

# Standard Operating Procedures and Safeguarding

## Club Details

Name: Ringwood Canoe Club (RCC)

Website: [www.ringwoodcanoe.co.uk](http://www.ringwoodcanoe.co.uk)

Affiliation type: Senior

Club Chair: Dr Suzanne (Sue) Jordan

Facilities: RCC has no clubhouse, changing rooms or boat storage facilities

Number of club members: 66

## Contact Details

Club Secretary:

Phone:

Email: [secretary@ringwoodcanoe.co.uk](mailto:secretary@ringwoodcanoe.co.uk)

## Club Equipment

The club has a range of equipment available to members to borrow. Use of all boats is **free of charge**.

All members are welcome to borrow club boats provided that:

- They are current club members and will be using the boat themselves.
- They are of sufficient competence. Inexperienced members may only use the club boats under supervision on club paddles or at other specially arranged times.

We do not have a central equipment store (all club items are held at members' homes), which means that the Quartermaster cannot be held responsible for the condition of any club boat or kit. Borrowing boats and kit carries inherent risks. You must check all the kit upon receipt of it. Any concerns should be raised with the Quartermaster, who will arrange with you for the equipment to be assessed. Do not use it prior to the assessment.

You must be responsible about where you take boats and the environment in which you use them. If you are in any doubt do not proceed. You borrow equipment at your own risk, and the club accepts no liability for its use or misuse.

Canoes, kayaks and other kit are available (visit [www.ringwoodcanoe.co.uk](http://www.ringwoodcanoe.co.uk) for details). All canoes are equipped with two paddles, and all kayaks with a paddle and spraydeck. These must be taken/transferred with the boat.

The [Quartermaster](#) must be contacted if you wish to borrow any kit or to book it for a future trip. All club items are held at members' homes and the Quartermaster must be kept informed when any item changes hands. Organised club events have priority for the use of club kit at all times.

You must inform the [Quartermaster](#) if anything is worn out, damaged or lost. Club boats must be securely locked when not in use, and when left unattended on vehicle roof racks.

Members damaging or losing club boats or equipment are expected to repair or replace it at their own expense. Any damage or loss must be reported to the Quartermaster or a committee member within 72 hours. Third party insurance for club members is provided through the club's affiliation to British Canoeing. However, note that we have no specific club insurance, so please check your own insurance cover. If you wish, you can purchase personal boat/paddle insurance through British Canoeing.

**The club and its equipment belongs to you, the club members. Please do use the kit, enjoy it and look after it.**

### **Trip Attendance**

Trip leaders have both the right and the duty to have the final say on participation in an event they are organising, This might be achieved by setting a maximum group size for safety or environmental reasons. There may also be occasions where decisions need to be made on a more individual basis where, in consideration of both the planned paddle and the actual conditions on the day, a member is advised that they will be unable to join the event.

These decisions may be made only on the basis of managing the safety of the group and individual or in protection of the paddling environment.

Example reasons may include fitness levels, inexperience or insufficient competence within the expected conditions, unfamiliarity with the paddlers ability and/or the range of experience across other members attending.

Trip leaders will also be entitled to turn away members who have inadequate/inappropriate or damaged kit or a paddler who has previously and deliberately ignored instruction from a trip leader regarding safety or environmental issues.

### **Pool sessions**

These are typically organised in winter months to allow members to practice skills in warmer water conditions and to catch up with friends and just have fun. The pool sessions are run without a formal structure, but often groups of paddlers support each other and share techniques to help develop/polish that elusive roll. There will be a charge to attend these sessions to cover the costs of the pool hire. Current costs to be detailed on the clubs events list.

In attending members should follow any venue specific rules along with the directions of the Pool staff.

Generic Rules for pool sessions -

- There will be a limit to the number of boats on the water at a time - determined by the pool size and venue - which might necessitate taking turns on the water.
- Boats should be clean when they are brought in – sand, mud, beetles, leaves, bits of sponge, and sandwiches from the last trip, etc., should be cleared out beforehand.
- Take care of the sides of the pool, don't seal launch!
- No one should swim in the pool when others are paddling. The edge of a blade in the face is a real hazard.

## Health and Safety

### Policies and Procedures

The club's health and safety policies and procedures are described in separate documents-

- RCC Health and Safety Policy Statement
  - RCC Safety Management plan with Appendices ABC
  - Safety at Mudeford,
- which can be viewed/downloaded from the club's website:

[www.ringwoodcanoe.co.uk](http://www.ringwoodcanoe.co.uk)

### Emergency Procedures

First, deal with the emergency.

Equipment is replaceable, people are not. Always act with your own and other people's safety in mind.

Members should follow directions from trip leaders/coaches/those experienced with rescue techniques/first aiders, as appropriate.

### First Aid & Accidents

Club First Aid contact: Dr Cindy Buckley

Individual trip leaders carry first aid boxes in their canoe/kayak for use on club trips or will have delegated this responsibility to an appropriate first aider paddling with the group.

The trip leader/first aider is responsible for the maintenance of the first aid box they carry.

Contents can be reimbursed by the treasurer on production of receipts.

Club members who hold instructor qualifications/other first aid trained/healthcare workers/competent adults can also administer first aid if required.

**Incident/Accident forms** will be completed by the trip leader or those who dealt with the emergency and then submitted to the club committee. The forms are available from: <https://www.britishcanoeing.org.uk/go-canoeing/incident-reporting>.

The forms will be reviewed by the club committee and copies will be forwarded to British Canoeing for insurance reasons. They will be kept for at least 5 years.

**In the event of a serious incident, trip leaders/club coaches must NOT discuss it with the press or admit liability to any party.**

The 'Club Support Manager for the Southwest' is the designated British Canoeing expert to help with enquiries

Club member's 'In Emergency' contact details are to be available with the club in the event of accident.

### **Fire & Evacuation**

When using a swimming pool or weekend trip accommodation, any operating procedures in place for that location should be followed.

The trip organiser of a club weekend is responsible for the fire evacuation role call to ensure no one is missing.

### **Child Protection/Vulnerable Adults/Safeguarding**

Club Welfare Officer: Lorna Adams Jones

Email: [welfare@ringwoodcanoe.co.uk](mailto:welfare@ringwoodcanoe.co.uk)

Children/young people under 18 and vulnerable adults who take part in club events are the responsibility of, and therefore must be accompanied by, at least one adult member who is either their parent or legal guardian, or who is otherwise acting on their behalf and so takes full responsibility for their safe supervision.

The club's Welfare Officer is the lead contact for all members in the event of any safeguarding concerns or complaints. In the first instance, members should contact the Welfare Officer in confidence if they have any safeguarding or conduct concerns about themselves or another club member.

#### **Follow-up Action**

Any concerns, allegations or reports of poor behaviour or practice will be recorded and responded to swiftly and appropriately by the club's committee in accordance with its Constitution and Safeguarding policy. This policy will be reviewed as and when required.

In the event of a complaint against a club member or members, the committee will make the relevant people aware of the complaint against them on a confidential basis; they then have the right to submit a response within 14 days. The committee will then meet to consider the complaint/response as soon as practicable after this. The outcome of the investigation will be communicated in writing as soon as possible to both the complainant and the member(s) against whom the complaint was made.

The committee has the power to take appropriate disciplinary action, including the termination of membership. In such cases, a member has the right to appeal the decision to the Secretary within one month of being notified. The committee will consider the appeal within 14 days of receiving the appeal; however, its decision will be final.