss or injury of any kind.



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

- **The Head Coach** shall be responsible for ensuring that all Coaches 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. A logbook/suggestion box/board will be made available for members input.
- **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 Coaches 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 Coaches on all relevant safeguarding issues. The coaches 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 all 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.
- 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 Coaches who actively participate on Saturday mornings are first aiders. Relevant certificates will be held in the coaches' file in the office.

### **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 coaches in accordance with BC guidelines, whose responsibility is to provide safe enjoyable coaching.

### **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 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.

### **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 Pre-amble**

At the time of writing, Newbury Canoe Club conducts training on the Kennet and Avon canal and focuses its efforts towards flat water marathon and sprint paddling.

Club members have expressed an interest in developing beyond our current river-based activities and the following guidance attempts to accommodate this for the future.

BC guidance doesn't cover this specific situation and therefore requires a degree of interpretation. The following sets out the basis of this interpretation of the BC Environmental Definitions:

The Kennet and Avon canal is clearly defined. This water is considered **'inland flat water'** as there is minimal current and the area is not greatly affected by wind. There is easy landing at multiple exit/access points on the canal.

There are a number of weirs that take water off the canal. These do have a "draw" and all canoeists need to be aware of this hazard and keep away from the area immediately above the weirs.

A few of the weirs can be shot and the wave may be suitable for moving water experience and limited play boating. Members should always be wearing a buoyancy aid and helmet for any such activity and need to have experienced the weir in a coached environment before attempting to access the weirs on their own. Red Lock weir at Northcroft should be avoided by all paddlers.



Standard Club coaching/training sessions may be defined by a combination of any two of the following points:

- Using Club Boats
- Organised by club coaches for junior members (excluding family) at any time and for adult members within the published coaching timetable
- Operating on the Kennet and Avon

#### **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. A requirement by law to give permission to paddle on the Kennet and Avon Canal.
- Newbury Canoe Club is affiliated to BC. This affiliation provides:
  - Members of affiliated clubs are insured for recognized sessions and activities of the club. Coaching and Training as defined in section 4.4.2 and 4.4.3 are regarded as recognized sessions. However, these club members **will not be** insured if they are canoeing or kayaking at other times.
  - If you think you will be canoeing outside of sessions organised by your club you will need to purchase your own membership from the British Canoeing as advised above.
    - 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. Both these elements need to be completed for an individual to be a member of NCC. The club will further register 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
- Members competence is also assessed by coaches and recorded in accordance with the clubs assessment criteria on the BC web portal

#### **4.3 The Club differentiates between coaching and training sessions.**

**A coaching session** - is defined as that in which the aim of the session is predominantly skills-based.

**A training session** - is a fitness-based session where all the paddlers on the water are capable of looking after themselves within that session. All junior specific sessions are coaching based as the acquisition of skill is fundamental to their continued development in the sport.

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

##### **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.

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.

**Please note this table will be amended to reflect flow conditions at the Newbury EA monitoring point when the data has been analysed**

Paddler/flow	A	B		C	D
0	Under supervision of a coach	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 to prudence rather than lose time in imposing restrictions. The canal level, and associated restrictions should be advised by expedient means such as the club Facebook page, Whatsapp or e-mail.

#### **4.4.2 Standard Club Coaching Sessions (on the Kennet and Avon)**

**Guidance for coaching beginner sessions** - is provided in a separate document

- Newbury Canoe Club recommends that all paddlers wear buoyancy aids at all times.
- All juniors will wear a buoyancy aid. Coaches leading a junior coaching session will also wear buoyancy aids.
- Everyone engaged with a junior coaching session on the water shall wear a buoyancy aid and will be able to swim 50m in canoeing clothing (including the Buoyancy aid)
- The teaching progression for starting juniors off within Newbury Canoe club will follow the teaching progression laid out within the BC Paddlepower coaches' guide.



- Ratios during coaching sessions shall be a maximum 1 BC coach to 8 Paddlers during the beginning stages of the paddler's development. Paddlers above Paddlepower Discover (BC 2 Star) level may engage with fitness training sessions if suited to their personal development in line with Long Term Paddler Development but the Paddler must be ready for this both, as a person, as well as an athlete.
- The Kennet and Avon Canal presents few natural hazards but coaches need to ensure all paddlers are aware of the following:
  - The draw of a number of weir from the canal
  - The river right rules when encountering other craft
  - Etiquette when paddling close to fishermen
  - The need to treat wildlife (swans, ducks, geese etc.) with care
  - Safe portaging needs to be practised and taught with particular regard to the safety of the general public who are frequently in the vicinity of the locks.
  - As paddlers progress it may be possible to introduce paddlers to the safe weirs. All paddlers should be wearing buoyancy aids and helmets.
- Coaches shall promote safe manual handling methods and the practise of travelling in groups from the Club to the water access, particularly for juniors, who may need assistance

#### ***4.4.3 Standard Club Training Sessions (on the Kennet and Avon)***

Newbury Canoe club recognises that people's paddling experience and understanding of their own and other paddlers' limitations counts as much as having a paper qualification when leading sessions. To this end, there is **a session leader system in place**, which is a fitness-based session where all the paddlers on the water are capable of looking after themselves within that session.

**Potential Session Leaders** - shall be nominated by the Head Coach and may be asked to demonstrate their knowledge of the river, water conditions, group management, rescue skills and their own limitation, before being employed in this role. A list of leaders will be maintained on the club notice board.

