



Manvers Waterfront Boat Club

PADDLESPORT SECTION OPERATING PROCEDURES

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1. SCOPE OF THIS DOCUMENT

This document details the operating procedures for the Paddlesport Section of Manvers Waterfront Boat Club ("the club"). These procedures are supplemental to the "Rules of Manvers Waterfront Boat Club" which apply to all members of the club.

Paddlesport is deemed to include canoeing, kayaking, stand-up paddle-boarding and associated activities such as raft building.

2. PARTICIPATION STATEMENT

"Canoeing and Kayaking are "Assumed risk" – "Water contact sports" that may carry attendant risks. Participants should be aware of and accept these risks, and be responsible for their own action and involvement".

3. SECTION MANAGEMENT & ADMINISTRATION

3.1 ROLES & RESPONSIBILITIES

Section Head – The section head leads the section on behalf of the members and coordinates the efforts of the other section officers in running the section and developing paddlesport at Manvers Waterfront Boat Club. The section head is responsible for arranging paddlesport section meetings and also represents the section at meetings of the main committee of Manvers Waterfront Boat Club.

Coaching Officer – The coaching officer is responsible for the development and management of paddlesport coaching resources within the club and providing support to paddlesport coaches. The coaching officer arranges meetings of the Coaching Panel and represents club coaches at section meetings. The coaching officer should be an experienced paddlesport coach with a minimum of Level 2 Coach Award.

Discipline Representatives – lead the development of their particular paddlesport discipline within the section, and represent that discipline at section meetings. The discipline representatives are responsible for organising club trips and events within their discipline. Disciplines currently represented are whitewater, open canoe, SUP, slalom, polo, sprint/marathon and sea kayaking.

Junior Section Leader – The Junior Section Leader is responsible for leading the provision of activities for junior paddlers at the club, and for representing the interests of junior paddlers at section meetings.

Equipment Officer – is responsible for keeping a register of all club paddlesport equipment and ensuring that such equipment is safe and fit for purpose. Activities include checking/testing of club equipment, and the repair, disposal and replacement of defective

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equipment. The Equipment Officer reports on equipment matters at paddlesport section meetings.

Social Co-ordinator – organises a programme of social events & activities suitable for all members of the section, and reports on social events at paddlesport section meetings.

Volunteer Support Officer – The volunteer support officer provides support to volunteers within the section and identifies any training or development needs.

Club Coaches – Club coaches are responsible for teaching and instructing paddlesport skills to club paddlers either on Manvers Lake or at other venues during events and trips. Coaches must be suitably qualified for the activity in line with guidelines laid down by British Canoeing.

Club Activity Assistants – are volunteers who have received training to allow them deliver or support specific sessions on and off the water at Manvers Lake.

3.2 MEETINGS

Section meetings will be held as and when required but with a minimum of one meeting every two months and will be open to all members of the section. The date, time and location of meetings will be advertised in advance to give all section members the opportunity to attend. Minutes will be produced of all section meetings and will be circulated to the section membership by email.

Coaching Panel meetings will be held as and when required but with a minimum of one meeting every three months. Meetings will be arranged by the coaching officer and are open to all club paddlesport coaches or trainee coaches. Minutes will be produced of all meetings of the coaching panel and will be circulated to club coaches by email.

3.3 NEW PADDLERS

3.3.1 Induction

All new paddlers will receive an induction to welcome them into the section and to make sure that they are aware of the Paddlesport Section rules and procedures. This applies whether they are new members of the club or existing club members who are taking part in paddlesport section activities for the first time.

3.3.2 Paddler Registration

Any person wishing to participate in paddle sports with Manvers Waterfront Boat Club is required to complete a Paddler Registration Form.

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In the case of family memberships, one form should be completed for each family member wishing to take part in paddle sport at the club.

Completed registration forms will be kept on file until the individual either completes another form (e.g. change of details) or leaves the club.

In line with data protection legislation completed Paddle Registration Forms will be kept in a secure location and access to the information on the forms will be restricted to those with a legitimate reason to access it – e.g. coaches, Club Welfare Officer.

In the case of day memberships or “try-its”, an Activity Consent form must be completed before the start of the activity and given to the session leader or coach in charge of the session. Forms will then be returned to the participant after the session has finished.

