



Canoe Avon

Standard Operating Procedures

January 2020

Canoe Avon Standard Operating Procedures

1.	Change log	1
2.	Aim	1
3.	Affiliation	1
4.	Contact Details	1
5.	Health and Safety	1
5.1.	Approach to health & safety	1
5.2.	Use of Buoyancy Aids / PFDs	2
5.3.	Use of Helmets	2
5.4.	Lone Paddling / Paddling in Groups	2
5.5.	First Aid & Accidents	3
5.6.	Emergency contact details	3
5.7.	Accident Reporting	3
5.8.	Incident Response Plan	4
5.9.	Fire & Evacuation	4
5.10.	Emergency Services	4
5.11.	Risk Assessment	4
6.	Discipline	5
7.	Club Welfare	5
8.	The Salford Rowing Centre	5
8.1.	Access	5
8.2.	Showers & Changing Rooms	6
8.3.	Kitchen & Communal Area	6
8.4.	Gym Equipment	6
9.	Club Activities	6
9.1.	Liability Insurance	6
9.2.	River Attendance Register	6
9.3.	Wednesday Training Sessions	6
9.4.	Paddling from Salford Rowing Centre at Other Times	7
9.5.	Club Coaches	7
9.6.	Club Equipment	8
9.7.	Boat Storage	8
9.8.	Club Notices	9
9.9.	Paddling and the Environment	9

1. Change log

Issue Date	Change
3 June 2019	Initial Issue
2 Jan 2020	Updated defibrillator details. Minor revisions to align with the club's latest Risk Assessment for the Saltford Rowing Centre.

2. Aim

The aim of the Standard Operating Procedures (SOP) is to outline how Canoe Avon is operated and managed. It provides a description of how the club runs on a day to day basis, covering who is responsible for carrying out certain tasks within the club as well as general responsibilities of club members.

3. Affiliation

British Canoeing Affiliation Type: Senior Club	Affiliation Number: 749
Club Chair Name: Mark Musgrave	Number of club members: 48

4. Contact Details

- Address: Saltford Rowing Centre, Saltford, Bristol, BS31 3JS
- Email: info@canoeavon.co.uk

5. Health and Safety

5.1. Approach to health & safety

Canoe Avon wishes to ensure the safety and well-being of its members and promote a safety culture that runs through all our activities and is a normal part of everyday thinking and practise. To embed a culture in the way we operate, we have fully adopted the British

Canoeing [Paddlesafer](#) guidance and incorporated key elements within this SOP that we expect our members to follow.

5.2. Use of Buoyancy Aids / PFDs

Buoyancy aids (or Personal Floatation Devices) are to be worn at all times.

However, it is recognised that in some circumstances paddlers may not wear a buoyancy aid. Only in a competition environment where the rules of competition do not require buoyancy aids to be worn, or where **experienced adult K1/K2 paddlers** choose not to wear a buoyancy aid for performance reasons during spring, summer and autumn only, may buoyancy aids not be worn. In these circumstances paddlers must:

- Undertake their own risk assessment before going onto the water, consider the environmental factors and take appropriate precautions. Being prepared and thinking ahead can eliminate many risks
- Have reliable self-rescue skills
- Have the ability to swim
- Check their boat and equipment thoroughly before setting out
- Be able to use their craft for floatation in the event of capsize and consider if there are any measures they can take to avoid being separated from their craft

5.3. Use of Helmets

It is not always necessary to wear a helmet for paddlesport activities, for example when using open canoes on the River Avon away from weirs and locks. Members must wear a helmet for specific activities or environments where there is the risk of a head injury including (and not limited to):

- Paddling over and in weirs
- Seal launching from height
- Paddling moving water where there may be waves, small stoppers and other obstructions such as rocks to avoid
- During rescue practice, capsize drills and practising Eskimo rolls on the river
- Playing games including canoe polo where accidental contact may be made
- Surfing
- Paddling among rocks or in caves

Note: All members under the age of 18 must wear helmets when paddling closed cockpit boats, however an exception may be made when attending managed pool sessions.

