

Club Standard Operating Procedures Template

*Note: This template provides a summary of the **minimum** level of information that clubs should provide about their procedures. Clubs are encouraged to add to this template whatever other information is relevant to their individual club's circumstances and activities.*

<i>Procedures reviewed on</i>	INSERT DATE 25th Sept 2015 (Richard Rendall, Liz Hinckly, Gillian Roberts, Mike Perks)
<i>Procedures due for review</i>	INSERT DATE 25th Sept 2019

Club Name: Welshpool Canoe Club
 Club Chair Name: Richard Rendall
 Number of club members: 88
 Open to the Public? No

Contact Details

Club Address: c/o Sunnyside Nantmawr Oswestry
 Postcode: SY10 9HL
 Email: info@welshpoolcanoecub.com
 Telephone: Chairman Richard Rendall 01686 610197 Secretary Gillian Roberts 01691 688452

Club activities

What are the club's main venues and what are the regular activities at those venues?

The club runs pool sessions 4pm -6pm Sundays September – April at the Flash Leisure Centre Welshpool.

Trips on Local rivers, canals and lakes for kayaks, canoes and SUPs run regularly throughout the year.

What ratios of participants to leaders does the club operate for these activities?

Pool sessions: 1 Coach and 1 assistant per 12 participants

On outside trips the ratios will depend on the site of the activity, weather conditions and the experience of the participants. They will be based on BCU guidelines.

What qualifications/experience is required for leaders of each activity and how are these qualifications reviewed/checked/approved by the club's committee?

See attached list of coaches/lead

Health and Safety Policy

See attached policy.

First Aid & Accidents

Where are the first aid kit and accident book located?

At the pool the first aid kit is located in the first aid room on poolside.
On trips and outside activities the coach/leader has their own first aid kit and a club accident report form.

Who is the main contact for First Aid at the club? Mike Perks

Who is responsible for the maintenance of the first aid kit? Coaches and river leaders are responsible for the maintenance of their own first aid kits.

Who else is responsible for providing First Aid?

A qualified First aider is available on all club trips

Fire & Evacuation

Please detail the club's fire and evacuation procedure for any indoor session (e.g. where are the fire exits, where should members meet once evacuated?)

At the pool Fire and evacuation procedures are those put in place by Freedom Leisure.

Do you have a signing in sheet to record members inside the premises.

Members are booked in for the pool sessions.

Who is responsible for the roll call to ensure no one is missing?

Staff at the pool are responsible for ensuring the building is empty.

Emergency Procedures

What process should be followed in the event of an accident or emergency? Who is responsible for which actions?

The coach/leader is responsible for dealing with any accident or emergency that occurs and completing the necessary forms if applicable. They may delegate tasks to other suitably qualified individuals such as first aiders.

All incidents should be recorded on the trip log.

Where are the emergency contact details for all members kept?

Emergency details are held electronically.

A list of emergency contacts is kept in the dryside file at the pool.

On trips coaches/leaders complete and emergency contact form at the start of the trip.

Who is responsible for keeping these contact details up to date?

Members are responsible for ensuring they inform the club about any changes in emergency contact numbers, which will then be updated on the club contact sheet by the club secretary.

How would a session coach or leader access these contact details if they needed them?

All authorised coaches and leaders have access to the club database where this information is stored.

Who is responsible for completing Incident Report forms?

The trip coach/leader is responsible for completing the incident report forms. This will be done in accordance with the best practice outlined below

It is best practice to use the online British Canoeing Incident Report form which can be accessed on the Canoe Wales website here: <https://www.canoewales.com/report-an-incident> Once submitted, a copy will be sent to the person who completed the form for the club's records, and copies will also be sent to Canoe Wales and British Canoeing to assist with improving safety in paddlesport. If the club needs to submit an insurance claim, there is further guidance here: <https://www.canoewales.com/canoe-wales-insurance>

How long are forms kept on record for within the club?

Forms should be kept in excess of 5 years

Name of designated Canoe Wales expert to help with enquiries: Gayle Penn

In the event of a serious incident, what instructions are there with respect to dealing with the media?

Club coaches and officials must NOT discuss any event with the press or admit liability to any party

Discipline

Please outline the club's policy in regards to bad behaviour,

Any complaints of bad behaviour will be taken seriously. The committee has the power to take appropriate action including termination of membership if deemed necessary.

:

Club Equipment

Who is responsible for logging equipment and performing routine safety checks?

Pool equipment: Chris Carter

Hire equipment: Members storing equipment Olly Barker, Liz Hinkley, Laura Frank & Gillian Roberts.

A record of equipment purchased is kept by the Treasurer.

Who can use club equipment and when?

Equipment and boats kept at the pool can only be used there.

Other club equipment can be used by club members and their families for a small hire fee.

Can club equipment be taken off site for use? The pool boats and equipment are for use at the pool only.

Other equipment can be used elsewhere. It is up to the individual to do a risk assessment of the location and conditions where they plan to use it.

How and where should equipment be stored?

Pool equipment is stored in a locked cage and boat rack at the Flash.

Other equipment should be returned clean and dry to the appropriate keeper from whom it was hired.

How are faults reported and recorded?

Any faults with pool equipment should be reported to Chris Carter.

Faults with the hire equipment should be reported to the person from whom it was hired.

These people will either undertake the repair or update the committee with any repairs or replacements that are needed.

Non-members/Visitors**What are the club's policies regarding non-members or visitors in the changing room facilities?**

Changing rooms are governed by the policies of Freedom Leisure

Club Child Protection and Safeguarding Policy

All concerns of poor practice/abuse relating to welfare of children and young people will be recorded to swiftly and appropriately in accordance with the attached child protection policy.

Safeguarding Officer Name and Contact details: Laura Frank

lauraaefrank@hotmail.com

How often is the club's Child Protection Policy reviewed?

Reviewed annually.

How is the club's Child Protection Policy shared with members and coaches/leaders – and in particular, what does the club do to ensure that members know how to report any concerns?

Child protection policy is available on the website and Facebook page, it is also available in printed form to anyone who wishes to have it.

New members are given an introduction sheet which names the Safeguarding officer.