3.4 CLUB EQUIPMENT

3.4.1 Boat Store Opening

The boat store will be staffed for the duration of each session for the issuing and return of equipment.

3.4.2 Club Equipment Register

The Equipment Officer will maintain a register of all club equipment, which will be used to record each time an item of equipment is inspected and details of any faults found or repairs made.

3.4.3 Issuing of Equipment

The following checks will be carried out when issuing club equipment to paddlers;

1. The equipment is safe to use and a serviceable condition – if not the equipment **must not be issued** and should be placed in quarantine to await inspection and repair.
2. The equipment is suitable for the paddler to whom it is being issued – e.g. boat, paddle and personal floatation device are all correctly sized for the paddler.
3. The equipment is correctly adjusted and fitted – e.g. PFD's
4. Spray decks must only be issued to paddlers who have been trained how to use them safely

3.4.4 Return of Equipment

Paddlers who are issued with club equipment are responsible for ensuring that it is returned to the boat store after use.

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3.4.5 Loan of Equipment for Off-Site Use

Club members may loan paddle-sports equipment for off-site use, subject to the following conditions;

1. The loan is approved by the Equipment Officer
2. The equipment is not required for on-site use during the loan period
3. The person borrowing the equipment pays the specified loan fees for any equipment taken off site
4. The person borrowing the equipment accepts liability for any loss or damage to the equipment while it is their possession

An "Equipment Loan" form must be completed by the person wishing to borrow the equipment and any loan fees due must be paid before the equipment is taken off site. The equipment must be returned to the club promptly by the date specified on the Equipment Loan form. The club reserves the right to charge additional fees for the late return of equipment or for loss of/damage to equipment during the loan period.

3.4.6 Care of Equipment

All club members have a duty of care to look after club equipment and to avoid causing any damage to it. Any damage or faults with club equipment must be notified to a club official at the earliest opportunity.

All club equipment will be inspected every six months to check for wear and tear, damage and safety. Any equipment found to be defective or unsafe will be disposed of or placed in quarantine pending repair. Personal Flotation Devices over 3 years old will be flotation tested every year to ensure that they still provide sufficient buoyancy.

3.4.7 Quarantine Procedure

Any item of club equipment found to be faulty or unsafe must be removed from use immediately, clearly marked as "Do Not Use" and placed in the designated quarantine area. The equipment must not be used again until repairs have been made and it has been re-inspected and deemed safe to use.

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4. SAFEGUARDING

All club officials, coaches and volunteers should be familiar with, and comply with, the club's Safeguarding Policy and the British Canoeing Child Protection Policy and comply with good practice in relation to Safeguarding young people.

4.1 KEY POINTS

- An assessment will be carried out on all club volunteers to determine if they require a DBS check (e.g. if they work regularly young people). DBS checks should be updated every three years.
- All coaches should have attended appropriate Safeguarding & Protection Children training which should be repeated every three years.
- Adults (including coaches) should avoid putting themselves in a one to one situation with junior members especially in the changing rooms (and during transportation to and from river trips / club events / club sessions).
- Any concerns relating to child protection must be reported to the Club's Welfare Officer.

4.2 CHANGING ROOM PROCEDURES

The changing room procedure must be adhered to at all time. The Club Welfare Officer, officials and coaches should ensure that all members are aware of it and that is reinforced at all sessions.

- Parents and other coaches are encouraged to help out with supervision of changing when a one to one situation occurs.
- Juniors are encouraged not to change on their own with an adult (other than their own parent / guardian) and make sure they change quickly. This applies to club sessions and competition events, where juniors are encouraged to change as a group when in the presence of strange adults / older children.
- If a coach / adult paddler goes into the changing room where there is a single child already changing either they should either leave the changing room until the child has finished or ask another adult to go into the changing room with them.
- If a coach or adult paddler is changing with others who are about to leave them in the area with a single child, they should ask someone to stay until they or the child has finished. An alternative is for a lone adult to use the disabled changing room for changing.

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- “Don’t be rude don’t shower in the nude!” – swim suits must be worn while showering at the club.
- The use of cameras, phone cameras etc. is not allowed in the Changing Rooms.