5.4. Lone Paddling / Paddling in Groups

Paddling on your own significantly increases the risks when compared to paddling in a group. The collective capability of the group acts to provide a safety net if things go wrong. If you have a pre-existing medical condition such as epilepsy, heart problems, diabetes, asthma etc., you are strongly advised to paddle as part of a group.

It is recommended that you paddle in a group but it is recognised that some paddlers will choose to go out alone. Members choosing to paddle alone must be over 18, have acquired the necessary knowledge, skills and experience before doing so, and therefore must have been assessed as having a minimum of British Canoeing 2* / Paddle Explore or equivalent. Members meeting these criteria may paddle alone provided they also undertake their own risk assessment before going onto the water, consider the environmental factors and take appropriate precautions, which may include carrying a means of contacting other people, e.g. a mobile phone. Being prepared and thinking ahead can eliminate many risks. Members who paddle alone must:

- Have reliable self-rescue skills
- Wear a buoyancy aid (subject to conditions described at section 5.2)
- Check their boat and equipment thoroughly before setting out

5.5. First Aid & Accidents

All coaches and many members of the club have been trained to provide first aid and we encourage other members to get trained and have access to their own first aid equipment. First aid kits are located downstairs in the main clubhouse as well as in the kitchen. An Automated External Defibrillator is located in the gym (right hand wall facing the river).

British Canoeing provide access to a free [first aid e-learning package](#). While this does not provide a formal qualification, it offers a useful introduction for members.

5.6. Emergency contact details

Prior to paddling from Saltford Rowing Centre, members are required to sign in the River Attendance Register and record their emergency contact details in case of emergency. In addition, full emergency contact details for our members are held on the British Canoeing club portal, but due to GDPR this data is accessible to only club committee members and British Canoeing. If emergency contact details are required, the River Attendance Register should be consulted in the first instance, otherwise details can be provided by one of our committee members (their details are provided on the club notice board in the clubhouse and inside the River Attendance Register).

5.7. Accident Reporting

Accidents must be reported using the British Canoeing [online reporting system](#). This is used to report all canoeing incidents, whether you are a member of British Canoeing or not. Note that you should also report near misses as well as actual incidents. Paper copies of incident reporting forms are held in the Canoe Avon folder in the main boat shed to aid the recording of incidents which must be subsequently reported online. The Club Committee must be notified of any reported incidents as soon as practicable after they occur and ideally before they are reported online.

In the event of a major incident, please follow the guide below to the incident response plan.

5.8. Incident Response Plan

Canoe Avon adopts the guidance at this [link](#) from British Canoeing designed to act as a “handrail” to help guide through steps that need to be taken in the event of a major incident. A ‘Major Incident’ is defined as either a very serious single incident or combination of incidents which could lead to loss of life, a serious injury or where there is substantial damage.

5.9. Fire & Evacuation

In the event of a fire, all personnel must assemble at the Fire Muster Point which is in the car park close to the railway line. The river attendance register will be used to support a roll call of members on club nights as appropriate.

Fire extinguishers are positioned downstairs in the clubhouse hallway and upstairs in the kitchen but should only be used in the last resort if your escape route is impeded.

5.10. Emergency Services

If there is a need to call the emergency services, be prepared to provide the following information (remember the acronym *LIONEL*):

- **L**ocation of the accident/incident
 - (eg Saltford Rowing Centre, Saltford, Bristol, BS31 3JS)
- **I**ncident, what is the accident
- **O**ther blue light services required (Fire, Police, or Ambulance)
- **N**umber of casualties
- **E**xtent of the injuries if known
- **L**ocation of the accident/incident (repeated)

5.11. Risk Assessment

All members are advised to assess risks before setting out on the water, consider environmental factors, their skill level relative to the water and other conditions, equipment needs, clothing and the capability of those they are paddling with. Hazards and associated mitigating actions for paddling from the Saltford Rowing Centre are captured in the club [Risk Assessment](#) and it does not remove the need for members to assess risks for themselves. The Risk Assessment also covers off-the-water activities at the Rowing Centre.

It is recognised risk assessments are based on a specific set of circumstances at a particular moment in time, i.e. “static”. Therefore, members should undertake their own informal and dynamic risk assessments, continually identifying hazards throughout the duration of their activities, assessing risks and taking appropriate mitigating actions.

