



# HANDBOOK

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# WELCOME TO NEWARK CANOE CLUB

We are an active canoeing, kayaking and SUP club based at Thurlby Lake on the Lincolnshire Nottinghamshire border, close to Witham St. Hughs. It is a family orientated club offering paddling opportunities across the full spectrum of canoeing activity to all levels of ability regardless of age, gender or ethnicity. The purpose of the Club is to introduce people to the sport of canoeing, offer basic instruction and safety skills for competency and show pathways to the different canoeing disciplines. For experienced paddlers, we offer the chance to consolidate skills through river trips in the UK and abroad.

2020 has seen unprecedented experiences for everyone with Covid 9 impacting on all of our lives and routines. NCC is no different, and we have had to adjust our processes to enable the club to operate during these challenging times. Please ensure you comply with our Covid operating procedures, which are detailed at Section 9 of the document. Please help protect other members, especially those engaged in operating the club open sessions and activities during this time by following strict Covid rules and applying the principles of hands, face, space.

The Club owns a range of canoeing and SUP equipment for use by members that will offer different paddling experiences, including safety equipment that will ensure you are safe to paddle, provided it is used correctly. The use of the equipment is linked to paddling opportunities through club open sessions held on Thurlby Lake, coaching courses and trips away from the lake to develop personal skills further. Linked to this, the Club runs Starter and Discovery BC awards and offers a pathway into coaching.

As with all clubs there are rules, to ensure that members can operate safely within the Club activities. Canoeing is an adventurous sport and, as such, brings an element of risk with it. This handbook brings the Clubs safety and operating policies together in one place so that you can ensure you paddle safely in partnership with other club members. Where normal operating operations appear to conflict with Covid procedures, Covid procedures will take precedence.

The Club Constitution sets out the way the Club will be operated and the content of this document does not replace or supersede it. The purpose of the handbook is to set out the day to day operation of the Club.

Please read through the document so that you are familiar with our community and its necessary safety procedures. Most of all enjoy the Club, facilities and opportunities to the full so that you get the very best experience that canoeing has to offer everyone. Importantly stay safe during this challenging Covid era.

Newark Canoe Club was awarded the Newark & Sherwood District Sports Club of the Year in 2017. This is testimony to the hard work that goes on within the Club to make it a most welcoming Club for visitors. The Club celebrated 25 years at Thurlby Lake in 2019 demonstrating the commitment of the many club and committee members to the that have sustained the club over its life time. We thank past and present members for that support.

Happy Paddling and stay safe

Gordon Smith  
Chairman

## **2. NEWARK CANOE CLUB OPERATING AND SAFETY PROCEDURES**

### **Background**

Newark Canoe Club is affiliated to British Canoeing (BC) the national governing body, working under the Sport England umbrella. The affiliation fee to BC provides comprehensive insurance to canoe clubs for all organised paddling activities.

Membership also brings a requirement to manage and run the Club under a strict set of guidelines known as Club Mark, administered by BC. Re-certification of the Club Mark award is required on a regular basis. Club Mark offers members and visitors the reassurance that club management and the processes they deliver are both safe and bench marked.

### **Administration**

The Club shall collect, retain and use only those personal details that are essential to the good administration of the club. Those details may be kept in data or written form and are to be safeguarded and protected in accordance with current GDPR laws.

### **Duty of Care**

Canoeing is an adventurous sport and as such has risk. As a result, the Committee have a duty of care to ensure that all reasonable steps are taken to ensure safety of any person involved in any activity that the Club is responsible for. This is particularly so in respect of those under 18 and vulnerable adults.

All activities promoted through club media will clearly differentiate between what is an organised club activity, and covered by BC insurance, and what is a 'peer paddle', i.e. canoeists getting together to enjoy a paddle under their own arrangements. This latter type of activity is not covered under the BC insurance and paddlers should have their own personal insurance in place. Individuals can take out membership of BC, which offers the personal insurance cover for peer paddling.

If you have concerns about any aspect of safety within Newark Canoe Club, contact the Chairman or the Club Welfare Officer to raise your concerns. You may also bring it to the attention of a Committee Member.

### **Coaches, River Leaders and Designated Competent Paddlers**

The Club will provide a hierarchy of qualified coaches, designated competent paddlers and river leaders in a range of disciplines to offer members skills development. Those staff will operate within codes of practice set by BC and within the competency authorisations set by the Club's Coaching Co-ordinator. Coaches and leaders will use site specific, generic and dynamic Risk Assessments when running club events and activities.

In addition to BC qualified coaches and river leaders, the Club has a number of designated competent paddlers able to lead or coach specific club activities. These are paddlers who have been assessed by the Paddlesport Assistant Coordinators to be capable of leading or coaching on specific sites or under specific circumstances. They will be limited to specific sites/activities and each activity will be the subject of a site-specific risk assessment and description of the limit of their remit. A list of these paddlers will be kept by the Coaching Coordinator. Their appointment will be agreed in committee meetings and recorded in minutes.