4.3 PARENTAL SUPERVISION

Parents and carers of young members are reminded of their responsibilities regarding supervision of their children while at the club, or involved in club activities;

- Club coaches are only responsible for the supervision of children and young people while they are actively involved in a session or activity. Before and after the activity, responsibility for supervision lies with the parents and carers of children and young people.
- The club expects parents/carers of members under the age of 16 to remain on site while their child is taking part in a club activity in case of problems. If this is not possible it is up to the parent/carer to agree with another adult to take responsibility for their child, and the identity of this person must be notified to the coach in charge of the session.
- Parents/carers of members aged 16 or 17 years old do not need to stay on site during activity sessions. They should note, however that the club is not responsible for the safety and wellbeing of their children after the end of the session.
- On club trips where the parent/carer is not paddling with their child they must be at the agreed location at the time specified to collect their child.
- In all cases the club must be able to contact the parents/carer of children and young people who are involved in club activities.

Late collection of children by parents/carers presents clubs and coaches with a potentially difficult situation. Our coaches are all volunteers and have a right not to be put in a vulnerable position when working with children. It is not a coach’s responsibility to transport children home on behalf of parents/carers who have been delayed.

4.4 REPORTING CONCERNS

If you have any queries or concerns regarding safeguarding children please speak to the Club Welfare Officer whose contact details are posted on the club noticeboard.

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5. PADDLESPORT SESSIONS AT MANVERS LAKE

5.1 ENVIRONMENT

Manvers Lake is classified as the “home waters” of Manvers Waterfront Boat Club. Overall Manvers Lake fits within the British Canoeing definition of a “Sheltered Inland Water”. In terms of organised club activities the Slalom Training Pond is considered to be “Very Sheltered Water

5.2 DEFINITION – SUPERVISED & UNSUPERVISED PADDLING

5.2.1 Supervised Paddling

Supervised paddling is where the club provides supervision and safety cover (for example club paddling sessions). All club members may paddle during supervised periods, regardless of ability or experience.

Although the club will provide supervision and safety cover, all paddlers are reminded of the Participation Statement (see Section 2) and that they have a shared responsibility for their own safety and that of other lake users during these sessions.

5.2.2 Unsupervised Paddling

Unsupervised paddling is those where the club does not provide safety cover. Members paddling on the lake during unsupervised periods are responsible for their own safety and that of their group. Manvers Waterfront Boat Club accepts no responsibility for the safety and wellbeing of paddlers during unsupervised sessions. This applies regardless of whether they are using their own equipment or club equipment.

Only members who have been endorsed as “competent paddlers” (see Section 5.4) are allowed to paddle unsupervised at Manvers Lake. Such endorsements are “craft specific” – i.e. the paddler must have an endorsement for the type of craft they wish to paddle.

A member who is endorsed as a competent paddler and has also completed Foundation Safety & Rescue Training may supervise other club members (e.g. friends and family) on the water during an unsupervised period. In doing so, they accept full responsibility for the safety and wellbeing of everyone in their group. There should be no more than four paddlers to each competent paddler.

5.3 COACHING QUALIFICATIONS & REMITS

Manvers Lake is deemed to be the club’s home waters and it as a consequence it is deemed safe and appropriate for club coaches to operate outside of their normal remit when coaching at the lake, as detailed below;

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- BCU (UKCC) Level 1 coaches who have received site specific training and guidance are allowed to coach groups at a ratio of 1 coach to 8 students.

The site specific training and assessment will be carried out by the club's head coach for paddlesport, who will also specify any additional conditions or training required. The decision whether to allow individual coaches operate outside of their normal coaching remit will be made by the head coach.

The above refers only to MWBC club paddlesport activities at Manvers Lake. It does not apply to the following activities;

- MWBC club activities carried out at venues other than Manvers Lake
- Paddlesport activities carried out by Manvers Lake Activities under the AALA licence where the normal BCU Terms of Reference apply.
- Paddlesport activities carried out by Dearne Valley College, Doncaster Schools and other affiliated organisations which are subject to the rules and procedures specified by their own organisation.

5.4 PADDLER COMPETENCE

To be deemed competent to paddle independently at Manvers Lake, club paddlers must satisfy the following criteria;

1. Be 16 years of age or older
2. Hold a British Canoeing 2 Star Award (or better), or be able to demonstrate a standard of paddling equivalent to BCU 2 Star in their chosen craft

The club strongly recommends that all paddlers attend a Foundation Safety & Rescue Training course.