6. Discipline

The club [code of conduct](#) outlines the behaviour expected of coaches, members, and their families. Disciplinary procedures for those who fail to uphold this are outlined in the [club constitution](#).

7. Club Welfare

Canoeing and kayaking should be safe and fun. Everyone should be treated with respect and should give respect to others. You should feel safe to enjoy your sport. If you are worried about how you or someone else is being treated at your club by another young person or adult, you or your parents / carer can talk to our club welfare officer:

- Welfare Officer: Andy Hains
- Tel: 07729 832368
- email: welfare@canoeavon.co.uk

For immediate confidential advice (24hr Helplines), please contact:

NSPCC	0808 800 5000	www.nspcc.org.uk
Childline	0800 1111	www.childline.org.uk
British Canoeing	0773 4453430	childprotection@britishcanoeing.org.uk

8. The Saltford Rowing Centre

The Saltford Rowing Centre is a shared facility for the members of a number of rowing and paddlesports clubs. The site can often be busy, and therefore for their own safety and the safety of others, members must be mindful of other activities taking place around them.

8.1. Access

Access to the main site is managed through a small number of key holders. During club nights, the site, boat shed and kayak store will be available to members. The club house door is controlled by PIN access, so please see a member of the Canoe Avon Committee if you need to know what this is.

During club nights, a volunteer 'Bank Manager' will help coordinate the opening/closing of the kayak store and shutting the site where appropriate.

During the week and weekends, the site is used frequently by rowing clubs, permitting access to facilities such as the clubhouse and boat shed. Non-key holders using this opportunity to paddle must check with those on site when they intend to leave to avoid being locked out and their car locked in! A set of spare keys are held in the site safe in the clubhouse.

8.2. Showers & Changing Rooms

The Saltford Rowing Centre is a multi-club site that is frequently in use by other clubs and users. The Canoe Avon [shower and changing room policy](#) outlines the use of these facilities with this in mind.

8.3. Kitchen & Communal Area

The clubhouse boasts a large comfortable communal area with kitchen. Members are welcome to use these facilities, but must ensure they are clean and tidy after use.

8.4. Gym Equipment

A club ergo is available for members to use. Members must ensure they are familiar with instructions on setting up and storing when not in use to avoid damage to the equipment and injury to themselves. If in doubt please seek assistance from experienced club members.

Other gym equipment may be used by members when available (eg outside dedicated rowing club training sessions) on condition they've been shown how to correctly use the equipment.

9. Club Activities

9.1. Liability Insurance

Members who are not full members of British Canoeing are given associate membership of British Canoeing through their club membership, which covers them with the club liability insurance during a 'club activity' and a waterways licence. British Canoeing state that if an activity is sanctioned by the club committee, has a risk assessment and club procedures are followed then it would be covered by the club liability insurance as a club activity. This SOP outlines the scope of routine club activities. Members must refer to this SOP and comply with procedures for their own safety and ensure they are protected through their associate membership.

9.2. River Attendance Register

A River Attendance Register is located in the main boat shed for all members to sign in and out while paddling at the club. Members must complete this in order to alert others they are out on the water and to help the committee develop plans to mitigate safety risks where possible.

9.3. Wednesday Training Sessions

Routine club activities occur Wednesday evenings from 7pm on Wednesday evenings from the beginning of April until the end of September, subject to available light. A 'Duty Coach' and 'Bank Manager' will be on hand to help members. Their responsibilities and those of members are detailed below:

Individual/Role	Responsibility
Duty Coach	Available to help members improve skills and assist in individual development
Bank Manager	Available to ensure the kayak store and boat shed are available to members, assist in distributing/collecting equipment, and check that the River Attendance Register has been completed by members. At the end of the session they will assist in ensuring equipment is stored away and the site locked and alarmed as appropriate.
Parents/Guardians	<p>Parents/guardians of junior members must hand their charge to either the Bank Manager and/or Duty Coach at the start of a session (having ensured they are appropriately changed and ready to start).</p> <p>Parents/guardians must ensure they are contactable during the session and must be present ahead of the end of the session in order to collect their child from the Bank Manager/Duty Coach and take responsibility of their child prior to changing.</p>
Adult & Junior members	All members must ensure they are appropriately equipped (eg BAs, helmets, spray decks, cags, paddles etc), that their boat is suitably adjusted, and they have signed the River Attendance Register.
Juniors	Juniors are to wait by their craft away from the pontoon and are not to enter the river unless instructed to do so by the Duty Coach.