Coaches leaders and designated competent paddlers should endeavour to adhere to paddler ratios as set down in the latest version of BC terms of reference document and club competency authorisations. Instances may arise whereby these paddler ratios can be exceeded. Each of these instances must be judged on their own specific circumstances. For example, a coaching session may include a greater number of paddlers than recommended, provided a suitable number of designated competent paddlers are present to directly support the session. This can apply to Club river trips, particularly where paddlers with experience of the river are able to support the leader. These supporting designated competent paddlers must be working under the control of the coach, leader or designated competent paddler who is running the session or leading on the trip and must be briefed on their responsibilities.

## **River Trips**

The Club will periodically arrange river trips. These trips will be led by a qualified river leader (or designated competent paddlers for specific sites). If the number of club members wishing to go on a trip exceeds the BC ratios, then the Club trip will apply the rule for designated competent paddlers to ensure that all paddlers can participate. This will ensure the Club complies with BC insurance requirements. Where there are insufficient river leaders or competent paddlers to provide sufficient safety cover for the whole group the Club trip will be restricted in numbers, and a peer paddle will operate alongside the Club river trip. Those attending the peer paddle are to be advised that they are not part of the formal club river trip, are not covered by BC insurance and are responsible for their own safety.

Annex A defines the skill sets and the locations for the application of designated competent paddler award, as set by the Coach Co-ordinator and approved by the Committee, through Paddlesport Assistant Coordinators.

Designated Competent Paddlers will be endorsed by the Committee, through the Paddlesport Assistant Coordinators and will sign as having being briefed on their status and the application of the risk assessment criteria.

## **Promotion of Club Paddling Trips and Peer Paddles**

Club trips will be approved by the Committee and advertised in advance using the Club website and Facebook page. This will afford all members the opportunity to join the trip, but will still be subject to personal ability level and the type of water being paddled. The final decision will be the responsibility of the River Leader.

Peer paddles between members are not subject to Committee approval and may be advertised on the Club Facebook site. It is to be clearly stated in the post that it is a 'Peer Paddle'.

## **Equipment**

The Club Committee is responsible for maintaining the Club equipment which is to be checked annually and at regular intervals by coaches and leaders prior to use in an organised activity or event. Individual club members borrowing any equipment are to ensure it is safe for use and, where they have doubts or discover damages, are to report said to a committee member who should bring the matter to the attention of the Chairman. The Club will undertake repairs, using club funds when required.

Club equipment loaned to individuals for use on a peer paddle does not provide BC insurance cover for the trip. The individual loaning the equipment for such a non-club event will be responsible for ensuring the equipment is serviceable and safe.

## **Use of Loan Equipment for Peer Paddling**

The use of Club equipment by members for a designated peer paddle is to be approved by the Chairman and the Equipment Officer, who in making the final decision, are to take account of the requirements for Club Open sessions and competing Club Events.

## **Private Functions and Parties**

The use of the Club and its facilities for private functions by members can be authorised by the Club Committee but are subject to conflicting Club activities. Members guests are to be treated as taster sessions for the purposes of insurance and the responsible member is to ensure water safety cover is provided.

Private Parties by non-members are not authorised.

## **Emergency Procedures**

The Club has a number of safety policies in place, including Health & Safety risk assessments that all club members should familiarise themselves with. The Club has appointed a Committee Member who will monitor and review these policies to ensure that they remain current and relevant.

Written risk assessments are available for sites that the Club regularly uses for organised activities. Generic risk assessments are available to river leaders and coaches when leading trips on other locations. In addition, those responsible for Club activity will undertake a dynamic risk assessment whenever they go to rivers or lakes. All written risk assessments are reviewed on a regular basis and are available for perusal by any member.

### **Against the Elements**

The environment in which paddling takes place can have both extremes of cold and heat. It is therefore essential that those canoeing wear appropriate clothing, either to protect against the cold or cover from the sun. This is especially important for our young people and vulnerable adults. Coaches and leaders will monitor paddlers before they go on to the water and intervene if they think a paddler is insufficiently protected against the extreme of weather. Parents of junior members and vulnerable adults also have a clear responsibility in this regard.

### **Skills Development**

The Chairman and the Club Committee are responsible for aiding the personal development of paddlers and will produce an annual programme to assist this policy. In addition, they will be able to provide advice and information to members on how they can develop their skills through higher level courses and events.

### **Open Sessions & Membership**

The Committee shall organise at least one open session per week, usually on a Sunday, to allow members to enjoy the use of the Club and equipment. This session will also be used to invite non-members to experience the Club with a view to joining as a member. Such individuals will be allowed up to 4 'Taster Sessions' before making a final decision as to whether they wish to join the Club or not. A range of membership fees and taster session fees shall be set by the Club at AGMs. A fee will be payable by members loaning club equipment that will also be set at AGMs. During Covid operations, visitors will be required to book a slot through the club website. The maximum number of visitors at each session will be 12.

### **Membership Fee – Payment by Standing Order**

The Committee may authorise individual club members to pay their membership fee via a standing order, which is to be completed in conjunction with the Membership Secretary and forwarded to the individuals bank for payments to be made. Failure to make regular payments via the standing order will be a breach of trust and subject to Club disciplinary procedures. The Membership Sec is to advise the Treasurer of those that are making payment by standing order and payments are to be monitored to ensure full payment of the membership fee is made.