Paddlers are responsible for carrying out their own dynamic risk assessment prior to going on the water (i.e. decide whether the conditions are suitable for your personal paddling experience and ability). If in doubt, do not paddle!

Paddler competence in canoe or kayak can be assessed by any club coach Level 2 or above who must then sign the appropriate endorsement on their Paddler Registration Form. Paddler competence on SUP can be assessed by any club coach who has also attended a SUP Discipline Support Module.

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A member who is endorsed as a competent paddler and has also completed Foundation Safety & Rescue Training can also be authorised to supervise other club members (e.g. friends and family) on the water during an unsupervised period.

Note: “Independent paddling” means paddling without safety cover being provided by the club. It does not mean solo paddling – see below.

5.5 SOLO PADDLING

Solo paddling (i.e. paddling alone) is banned at Manvers Lake unless the individual concerned;

- Fulfils the criteria to be considered a competent paddler
- Has applied to the club committee for permission to paddle solo
- Has signed a declaration stating that they are aware of, and accept the additional risks of paddling alone
- Has been granted permission to paddle solo by the club committee

5.6 PERSONAL FLOTATION DEVICES & HELMETS

Personal Flotation Devices (“Buoyancy Aids”) must be worn by everyone participating in paddlesports activities at Manvers Lake, with the following exemptions;

- Paddlers engaged in forms of paddlesport competition where the wearing of PFD’s is not obligatory (e.g. sprint or marathon racing). This exemption also applies to training for those events so long as adequate safety cover is in place to deal with a capsized.

All personal flotation devices must comply with the BS EN 394 50N standard, be in serviceable condition and be properly sized and adjusted to fit the paddler. PFD’s must be inspected annually for signs of damage – those over 3 years old must also be subjected to an annual floatation test. Inflatable lifejackets are not recommended for canoeing and kayaking and should not be used.

The wearing of helmets is not compulsory for general paddle sports at Manvers Lake. They are strongly recommended for activities where there is a risk of head injury – e.g. capsized or rolling practice. All helmets must comply with the CE EN 1385 Standard and be correctly sized and adjusted to provide a secure fit.

Canoe Polo - Approved buoyancy aids, helmets and face guards must be worn by all paddlers taking part in canoe polo matches or training.

Slalom - Buoyancy aids and helmets must be worn by all paddlers taking part in canoe slalom training or competition.

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Raft Building - Buoyancy aids and helmets must be worn by all participants in improvised raft activities, during both the building and sailing phases of the activity.

5.7 PADDLEPOWER & STAR AWARD TRAINING

All members of the club will be encouraged to develop their personal skills and complete British Canoeing awards (i.e. Paddlepower and Star Awards). The club reserves the right to make a small charge for Paddlepower and Star Award training courses.

5.8 PARKING

In the interests of safety there will be no parking on the area in front of the boat store doors, access ramp and waterfront area during paddlesport sessions. Paddlers may drive down to the waterfront to offload boats before the session starts, and return to load boats after the session ends. During the session the entire waterfront area and access ramp is a traffic free zone.

The only exemption to this rule is registered disabled drivers displaying a blue badge.

5.9 SUPERVISED SESSIONS

5.9.1 Roles & Responsibilities

Session Leader – is the person in overall charge of the session and may be bank based or boat based as required by the activity being carried out. The session leader should have suitable training, qualifications and experience suitably qualified and experienced for the activity.

Coaches – coaches are responsible for teaching and instructing paddlesport skills to club paddlers. Coaches must be suitably qualified for the activity in line with guidelines laid down by British Canoeing (see 5.3). Coaches in charge of groups of paddlers (e.g. Paddlepower and Star Award courses) are also primarily responsible for the safety of all members of their group.

Boat Store Staff – boat store staff are responsible for issuing boats, paddles, buoyancy aids and other kit to paddlers attending the session and for ensuring that it is properly stored when it is returned to the boat store. Boat store staff must have received appropriate training in manual handling and the correct sizing and adjustment of paddlesport equipment (i.e. boats, personal flotation devices, spray decks, helmets and paddles)

Office Staff – office staff are responsible for handling membership enquiries, issuing day passes and helping with the completion of consent forms.

