**Maldon canoe club Normal operating procedures**

**Pool sessions**

No outdoor shoes to be worn poolside. No exceptions

Paddlers must ensure their kayaks are clean. (There is a hose by the exit door which we can use).

The leisure centre staffs are responsible for implementing their Normal operating procedures and emergency action plan. Club members are to follow the centre staff instructions.

At the end of the sessions, paddlers are to ensure all boats are emptied of water and positioned close to the fire exits.

Please help to remove the kayaks for loading on to cars. Your help is appreciated.

Coaches at pool sessions are identified by coach T-shirts

**Members**

All memberships are approved by the committee each month. Note: Juniors under the age of 9 on joining will only be accepted if one or both parents/guardians are also members and they must accompany the child on the water at all times, or be present on the poolside during pool sessions (Note: This is not required when the MCC is running a 'try-out' or 'taster' session or during specific, coached, training sessions). IN line with swimming pool policy’s

There is no minimum age for membership as juniors can join as part of family membership.

under 11s must be accompanied by/ parent on the water

under 8s allowed at pool sessions approval needed from safety officer

under 18s to be accompanied on any overnight trip

Membership discounts apply as season expires

memberships received

after 1st September Half rate

after 1st November full rate membership then last for 14 months

Club members are able to hire/ borrow club equipment. Faults and damaged equipment must be reported to the equipment officer, so equipment can be taken out of use until repaired / replaced.

Club members need to take all possible steps to ensure their safety, such as seeking assistance to help move boats using trolleys where possible.

Some events entail long drives and paddlers often share cars; Please remember to take regular breaks on longer journeys.

Transporting your boat can be difficult as there are a number of different types; bolt on kayak holders, upright bars, j bars, v bars, etc, are useful. Consider which is best for you & your kayak . Kayaks will create a lot of wind resistance at speed. Remember to tie on securely with good straps/ropes and check boat/roof rack at rest stops, also worth padlocking equipment on.

All coaches are first aid trained and carry first aid kits. We also encourage members to take advantage of any first aid courses and to carry Club or own first aid kits.

Members should carry their medical cards on all club events and update any medical conditions to the membership secretary.

Members can book onto pool events through the Eola system, accessed through the calendar on the club web page.

Other paddles / trips require members to apply as there may be limited spaces, competence levels may be required, correct boat. These need to be booked with the event organiser / lead coach and feel free to contact coaches directly for guidance.

During paddles, members should remain in line of sight of the leader/coach and also inform them of any issues (medical, tiredness, worry) during the trip. All are asked to be aware of group numbers and hazards. Accident report forms are on the web page and at pool sessions, these should be completed and forwarded to H&S officer.

Wiles disease is an water born infection which can be found in stagnant water symptoms are flue like, precautions are shower after coming into contact with river water. Make your doctor aware if you are at risk if severe flue like symptoms after paddling (wiles disease is not found in salt water).

**Coaches/leaders**

Should maintain their qualification by cpd modules first aid and safe guarding courses.

Coaches should follow the coaches code of conduct, no in appropriate contact & no social contact with under 18s, social media and e mails should go via parents.

**Leading**

Initial briefings need to be done on all trips

First aid kits to be carried on all trips. Other equipment may include, repair kit, spare paddles, storm shelter, spear food /drink, throw bag, tow rope, vhf radio, flares, PLB,

The club risk assessments should be looked at prior to all trips Coaches/Leaders must always do a dynamic risk assessment at the venue checking River levels, flow rate, wind direction, weather conditions, and factors that can increase risks affecting the event. In bad weather 2nd paddle contingently option should be planned in where ever possible.

There should be a head count taken on all trips and at regular times during coaching and leadership sessions

Coaches/Leaders running events should research the area using guide books, maps, and asking other/senior coaches about their planned events.

**Committee**

The committee will follow the constitution and always act in the interest of the members

1 The Health and safety policy, risk assessments are to be reviewed twice yearly by the Health and safety officer who will have completed the British canoeing event training course.

2 The club adopts the British canoeing safeguarding policy Welfare officer will be listed on the web page and deal with all incidents. All coaches will be asked to send their current DBS, safeguarding & first aid certificates to the membership secretary.

3 An audit is conducted once a year by the equipment officer requests for additional equipment goes to the committee for approval

4 The committee will vote to approve all new memberships new memberships are on probation for 6 months.

 Behaviour there is a verbal (written) and final warning procedure, new memberships may be terminated with a refund within 6 months.

Payments by treasure must be agreed by the committee. Club standard operating fees have already been agreed,( BC membership, web costs, Pool fees,)

**Online meetings**

The assumption is that only the committee members are hearing these conversations if that is not the case, please inform committee at the start of the Meeting as sometimes sensitive information may be discussed.

Signed on behalf of committee

*Clive Marfleet 23/6/2023*

*Emergency Action Plan*

*Pool incident Follow instructions from centre staff.*

*First aid Accident report forms need to be completed and forwarded to H&S officer*

*Safeguarding*

*Any safeguarding concerns the club welfare officer needs to be informed asap*

*In the event of an emergency the coach/leader needs to take action quickly the following plan could be useful*

What do I need to do now (ie get paddler up right)

What do I need to do short term . (get group to safer area)

What do I need to do long term (re evaluate trip/group )

Are all Safe **Yes Reassess action required continue or NO evacuate is all equipment safe is it safe to retrieve /search**

*First aid required*

*Evacuate to hospital*

 **Report to Club /BC Emergency services**

 **Injuries lost boats (report social media)**

 **Lost keys (AA relay)**

**Home contact and emergency**

**Details carried in Buoyancy aid**

**Incident report completed after event**