

"Club Name"

Standard Operating Procedure

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DATE APPROVED:

1. Club Details

Club Address:

Committee Roles:

Chair:

Secretary:

Treasurer:

Safety Officer:

Safeguarding Officer:

Club Discipline(s) (i.e. sea kayaking, polo, slalom):

Type(s) of Club Activities (i.e. formal coaching, collaborative paddling etc):

2. Risk Assessments

This must show your club has risk assessments in place for the activities it delivers, its facilities and where required for a specific venue, person or group of people such as young people, or someone with a specific medical condition such as epilepsy or a pacemaker.

- *Include where risk assessments are stored and how they can be accessed*
- *How often are risk assessments reviewed and updated?*
- *Who is responsible for updating the risk assessments?*

3. Activity-specific Operating Procedures

In this section you need to cover areas such as:

- *What qualifications are required when doing formal instructing / leading / coaching out on trips (split into environments)?*
- *What are the ratios used for club trips?*
- *What are the basic points needing to be covered in briefings by a coach or leader?*
- *Specifics around how collaborative club paddles are set up safely*
- *How will it be determined if it is unsafe for a paddle to go ahead?*
- *What are the competency requirements of people on paddles?*
- *What are the competency requirements of someone to be an assistant?*
- *Environmental factors that need to be considered such as water quality, wildlife, temperature etc*

4. Equipment Maintenance and Checks

In this section include things like:

- *Where equipment is stored*

Club Address

Contact Number | Club Website | Club Email

- *Who can access equipment and on what basis*
- *How equipment is signed in / out and tracked*
- *How often equipment is checked and by who*
- *How equipment that is no longer serviceable is reported to the club committee*
- *How equipment that is no longer serviceable is removed and destroyed*
- *How equipment checks are recorded*
- *Evidence of annual Buoyancy Aid checking*
- *How the club ensures members' personal PPE is suitable for use*

5. First Aid Provision

- *What first aid provision is in place?*
- *When must a first aider be present?*
- *When is a first aid kit carried and when is this checked?*

6. Communication

- *How do club members communicate with each other?*
- *How are club paddles and competency requirements communicated to the membership?*
- *Does the club use SPOND or something else?*

7. New Member Procedures

- *How are new members introduced and inducted into the club?*
- *How is the competency of new members checked?*

8. Medicals, Shore Contact and ICE Cards

Information in this section should cover:

- *How a shore contact will be set up before club trips and how this will support safety on club trips*
- *How medical information is shared with leaders and coaches*
- *Implementation of ICE cards for members paddling and where paddlers keep these cards*

9. Use of Club Premises

Include in this section:

- *Who can use the facilities and when*
- *Any limitations on when the facility can and cannot be accessed*

10. Non-members and Visitors

- *What are the clubs' policies regarding non-members or visitors in the changing room facilities?*
- *There must be assurance that children will not be permitted to leave the centre without the knowledge or permission of the coach*
- *Any new person(s) picking up a child should make themselves known to the coach on arrival of dropping off the child at the centre*

11. Emergency and 'Late Back' Procedures

In this section you should include:

- *A clear procedure about what happens in the event of an incident on a club trip*
- *A process for what happens if a group is late back from a paddle*

12. Incident reporting

All incidents should be reported here:

<https://www.paddlescotland.org.uk/report-a-paddling-incident>