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Boat Based Safety Cover – will be provided by either competent paddlers or powered safety boats or a combination of both;

- Paddlers performing a safety boat role must be competent paddlers and have sufficient training and experience to carry out the role – the minimum qualification is BCU 2 Star Award plus Foundation Safety & Rescue Training
- Persons operating a powered safety boat must hold the RYA Level 2 Powerboat qualification (the RYA Safety Boat award is recommended).

Bank Based Safety Cover – will consist of people on the bankside monitoring the activity and looking out for problems. Personnel carrying out this role should receive in-house training in how to spot problems and deal with them. They should be equipped with the following;

- Means of attracting the attention of paddlers – e.g. whistle or air-horn
- Mobile phone to contact emergency services if required
- Throw line (15m minimum)

5.9.2 Pre-Session Briefing

A briefing of all key personnel will be carried out 15 minutes before the start of each paddlesport session at Manvers Lake. The briefing will normally be carried out by the nominated session leader and should cover the following items;

- Allocation of roles and responsibilities for the session
- Run through of safety procedures
- Identification of specific issues such as weather (wind, thunderstorms)
- Setting of boundaries and limitations

The nominated session leader has the authority to place additional restrictions on the activity session, or to cancel it altogether if they consider it necessary to ensure the safety of participants.

5.9.3 Safety Cover

Adequate safety cover must be present for each session. The following ratios are suggested as a guideline;

Kayak/Canoe Safety Boat – 1 safety boat to 8 paddlers*

Powered Safety Boat – 1 safety boat to 20 paddlers*

* Not counting competent paddlers and paddlers who are in coached groups.



This is only a guideline and other factors should be considered – for example if paddlers are spread out over a wide area of the lake then additional safety boats will be required.

5.9.4 Coached Groups

Coaches should take charge of their group off-water and carry out their own pre-activity briefing and safety checks before taking their group onto the water. They remain in charge of the group until the end of the coached session. At the end of the coached session the coach should carry out a debriefing before releasing the group – this provides a clearly defined end the session.

5.9.5 Signing In & Signing Out

All participants in supervised paddlesport sessions are required to sign in before going on the water and sign out at the end of the session. This rule applies to everyone including paddlers, coaches and people providing boat based safety cover.

The signing in and out procedure for supervised paddlesport sessions uses the “band board” and is described below;

Signing In

1. At the start of the session the individual takes an orange band from the board and puts their club membership card in the corresponding clip
2. Day members will take a yellow band and their day membership card placed on the board
3. The band must be retained by the individual until the end of the session
4. The individual then signs in on the “signing in sheet” recording their name, membership number and band number plus the activity they are taking part in.
5. Bands must be shown when withdrawing boats and other equipment from the boat store – no band, no boat!

Signing Out

1. At the end of the session, after returning any equipment to the boat store the individual will return their band to the board and reclaim their membership card and sign out on the “signing in sheet”
2. All of the above must be completed before the individual goes to get changed

In the event that a member forgets to bring their membership card to the session, their membership status will be checked and if they are a current member a day pass will be issued.

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5.9.6 Communications

5.9.6.1 Mobile Telephone

The session leader should carry a mobile phone to be used in case of emergency.

5.9.6.2 Audible Signals

The following signals will be employed using either a whistle or air-horn;

Signal	Meaning	Action
One short blast	Used to attract attention	Look to the person blowing the whistle for further information and/or instructions
Three short blasts Pause Repeat	Paddler in difficulty - assistance required	Competent paddlers to locate victim and render assistance. Summon emergency services if required
One long blast Pause 10 seconds Repeat as required	Evacuate the lake immediately (e.g. thunderstorm)	All paddlers to leave the water immediately

To avoid confusion whistle signals should not be used for general group control – hand signals should be used instead.

5.9.7 Emergency Procedure

5.9.7.1 Equipment

All coaches and boat based safety team members should carry as a minimum the following equipment;

- Whistle
- Means of towing (e.g. sling & karabiner)
- Rescue knife (concealed)

Shore based safety team members should carry a whistle and a safety knife and also carry (or have ready access to) a 15m throw-line.

The session leader should have access to a mobile phone to allow them to summon help or call the emergency services.

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5.9.7.2 Paddler in Difficulty (Capsize or Entrapment)

All rescues should be carried following the basic principles below;

LOW RISK \leftrightarrow HIGH RISK

SHOUT – REACH – THROW – ROW – GO

SELF – TEAM – VICTIM – EQUIPMENT

If a paddler gets into difficulty while part of coached group assistance should be rendered in the first instance by the coach leading the group. It is important that any attempted rescue doesn't put the rescuer or the rest of the group at risk.