### **Use of the Club by Voluntary Organisations and Schools**

The Committee is authorised to allow the Club to be used by external voluntary organisations as a way of both raising funds and promoting canoeing. Schools may be authorised to use the Club, but their activities will be limited to 4 taster sessions per pupil in each calendar year.

Uniformed Youth organisations (ATC, Army Cadets, etc) may be authorised to use the club facilities and the club site for personal development activities. This might take the form of use of the lake on a daily basis, use of the lake and overnight camping and/or use of club equipment. The cost of such activities will be charged at the following rates:

Daily use of the lake - £30 per day

Daily use of the lake including camping - £50 per 24 hour period

Any of the above usage in conjunction with use of club equipment – appropriate charge plus £3 per person.

### **Social Events**

BC Insurance provides cover for paddle related activities including social events supporting or promoting canoeing and clubs. The Committee will be authorised to organise social events when appropriate.

## **Keys and Opening of Canoe Club**

The management of keys and the opening of the Club is the responsibility of the Chairman and the Club Committee. The keys for the Club are to be managed so that there is reduced risk of a security compromise. The Chairman may authorise Committee Members to be issued keys to enable them to open the Club and club buildings.

Opening of the Club for events and for Club sessions is the responsibility of the Chairman and may be delegated to other Committee Members. The keys for the equipment containers are to be stored in the Cupboard in the Club house when the Club is closed for business.

Non-committee club members may be permitted an external key to allow them to open the main gate. A deposit payment will be required for a key to be issued. The issue of a key to non-committee members is subject to the individual being suitably qualified to paddle alone on the lake. Usually, BC Explorer Award standard.

Those members issued with keys to the Club are to ensure that they are safe guarded so that there is minimum risk for a security breach. Only the Chairman may authorise the cutting of new keys and members are not to make duplicates.

## **Disciplinary Procedures**

Complaints by Members or where club rules are broken a disciplinary process is available to members and the Committee as stated in the Club Constitution.

## **Asset Register**

The Chairman is to maintain an Asset Register for the Club to record all Club property. Whenever any new equipment is purchased/received or written off, the Asset Register is to be brought up to date.

## **Storage of Personal Equipment at the Club**

Members are not authorised to store any personal equipment or items on Club property. In exceptional circumstances, and for short periods, the Chairman may allow for personal items to be stored at the Club.

## **Photography Policy**

Photography and video are sometimes used within Newark Canoe Club activities. They are generally used for promotional work on social media and on photo boards both in the Club and at events when we promote the club to external visitors. They can, on occasion, also be used for coaching activity.

Coaches and committee members try to monitor photography within the club, but as canoeing activities take place in public places, the club cannot be responsible for other people taking photographs, though it will seek an explanation from anyone who seems to be taking a 'more than landscape' interest.

All members are assumed to have consented to the use of the photographs for general promotional work, which will only ever be of group type activity. Before publication of pictures or video with children in them we will try to seek consent of parents, but this may not always be possible. Members are reassured that individual pictures of children will not be used for promotional work. All members and parents are invited to contact the Chairman if they do not wish photos to be used in this way and who will ensure that they do not appear in promotional activity.

## **Flying of Drones at Newark Canoe Club**

The flying of drones on the Club site is strictly by permission of the Committee. Where permission is granted drones are to operate within current UK legislation and are to comply with the following conditions:

Drone to be licenced in accordance with UK legislation.

Not fly a drone weighing over 20kg.

Always keep the drone within their sight.

Fly below an altitude of 400ft, if your UAV weighs over 7kg.

Stay 50m away from people and buildings.

Keep 150m away from crowds and/or built up areas.

Avoid flying over or 50m near to open areas with more than 1,000 people present.

Adhere to their local council's rules about drone flights in the area.

Only fly their drones as and when it is safe to do so.

Take off and land in an area 30m away from buildings and people excluding the operator.

### **3. CLUB EMERGENCY PROCEDURES – GUIDE LINES**

**The Club is committed to ensuring the safety of its members and their guests. However, canoeing is an adventurous sport and an element of risk cannot be avoided. All members and their guests have a responsibility to reduce that risk through common sense application of the Club rules and policies.**

In the event of an emergency or an accident happening on the Club facilities the following guide lines should be followed. It is important to note that these cannot cover every possibility and those present need to remain calm and flexible to deal with the situation that is presented:

Whether the incident happens on the water or on land the first person to discover the casualty or witness an incident is to attract the attention of other members of the Club and alert them to the situation.

Clear the area around the incident and casualty immediately ensuring that no other person is put at risk.

Where there is a casualty, seek the support of any qualified first aider in the area.

Where there is no first aider support and the incident merits it, seek the assistance of an ambulance by using a mobile phone and dialling 999. The club has a mobile phone that will be available during open sessions on reception. If you do not have a mobile phone at hand, ask anyone in the area if they have immediate access to a phone and have them make the call. Make sure they give a clear location for the emergency services to ensure they can find the Club or group.