9.4. Paddling from Saltford Rowing Centre at Other Times

In addition to general provisions outlined in this SOP, to qualify as a club activity when paddling from the Saltford Rowing Centre when there is no coach available, members must adhere to the following conditions:

- Members must be 18 years of age or over
- Complete the River Attendance Register
- Ensure they have robust self-rescue skills
- Not to paddle alone when in closed cockpit kayaks
- Have assistance in handling double canoes
- Those wishing to paddle K1s alone may do so subject to conditions outlined under Section 5. We strongly advise members in such circumstances to carry phone or at least agree to contact someone by a set time when expected out of the water.

Canoe Avon cannot take responsibility for those paddling outside the scope of what we deem to be a club activity. Members paddling outside the scope of the club activity must ensure they are appropriately insured through their own British Canoeing membership.

9.5. Club Coaches

The following members are authorised by the committee to undertake coaching on club sessions and courses:

Name	Qualification	Validity (endorsed by committee if expired or not held)
Mike Newman	BCU L3 Inland / BCU L3 Sea	Endorsed by committee
Emma Askew	BCU L2 Kayak	Valid
David Elkington	BCU L2 Kayak	Valid
Clive Warren	British Canoeing Level 1 British Canoeing Paddlesport Leader	Valid
Andy Hains	British Canoeing Level 1	Valid
Mark Musgrave	British Canoeing Level 1	Valid
John Townsend	N/A	Endorsed by committee

9.6. Club Equipment

Club equipment is available for use by all members. Kayaks and canoes belonging to the club will be numbered and display a British Canoeing label with the Canoe Avon affiliation number 749. Boats not marked up must be assumed to be privately owned and therefore not freely available. Members who use club kayaks or canoes, must record the boat number in the River Attendance Register when used or state if using their own.

If there are any problems with equipment or any damage sustained while in use, members must record details in the separate equipment incident log located in the boat shed. The club Quartermaster is responsible for ensuring that club equipment is checked on an annual basis and can address faults or issues identified in the log.

Members are free to use club equipment on any day of the week whilst in at the Salford Rowing Centre (subject to the conditions laid out in Section 9.4), but must note some items may not always be available due to specific coached sessions taking place. In such cases, coaches will endeavour to provide advance notice to avoid disappointment.

Members wishing to borrow club equipment and remove it from site must seek the express permission from the committee in advance.

9.7. Boat Storage

Provided there is sufficient storage space and the committee have agreed to such a request, members will be able to store their own boats at the site for a fee of £50 per boat per year. Members are responsible for identifying their equipment as being private, securing it, carrying out repairs and maintenance. Canoe Avon will not be held liable to loss of damage to personal equipment stored on site.

Where personal equipment has been left with Canoe Avon for 6 months or more after a member has left the club or not paid for storage, then Canoe Avon will assume ownership,

either allowing use by other members or selling it to recoup unpaid fees as well as make space for other equipment.

9.8. Club Notices

A club notice board is provided and maintained in the main clubhouse. However, members will normally be kept informed of events through 'Teamer' - a web-based sports club management tool that allows members to share messages, events, documents and photos. Visit Teamer [here](#).

9.9. Paddling and the Environment

Please following this [British Canoeing guidance](#) to help you be a considerate, respectful and environmentally-friendly paddler. Key points are listed below:

- Find out about the area before you go, noting its sensitive places, species and breeding seasons
- Leave no trace of your visit and take your litter home with you
- When clearing litter left by others, handle it with care
- Leave the environment as you find it
- Keep noise to a minimum
- Do not 'seal' launch or drag boats to avoid wearing away natural banks
- Constantly assess wildlife. If you see signs of disturbance move away quickly
- Note the bio-security measures to minimise the spread of invasive alien aquatic species and diseases in UK waters. Check, clean and dry canoes and equipment after use