If a paddler who is not in a coached group gets into difficulty, assistance should be offered by the nearest competent paddlers with assistance from the "on-water" safety team. The SELF - TEAM - VICTIM - EQUIPMENT principle should be adhered to at all times.

If help is needed the rescuer should signal either by calling for help or using their whistle;

3 blasts – pause – 3 blasts – pause – repeat as required

The aim of any rescue should be to get the victim out of the water as quickly and safely as possible.

5.9.7.3 Unconscious Paddler

In the event of an unconscious paddler the following procedure should be followed.

1. Rescuers to ensure that the casualty is face up and supported and that an airway is maintained.
2. Get the casualty back to land as quickly as possible then begin appropriate first aid procedures. An Automatic External Defibrillator is located in the corridor at the boathouse (opposite the office)
3. Call 999 to summon emergency services at earliest opportunity. If no-one in the group has a mobile phone, send someone back to the boathouse to get help. Details of boathouse address and phone number and also grid reference should be given at the time of the 999 call (these are posted on noticeboards around the boathouse).
4. Send someone to ensure the gate is open and then stand at the turn-off from Station Road to direct emergency services to the location of the casualty



5. Once the casualty is in the care of the emergency services, contact a member of the club committee to notify them of the incident. Complete an incident report and obtain statements from others involved before leaving the boathouse.

5.9.7.4 Injuries & First Aid

In the event of minor injuries, the casualty should be evacuated back to shore as soon as possible and appropriate First Aid assessment and treatment carried out. Details of any First Aid treatment given must be recorded.

In the case of more serious injuries the aim should be to get the casualty back to shore as soon as possible but taking care not to risk further injury (take special care with spinal or head injuries).

1. Ensure that the casualty is face up and supported and that an airway is maintained.
2. Get the casualty back to land as quickly as possible then begin appropriate first aid procedures. An Automatic External Defibrillator is located in the corridor at the boathouse (opposite the office). Be aware of the risks of moving a casualty with spinal injuries.
3. Call 999 to summon emergency services at earliest opportunity. If no-one in the group has a mobile phone, send someone back to the boathouse to get help. Details of boathouse address and phone number and also grid reference should be given at the time of the 999 call (these are posted on noticeboards around the boathouse).
4. Send someone to ensure the gate is open and then stand at the turn-off from Station Road to direct emergency services to the location of the casualty
5. Once the casualty is in the care of the emergency services, contact a member of the club committee to notify them of the incident. Complete an incident report and obtain statements from others involved before leaving the boathouse.

5.9.7.5 Evacuating the Lake

Under certain circumstances such as severe adverse weather (e.g. strong winds, thunderstorms) it may be necessary for all lake users to leave the water. The decision to do so will be taken by the nominated session leader and must be obeyed by all paddlers without delay.

The signal to evacuate the lake will be long blasts of a whistle or air horn repeated at 10 second intervals.

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On leaving the water all paddlers must report to the boathouse to allow them to be accounted for.

5.9.7.6 Fire Alarm (Boathouse)

In the event of a fire alarm in the boathouse all users should leave the building in a calm and orderly manner and proceed to the assembly point (by the sign next to the slipway). Do not re-enter the boathouse until you are told that it is safe to do so by a member of staff.

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6. POOL SESSIONS

6.1 SCOPE

The following section applies to all club paddlesport pool sessions including those normally run throughout the “winter season” (October to March).

6.2 AVAILABILITY

All club pool session will be open to any member of the club and must be advertised in such a way as to give all members an equal opportunity to take part.

Places for each session can be booked up to one week in advance - “block booking” of a series of sessions is not allowed.

6.3 SUPERVISION & SAFETY

Pool sessions will be supervised by a minimum of one qualified paddlesports coach.

Safety cover will normally be provided by pool lifeguards employed by the pool operator.

In the interests of safety only paddlers, coaches and helpers are allowed in the pool during paddlesport sessions. No swimmers are allowed in the water during the session.

6.4 EQUIPMENT

6.4.1 Personal Flotation Devices & Helmets

Personal Flotation Devices (“Buoyancy Aids”) and helmets must be worn by all paddlers during pool sessions.