**THE CLUB IS LOCATED AT THURLBY LAKE, BETWEEN WITHAM ST HUGHS AND NORTON DISNEY**

**THE ADDRESS FOR EMERGENCY USE IS:**

**NEAR 'OAKHILL LEISURE'  
LN6 9QG**

If you have sufficient people to support you send someone to the gate to direct the emergency services to the club house or area of the incident.

There are 2 first aid kits that belong to the Canoe Club. One is fixed to the wall in the Club house and the second is a portable kit that is housed in the club house for use when the Club has an external event.

Apply first aid principles to any incident or casualty. Make the area safe for yourself and then apply normal first aid priorities.

The Chairman is to be advised of the incident at the earliest opportunity and he will be responsible for ensuring that the Club complies with the BC incident reporting procedures, including taking witness statements if required.

An Accident Book is held in the First Aid Box in the Club House to record all accidents and incidents, no matter how minor. A statement is to be taken from any witness to the accident for use in upward reporting to BC and for potential insurance claims.

Club Members are advised that in the event of an incident that they are not to discuss the matter with people outside of the Club or add it to any form of social media. Members are not to speak to, or contact journalists regarding any incident.

#### **4. NEWARK CANOE CLUB CODE OF CONDUCT**

It is the policy of Newark Canoe Club that all paddlers, volunteers, coaches and parents show respect and understanding for each other and conduct themselves in a way that reflects the principles of the Club. The aim is for all paddlers to improve performance and have fun. Everyone involved in the Club should abide by the Club Rules and Policies.

The Club Constitution sets out a disciplinary process that may be applied where the Code of Conduct is not adhered to and would apply to any form of on-line bullying.

##### **Paddlers**

Take care of all property belonging to the Club or club members.

Treat other club members with respect at all times – on the water and off the water – treat other paddlers as you would want to be treated yourself.

Control tempers and avoid behaviour that may inconvenience or upset others

Co-operate with and listen to your coach or Club Official.

##### **Club Officials, Coaches and Volunteers**

Consider the well-being and safety of paddlers before the development of performance

Develop an appropriate working relationship with performers, based on mutual trust and respect

Make sure all activities are appropriate to the age, ability and experience of those taking part.

Display consistently high standards of behaviour and appearance.

Follow BC and club guidelines and policies

Hold appropriate, updated qualifications and insurance

Encourage paddlers to value their performance and not just results

Use correct and proper language at all times

Never condone the use of prohibited substances.

##### **Parents/Guardians**

Help your child to recognise good performance, not just results

Never force your child to take part in sport

Never punish or belittle a child for losing or making mistakes

Publicly accept official judgements

Support your child's involvement and help them enjoy the sport

Use correct and proper language at all times

Set a good example by applauding all performances of all paddlers regardless of result.

Be present at all times when your child is taking part in club activity at the lake.

## **5. JUNIOR CODE OF CONDUCT**

**All junior members are asked to abide by the following rules at all times:**

Co-operate fully, respecting all requests and decisions made by coaches, helpers officials and administrators.

Be on time for training sessions and events, or inform the organisers if you will be late.

Paddlers must control their tempers and avoid behaviour which may inconvenience or upset others.

Be considerate and respectful to other paddlers and water users. Treat other paddlers as you would want to be treated.

Paddlers must wear suitable kit for paddling as agreed with the activity organisers.

Take care of all property belonging to the Club or any other member, and be responsible for caring for your own equipment and clothing.

Do not leave sessions without permission of the coach or leader.

Junior members are not allowed to smoke, consume alcohol or drugs of any kind whilst on club premises or representing the Club at events.

Do not engage in any form of on-line bullying of other club members.

## 6. NEWARK CANOE CLUB CHILD & VULNERABLE ADULT PROTECTION POLICY

Newark Canoe Club is fully committed to safeguarding and to the well-being of its members. All members should show respect and understanding for the rights, safety and welfare of others, and conduct themselves in a way that reflects the principles of the Club.

The Club has an appointed Welfare Officer who will ensure that the Club complies with the BC Duty of Care – Child Protection and Vulnerable Adult policies and procedures.

We believe that taking part in Paddlesport should be a positive and enjoyable part of children's and young adults lives and to achieve this have the following aim:

Club coaches will follow the BC Child Protection and Harassment Policy. The Club will follow the guidance of the policy in the event of any concerns or allegations.

The Club will ensure that anyone working with young people undertakes a screening procedure. Staff and volunteers who have substantial unsupervised access to children will be checked through the Disclosure Barring Service (DBS) procedure. The DBS will be reviewed and renewed every 3 years.

In addition, coaches will undertake Child Protection training as part of their coaching qualifications and Club Competent Paddlers will be required to do the on-line child protection course as part of their competence training and certification.

All Club members are made aware of the Club Code of Conduct.

The Club will obtain written medical details of all paddlers, which will be made known to coaches/organisers where deemed appropriate and or necessary.

The Club will only use BC qualified/updated coaches – unqualified coaches can only work alongside a qualified coach. Unqualified coaches that support coaching activities and club trips will be certified competent by the Club Coaching Co-ordinator and be DBS Cleared. They will also undertake the on-line child protection training programme.