The role of a Session Leader is **NOT** that of a coach and paddlers participating in led sessions must be able to handle themselves in the conditions, be able to empty a boat and understand that it is not a coached session. These sessions are not suitable for beginners and, speed aside, an appropriate level of ability would be BC 2 star and confident in their craft.

- Juniors can join training sessions when they have been assessed as being competent by the Head Coach
- The group paddles as a unit and whilst different leaders may lead groups of different ability the expectation is that all paddlers will stay within the limits set by the session leader
- During training sessions, each paddler is responsible for their own safety as well as the safety of others on the water
- The dedicated Devizes to Westminster training sessions are provided to develop fitness and boat confidence beyond the paddlers' initial coaching sessions and as such, are considered as Training Sessions
- All members should promote the practise of travelling in groups from the Club to the water access.

#### ***4.4 Races and Regattas***

Coaches are inherently 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.



#### **4.5 Club Coaching/Training Sessions Beyond the Kennet and Avon**

Any Club coaching/training sessions taking paddlers outside The Kennet and Avon will be operating outside the scope of the Club Risk Assessment and therefore WILL require a specific risk assessment to be issued to the Head Coach for the record at least two weeks before the planned trip. Several pre-prepared risk assessments are being written for sheltered river locations that are visited more regularly: Thames River, Symonds Yat, Isle of Purbeck

#### **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 Coaches 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:**

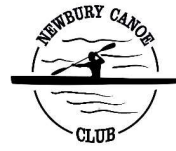
- Buoyancy aids are compulsory during all sessions
- Only get on the water once your coach is on.
- **Land-based supervision only is not sufficient at Newbury Canoe Club (BC guidance)**
- All Junior club training sessions shall comprise a minimum of three paddlers (BC guidance), including at least one recognised coach
- Leave the water with your coach, as a group and if you need to leave a session early agree this with your coach
- 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 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.
- The club recognises that some Junior members can reach very high standards (As a guide Div 6 and above) of paddling. Junior paddlers that feel they are at this standard can ask the head coach for an assessment. If they are assessed as being proficient they will then be treated as adult members.

##### **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 for that session
- Selected junior members may attend evening sessions in any combination of k1 or k2 if accompanied by a coach confirmed prior to the session (maximum 3 junior to each coach)



- 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 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 Coaches 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 recommended during Saturday sessions and recommended for all training and coaching sessions
- Please do not get on the water without a coach or session leaders authorisation
- **Land-based supervision only is not sufficient at Newbury Canoe Club (BC guidance)**
- All club training sessions shall comprise a minimum of three paddlers (BC guidance), including at least one recognised coach or session leader
- Leave the water with your coach or session leader, as a group and if you need to leave a session early then inform your coach or session 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 / Session Leader.

### **Additional Rules for Winter Paddling:**

#### **PLEASE COMPLETE THE ATTENDANCE REGISTER**

- All members are to wear buoyancy aids during all training sessions
- 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.
- Selected junior members may attend evening sessions in any combination of k1 or k2 if accompanied by a coach confirmed prior to the session (maximum 3 junior to each coach).
- The buddy system should be adopted for all evening sessions in order to best ensure all paddlers complete each effort and leave the water safely



## **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/session 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 coaches, 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/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 evening and weekend training / coaching sessions the coach will generally be the earliest to attend and will open the club.
- **Who locks up ?** - Any Coach with a Key can lock up
- **Where are keys kept ?** - Coaches keep keys on their person.
- **Who has keys ?** – All members that reach explorer 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 clubs 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.
- Coaches will be reimbursed by NCC for their parking expenses.

### 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 at 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 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 coaches 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 before they go onto the water. The Coach 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**

- Coaches and helpers are to follow BC guidelines
- Policy regarding student's swimming ability - all participants must be able to swim 25m at least in 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 checks that your Buoyancy Aid is fitted correctly.
- Coaches to ensure they've read and understood Club Safety Policy and Emergency Procedures
- Coaches to check students for medical conditions and special needs (left handed?)
- Who does the coach 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 Coaches 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 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 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
6. BC incident form
7. Adult and Junior code of conduct
8. Coaching 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><b>Trustees and board</b></p>	<p>Clive Williams Mike Richman Dave Seward Ed Cooper</p>
<p><b>Main committee meets Quarterly</b></p> <p>Chairs of sub committees need to be on the main committee Governance - policies procedures etc Finance – Overall budget &amp; setting budgets for sub committees Strategy and development External links – Canoe England, Regional etc.</p>	<p>Chair – Clive Williams Treasurer – Ed Cooper Vice Chair – Ed Cooper Secretary – Luke Mosse Membership sec – Paul Hayes Safeguarding/Welfare officer – Tracey Marsh Equipment officer – Paul Hayes Alex Burt Lead Coach – Kieron Blackburn H&amp;S – Clive Williams Mike Richman Mike Winter Rob Whitehead James Treadgold Shirley Keeton</p>
<p><b>Building &amp; equipment sub committee – monthly</b></p> <p>Building operation Building maintenance 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><b>Members/participation committee – monthly</b></p> <p>Volunteer - Membership recruitment – lead person assigned Membership fees and sign up process</p>	<p>Chair – Paul Hayes Alex Burt Tracey Marsh Dave Seward</p>



Increasing participation and events Coach and member development – lead person assigned Safeguarding etc.	Shirley Keeton
<b>Waterside sub committee - monthly Sept-April</b>	Clive Williams Mike Richman James Treadgold

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.

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 coaching trips** and, as such, **junior members would not be permitted** without a change of policy