All personal flotation devices must comply with the BS EN 394 50N standard, be in serviceable condition and be properly sized and adjusted to fit the paddler. All helmets must comply with the CE EN 1385 Standard and be correctly sized and adjusted to provide a secure fit.

6.4.2 Boats & Paddles

Boats and paddles should be checked for sharp edges or damage which could cause injury,

6.4.3 Cleanliness

All equipment (including boats, paddles, PFD's, helmets & spray decks) must be clean and free from mud, vegetation and other debris before being used for pool sessions. Any dirty water must be emptied out of boats and the inside of the boat rinsed thoroughly with clean water.

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7. PADDLESPORT TRIPS

7.1 DEFINITIONS – CLUB TRIPS & OTHER TRIPS

7.1.1 Club Trips

Club trips are those organised and promoted by Manvers Waterfront Boat Club and open to all club members subject to ability and experience. All club trips must be organised in line with the policies and rules of Manvers Waterfront Boat Club.

7.1.2 Other Trips

This includes any paddlesport trip not organised by or on behalf of Manvers Waterfront Boat Club – for example a private river trip organised by a group of club members.

Such trips must not be advertised or promoted on the club noticeboard or via the club's website or social media, and the club's name and logo must not be used. The organisers of such trips must not give the impression that it is a club trip when inviting other people to attend.

7.2 CLUB TRIPS

7.2.1 Programme

The club will endeavour to organise a programme of paddlesport trips throughout the year. This programme should cater for all levels of ability and experience from beginner to expert, and for different interests and craft (e.g. touring, white water, sea kayaking, open canoeing & competitions).

7.2.2 Difficulty

Trips will be categorised as follow;

Beginner – suitable for paddlers with little or no experience

Intermediate – suitable for paddlers with some previous experience

Advanced – only suitable for capable and experienced paddlers

In terms of whitewater trips, the following guidelines apply;

Beginner – Up to Grade 2

Intermediate – Up to Grade 3

Advanced – Grade 4 and above

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7.2.3 Availability

All club trips will be open to any member of the club and must be advertised in such a way as to give all members an equal opportunity to take part, unless there is a valid reason for refusing to allow an individual to go on the trip.

The trip leader is allowed to refuse a club member a place on a club trip on safety grounds – for example if they consider the individual to have inadequate ability, experience or training for the planned trip. The reason for the refusal should be explained clearly to the individual concerned.

Where places on a trip are limited, they will be allocated on a “First Come, First Served” basis.

7.2.4 Advertising of Trips

Reasonable steps should be taken to make all members aware of any club trips. Advertising should make use of the following channels of communication with members;

- Club noticeboards
- MWBC Website
- MWBC Paddlesport social media (e.g. Facebook)
- Email to club members via “MailChimp”

The following information should be given for each trip;

- Brief description of trip (e.g. location, name of river, sea trip)
- Proposed date(s) of trip
- Level of difficulty (e.g. river grade, distance)
- Any restrictions on craft type
- Any minimum paddler competence requirements
- Contact information for trip organiser
- How to book on the trip

7.2.5 Pre-Trip Information

Before the date of the trip the trip organiser should make the following information available to all participants;

- Confirmed list of trip participants
- Identity of the trip leader
- Detailed itinerary including location and time of rendezvous, travel arrangements etc.
- Kit requirements – what do paddlers need to take with them

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- Emergency contact details
- Any other useful information

7.2.6 Trip Leadership

All club trips must be led by an adequate number of competent leaders. Refer to the current copy of the BCU Terms of Reference document for coaches and leaders.

The club committee may also authorise coaches and leaders to work outside of their normal remit when running club trips. Where this happens the decision must be recorded along with the reasons and any restrictions.

7.2.7 Health & Safety

Trip leaders should carry out a risk assessment before the start of the trip and review this assessment as required during the trip (dynamic risk assessment). Leaders must be prepared to modify or cancel the planned trip at any point due to changes in circumstances.

7.2.8 Team Briefing

A briefing of all team members should be carried out before getting on the water at the start of the trip. This briefing should include the following:

- Overview of planned activity
- Identify leaders
- Safety arrangements
- Clarification of hand signals
- Equipment check
- Any Questions?

7.2.9 Behaviour

Members taking part in club organised trips should remember that their behaviour reflects both on the club and on our sport.