Those under 18 and vulnerable adults may be authorised to take part in a club organised trip away from Thurlby lake without the presence of the parent/guardian. The trip is to be discussed in advance with those leading and organising the trip to ensure that a clear understanding of responsibility is agreed. The parent/guardian will also be required to complete and sign a club consent form authorising the Club to act in loco parentis. When transporting those under 18 and vulnerable adults to and from activities, drivers are to ensure that appropriate safe guarding policy is followed.

The Club Welfare Officer should be notified of any concerns about Child Protection and Harassment. If the concerns involve the Welfare Officer the Chairman, should be contacted.

The Child Welfare Officer is Sheena Baggaley and she can be contacted by the following methods:

Email	sheena.baggaley@talk21.com
Telephone	01522 788424
Mobile	07966 549558

The Chairman can be reached by email – [ncc.chair@newark-canoe-club.org.uk](mailto:ncc.chair@newark-canoe-club.org.uk)

## **7. RULES FOR THE USE OF THURLBY LAKE**

**Open Sessions** *(the term Paddler applies to all types of craft)*

**APPLY COVID OPERATING PROCEDURES THROUGHOUT ANY OPEN SESSION, WHICH TAKE PRIORITY OVER ROUTINE OPERATIONS WHERE THERE IS A DIFFERENCE.**

All paddlers are required to sign-in at the registration desk prior to going onto the water and sign off when they leave the water for the final time.

No one is to go on to the water during an open session until the designated 'competent paddler' is on the water, usually indicated by the flying of a green flag. Paddlers are required to wear a buoyancy aid to go on the water.

Paddlers may only paddle outside of the designated club area with the permission of the designated competent paddler.

Paddlers are not to use the ramp without wearing a safety helmet. No helmet is required for use of the slide. There is to be safety cover in place on the water below the ramp and slide.

Parents and guardians of those under 16 and vulnerable adults should be present throughout the open session, unless prior arrangements have been made with the Committee member present on the day.

Children not paddling are not allowed near the water's edge without a buoyancy aid and no one should go out onto the pontoon without wearing a buoyancy aid.

### **Miscellaneous**

Members are responsible for their guests and will be subject to the Clubs disciplinary code if they or their members act in a manner likely to be of annoyance or danger to other users of the facility.

The Club operates a No Litter policy. All members and guests are responsible for taking their litter home with them.

No Fishing is allowed in the designated club area.

No power craft or water skiing are allowed on the lake.

No one is allowed to trade on a commercial basis on the premises.

All dogs must be kept on a lead and any mess is to be cleared by the owner.

Members may camp at the Club with the permission of the Chairman or his designated deputy

### **Non-Open Sessions**

Paddlers that are BC Explorer Award qualified are authorised to paddle on the lake using their own equipment outside of Club Open Sessions. Access can be authorised by the issue of a key to the external gate by the Chairman or designated deputy. A deposit payment is required.

Members are reminded that paddling outside of open sessions is classed as a peer paddle and there is no insurance cover under BC regulations.

Paddlers are advised to paddle only in groups of a minimum of 3 for safety purposes. In addition, they should dress in appropriate safety clothing, including the wearing of a buoyancy aid.

At the end of the paddle the members is responsible for ensuring that the site is safe and is to secure the gate on exit.

## **8. MANAGEMENT OF CLUB OPEN SESSION**

### **RECEPTION DESK**

The person manning the Reception Desk is the first point of contact to all those that visit the Club. It is an important first opportunity to create a good impression, which can promote a positive experience for existing members and encourage visitors to join the Club. You will need to arrive in good time to have the Club open for the seasonal open sessions as follows:

Summer Season – 14:00 until 16:00

Winter Season – 13:00 until 15:00

#### **Before opening the session, you should:**

Open the window shutters, check the toilets and changing facilities to make sure they are tidy enough for use. Set up the light's generator on the external electrical point.

Remove the cash box, container keys, Izettel bankcard machine and mobile phone. from the store cupboard.

Check the float to ensure it is correct. Any errors should be noted and the Treasurer advised at the earliest opportunity. Record the figure on the visitors check in sheet to allow cash balancing at the end of the session.

Turn on the izettel machine and the mobile phone and make sure they are connected to the izettel app to allow you to take contactless payments.

Get out the Tuck Box and cash box from the store room and check the float.

In tandem with the Water Safety person and Kit person, make sure the equipment containers are all open and accessible to members.

#### **Start of Open Session:**

Make sure all those that go on the water sign-on and, where applicable, pay the relevant fee:

For using club equipment.

For those doing a taster session.

For those that are taking a taster session you will need to carry out the following:

Show them the location of the toilets and changing facilities.

Explain that they can have up to 4 taster sessions with the club before they must choose whether they will become a member or not.

Give them the letter and application form for a Taster Session to complete. Direct their attention to the details of the cost of being a member that are shown on the application for membership.

Have them complete the Taster Session application form, ensuring that they fill in details of any known medical conditions. If they do list conditions, it is important to establish that the responsible adult is aware of the physical demands of paddling and accepts the associated risk. When in doubt seek advice from the senior coach present at the club regarding fitness to paddle.

Hand them over for a taster session to the kit person for the induction training, ensuring that any medical conditions are advised to the kit person so that he can advise the water safety person. Retain the application form in the office for filing at the end of the session.

Tater Session Application forms are to be stored on the desk with other forms until the person completes 4 tater sessions or becomes a member, when it is to be stored in the store cupboard.

Ensure that all monies under your control are secure at all times. You are to issue a receipt for any monies or cheques handed to you other than for weekly fee or taster session, including membership fees. When there is a quiet time during the open session charge the mobile phone and izettle machine if required.

Issue blank membership and renewal forms if requested from the forms folder.

If there are any accidents or incidents ensure that they are recorded in the accident book and complete an incident report form, located in the first aid, box and report them to the Chairman at the earliest possible opportunity.

### **At the end of the Open Session:**

In tandem with water safety person ensure all paddlers have signed off the water and there is no one unaccounted for.

In tandem with the Kit Issuing Person ensure all kit is returned to the containers and safely secured.

Balance off the signing on sheet with the cash box and secure with the signing on sheet where the Treasurer can find them. Any new or renewal membership forms are to be stored in the membership form folder in the store cupboard for access by the Membership Sec.

Close the tuck shop and balance off any takings, recording them on the sheet.

Check the Club House to ensure there are no personal belongings or rubbish left behind.

Close and secure the window shutters

Secure Storage container keys in the store cupboard.

Turn off the electrical generator and return to the club house. Secure the building.

Secure the main gate on departure.

### **Post Session:**

Advise the Secretary by email if there is a shortage of blank forms or signing-on sheets.

Advise the Chairman if there is a shortage of consumables including toilet rolls.

Bring to the attention of the Chairman any issues or problems that arose during the session. Use email unless it has been emergency then he should be contacted by telephone on 07835 135670

## **Kit Issuing Person**

The task is an important part of the welcoming process and safety system for the club and a good experience for those new to the club is essential to promote new memberships. For those that are existing members you should encourage them to find their own kit but monitor them to ensure that they have appropriate size and fitting before allowing them to go on to the water. Your duty includes:

### **Prior to the session starting:**

Arrive in good time to enable you to open the containers prior to the start time of the open session, which will be:

Summer Time –	14:00 until 16:00
Winter Time –	13:00 until 15:00

In tandem with the Competent Paddler check the pontoon, ramp and walk ways for hazards to paddlers or bank-based visitors. Check particularly for the risk of slipping and use anti slip mats if appropriate.

Pump up the SUP boards to 30psi in preparation for use.

If appropriate for the session, set out the green matting on the bank ramp for use by members

When requested, place the red generator outside of the container and connect the cable to the cabin to allow the use of the lighting to be used. It is recommended that the lifting of the generator be a 2 person task.

### **During Open Session:**

#### **Existing members:**

Ensure equipment they loan is fitted to their size following guides stored in the container.

#### **Taster Sessions:**

Check if they have declared any medical conditions, establish those that are going on to the water and check to ensure they have suitable clothing for both paddling and weather conditions. Check that they have warm clothing/ additional clothing to change into after paddling. If you have doubts that the clothing is suitable consult the senior coach present on the day to determine if the taster session should be suspended.

Issue BA, Paddle and canoe type and demonstrate correct fitting for each item of equipment. Guides located in the container.

Give land based paddle training before handing the individual(s) over to water safety person, to include:

Appropriate method to get in and out of the boat safely.

How to hold the paddle and paddling technique to aid moving the boat in a forward direction.

Escape principles in the event of a capsize including banging 3 times on the bottom of the boat to attract attention.

How to carry the boat safely to the water.

Before allowing the individual(s) on the water attract the attention of the water safety person and hand them on for introductory training, passing on any information about declared medical conditions.

**Post session:**

In tandem with the water safety person, ensure all kit is returned to the storage container. Disconnect the power cable to the Club House, and return the generator and cable to the storage container.

Release the air pressure on SUP Boards before storing in the container.

Return the green mat to the storage container from the slide area.

Check the bank area around the pontoon to ensure no kit or debris has been left out.

Secure all 3 containers and return keys to the store cupboard in the cabin.

Bring to the attention of the Chairman any incidents or accidents that occurred during the session. Email in first instance unless it is deemed an emergency when he should be advised by telephone on 07835 135670 at the earliest opportunity.

## **Water Safety Person**

The Water Safety is not a dedicated coaching role and can be undertaken by any designated competent paddler certified to the role by the Club Coaching Co-ordinator, as a result, the normal ratio for coaching determined by BC will not be applied as you are required to monitor safety rather than control the group.

Your role requires that you provide safety cover to paddlers operating within the club's operating area marked by the buoys. In addition, you should offer coaching tips and guidance for paddlers when requested. The role also offers the opportunity to enrich the paddlers experience through games and activities should you wish to do so.

You will need to make dynamic risk assessments regarding numbers of paddlers and their safety set against the sheltered water status that the lake enjoys.

A priority will be to identify those novice paddlers that are at risk of capsizing and ensuring that they remain within your paddling reach in order to be able to effect a speedy rescue if required.

Where you are able to co-opt other competent paddlers to your support you may delegate the responsibility for support and rescue to allow groups to disperse further across the club paddle area.

Where paddlers intend to paddle around the lake, and you do not see a recognised competent paddler with them, you should ensure that they paddle in a minimum group size of 3, that they are capable of paddling safely as a group and stay within easy swimming distance of the bank to take advantage of sheltered water conditions. In addition, they should be advised that once they leave the club buoyed area the activity becomes a peer paddle and they are responsible for their own safety, unless they are supported by one of the clubs designated competent paddlers

### **Taster Sessions:**

When those undertaking a taster session are handed on to you for initial water based experience you should give an introduction to paddling techniques and escape and rescue practices. It is not necessary to hold them under your control for the whole period they are on the water but regular monitoring should be undertaken. Check if there are any medical conditions you should be aware of.

### **Prior to the session:**

Arrive in good time to enable you to prepare for the session which will operate as follows:

In summer time –	14:00 until 16:00
In winter time –	13:00 until 15:00

In addition, you should:

In tandem with the Kit Issuing Person, check the area around the pontoon, bank and ramp for hazards to paddlers and bank-based visitors. Check particularly for slip hazards on walkways and use anti slip mats if required.

If appropriate for the session, help set out the green mat for the bank ramp.

Check the lake for risks posed by algae and weeds and decide what, if any, impact this will have on the open session. Where you have a concern, you should consult the senior coach present at the club to discuss the issue.

Take the green and red flag from the boat container, put up the red flag until such time as you are about to go on the water when you should put up the green flag indicating that safety on the water is in place.

Dress in appropriate safety equipment for paddling including wearing of the water safety arm band to identify you to paddlers.

### **During Session:**

Monitor on-water paddlers for water safety and offer technique advice on request. Initiate games and activities if appropriate.

If there is a serious accident or incident you should close the session and get all paddlers off the water to allow you to deal with it, unless you are able to hand over to another competent paddler to continue the session and it is safe to do so.

For requests to use the ramp or slide, ensure that the individuals put on a safety helmet for use of the ramp, and check to see if they have been used the facilities before. When that is not the case ensure that they are given bank based training and monitored on the ramp/slide by a qualified coach or an experienced club member. Provide safety cover below the ramp/slide. This task can be delegated to experienced club members or coaches when available.

Come to the immediate aid of paddlers that capsize and follow first aid protocols when necessary.

At the appropriate time instruct paddlers that the session is ending and direct them off the water.

### **Post Session:**

Visually check all paddlers are off the water and take down the green flag. Store both flags in the boat container.

Ensure all kit has been returned to the storage containers.

Check the bank for equipment and debris that might create a hazard, including that the green mat has been returned to the container.

Check the signing-on register to ensure that all paddlers have signed off and are confirmed as off the water.

Report any incidents or accidents to the Chairman. Initially by email but if an emergency by telephone on 07835 135670. Ensure any accidents are recorded in the accident book located in the first aid box in the club house.

## 9. COVID 19 OPERATING PROCEDURES

The following procedures are designed to provide clear guidance on the operation of the Club at open sessions whilst Covid 19 restrictions are in operation. All members and visitors acknowledge the application of the procedures for official club activity and agree to abide by them to protect themselves and others from the spread of Covid 19.

**You must not access the club if you have suspected Covid-19 symptoms – if you have these you should be following government guidance and self-isolating at home.**

The Club Committee will complete and maintain a Covid 19 Risk Assessment to assist the management of all Club activities to ensure the safety of members and visitors.

### Covid 19 Paddling Protocols

1. Individuals or family groups are to comply with the Social Distancing requirements when attending club activities:

- a. Remain 2m apart unless from the same family group. Where it is impossible to remain 2m apart individuals are to comply with government mitigation procedures (face coverings, face to face contact, etc)
- b. Stay in groups of no more than 6 people when on the water and not interact with other groups.
- c. Use the hand gels and cleaning materials provide on a regular basis to ensure personal protection and surfaces are cleansed after touching.
- d. Those that hire club kit will be required to fit the kit for themselves and use it for the session, after which it will be stored away for at least 72 hours before further use.
- e. When signing on the water provide a contact mobile telephone number in case of a Covid 19 outbreak requiring track and trace.
- f. Follow signage instructions for launching and getting off the water applying appropriate social distance requirements for your situation.
- g. Do not share equipment unless it is with people from your own household.
- h. Handle your own equipment without the aid of others from outside of your family group.
- i. Change into and out of paddling equipment close to your own car, ensuring social distances regulations are applied.
- j. When using toilets, wear face mask and clean all surfaces and use hand get when finished. When passing others inside the building pass back to back and not face to face.
- k. Return used club equipment to the area in front of the containers, where club committee members will move to store.

### Rescues and Emergencies

2. Individuals should paddle to their own ability levels and avoid any activity likely to require rescue support. Where individuals do go into the water, in the first instance they are to self-rescue themselves and their equipment supported with verbal instructions from club competent paddlers and coaches. As an alternative and where self-rescue is difficult, the use of tow ropes and throw lines can be used to assist appropriate social distancing. Where a towing rescue is required to support those unable to help themselves, the person in the water should be brought in on the back of the rescuers boat/SUP.

**In genuine cases of emergency, protocols will be waived and safety staff will apply rescue methods.**

3. There is an emergency telephone held in the Club House should outside emergency services be required.

Club and Site Management Protocols

- a. Until further notice, the Club will open only essential facilities to support club activity so there are no changing rooms in use and the club house access is restricted to essential Committee members only. *(This procedure will be applied as and when required for the safety of Members running the open sessions)*
- b. The Club is authorised to exceed the max gathering number of 30 as a result of safe operating practises.
- c. Members running Club sessions will be responsible for the cleaning of surfaces throughout the session using appropriate disinfectants provided. Club equipment that has been used during the sessions is to be stored safely away using appropriate social distancing procedures and left untouched for 72 hours before using again.
- d. To avoid Club members and visitors accessing the containers, the equipment is to be placed out in front of the containers in advance of the session taking place.
- e. The Club will keep a record of the volunteers managing each session to support Track and Trace if required.
- f. A contactless payment system will be in operation to aid the avoidance of contact between volunteers and those attending the session.
- g. There will be no games that encourage the transfer of playing equipment between individuals that might lead to transfer of the virus.
- h. Taster Sessions are authorised subject to application of the protocols above.

**DESIGNATED COMPETENT PADDLER CRITERIA**

**Activities on Thurlby Lake**

**Activities:**

- Running basic skills sessions.
- Supporting coaches during coaching sessions.
- Leading trips around the lake.
- Water safety Person during club sessions and open weekend events.

**Individual criteria:**

- FRST equivalent training.
- Experience in deep water rescue.
- 2 star equivalent skills.
- Experience of paddling on Thurlby Lake in a variety of conditions.
- Familiar with the site specific risk assessment.
- First Aid trained.
- Safeguarding Training.

**Limits to Remit:**

- No more than four paddlers under their control if running a skills session alone.
- No more than four paddlers under their control if leading a trip around the lake alone.

**Activities on Newark Weir and Farndon Weir**

**Activities:**

- Basic skills sessions.

**Individual criteria:**

- WWSR equivalent training.
- 3 star equivalent skills.
- Experience of paddling the weir.
- Familiar with the site specific risk assessment.
- First Aid trained.
- Safeguarding Training.

**Limits to Remit:**

- Newark weir not to be paddled at above 1.6m on the Trent level gauge at Colwick.
- Maximum of two paddlers under their direct control.
- The Chute on river left of Farndon Weir is not in remit.

**River Witham Trip**

**Activities:**

- River trip.

**Individual criteria:**

- FSRT equivalent training.
- 3 star equivalent skills.
- Experience of paddling the River Witham.
- Familiar with the site specific risk assessment.
- First Aid trained.
- Safeguarding Training.

**Limits to Remit:**

- Sections which meet the BC definition of Sheltered Inland Water.

- Not to be paddled under spate conditions.
- Maximum of four paddlers under their direct control.
- No weirs to be paddled if they are potentially retentive or considered dangerous due to conditions on the day.

### **River Trent Trip**

#### **Activities:**

- River trip.

#### **Individual criteria:**

- FSRT equivalent training.
- 3 star equivalent skills.
- Experience of paddling the section proposed for the trip.
- Familiar with the site specific risk assessment.
- First Aid trained.
- Safeguarding Training.

#### **Limits to Remit:**

- Sections which meet the BC definition of Sheltered Inland Water only.
- Not to be paddled above 2.0m on the level gauge at Colwick.
- Maximum of four paddlers under their direct control.
- No weirs to be paddled if they are potentially retentive or considered dangerous due to conditions on the day.

### **River Idle Trip**

#### **Activities:**

- River trip.

#### **Individual criteria:**

- FSRT equivalent training.
- 3 star equivalent skills.
- Experience of paddling the River Idle.
- Familiar with the site specific risk assessment.
- First Aid trained.
- Safeguarding Training.

#### **Limits to Remit:**

- Sections which meet the BC definition of Sheltered Inland Water.
- Not to be paddled under spate conditions.
- Maximum of four paddlers under their direct control.
- No weirs to be paddled if they are potentially retentive or considered dangerous due to conditions on the day.

### **Supporting River Trips**

#### **Activities:**

- Supporting BC qualified River Leaders and Coaches leading river trips, to enable BC guidelines for paddler ratios to be extended (if it is safe to do so).

#### **Individual criteria:**

- WWSR equivalent training.
- 3 star equivalent skills.
- Skills to enable competent paddling of the section of river being paddled on the trip.
- First Aid trained.
- Safeguarding Training.

#### **Limits to Remit:**

- To effectively support a river trip, the paddler must be competent to paddle the section of river being paddled on the trip.
- Cannot lead unless a site specific risk assessment is carried out.
- To support a trip which is not on a specific site mentioned above, the paddler can only support a BC qualified coach or river leader, not another designated competent paddler.