



Standard Operating Procedure

1. Purpose

This Standard Operating Procedure (SOP) defines the governance framework and operational responsibilities of Maldon Canoe Club.

It explains *how decisions are made, who is responsible, and which documents control club activity.*

Detailed safety controls, venue-specific arrangements, and activity delivery are defined in separate policies and risk assessments.

2. Scope

This SOP applies to:

- All members, volunteers, coaches, and leaders
- All activities organised under the name of Maldon Canoe Club
- All venues and events, including hired facilities and away trips

3. Policy Framework and Document Hierarchy

Maldon Canoe Club operates under the following hierarchy:

1. Constitution
2. Standard Operating Procedure (this document)
3. Policies, including but not limited to:
 - Safety Policy
 - Safeguarding Policy
 - Data Protection Policy
 - Code of Conduct
 - Risk Assessments (venue- and activity-specific)
 - Event / Session Plans

Where documents conflict, those higher in the hierarchy take precedence.

4. Affiliation and Compliance

- The club is affiliated to Paddle UK.
- The club adopts and complies with:
 - Paddle UK policies and guidance
 - Paddle UK safeguarding standards
 - Paddle UK insurance requirements
- All club activity must fall within the scope of Paddle UK insurance.

5. Governance and Management

5.1 Committee

- The club is managed by an elected Committee in accordance with the Constitution.



- The Committee acts in the best interests of the membership and the long-term sustainability of the club.

5.2 Responsibilities

The Committee is responsible for:

- Legal and insurance compliance
- Policy approval and review
- Financial control
- Appointment of officers and role holders
- Oversight of safety and safeguarding systems

6. Roles and Delegation

- The Committee may appoint officers (e.g. Chair, Secretary, Treasurer, Safety Officer, Welfare Officer).
- Officers act under delegated authority and must operate within:
 - This SOP
 - Approved policies
 - Paddle UK guidance
- Day-to-day activity delivery may be delegated to qualified coaches or approved leaders.

7. Membership

- All members must:
 - Comply with club policies and codes of conduct
 - Hold appropriate Paddle UK membership where required
- Membership categories, fees, and eligibility are defined in a separate Membership Policy.

8. Safety Management

- The club maintains a Safety Management System comprising:
 - A Safety Policy
 - Risk assessments
 - Incident reporting procedures
- Safety responsibility is shared:
 - The Committee provides oversight
 - Coaches and leaders manage session-level safety
 - Members are responsible for their own conduct and fitness to paddle

9. Safeguarding and Welfare

- The club adopts the Paddle UK Safeguarding Policy.
- A named Welfare Officer is appointed.
- Safeguarding concerns are handled in accordance with Paddle UK procedures and external agencies where required.

10. Activity Delivery



- All club activities must:
 - Be authorised by the Committee or a delegated officer
 - Be delivered by competent and, where applicable, qualified leaders or coaches
 - Operate within published risk assessments

Session-specific requirements (e.g. pool rules, white water procedures, junior supervision ratios) are defined outside this SOP.

11. Insurance and Liability

- Insurance is provided through Paddle UK affiliation.
- Members participate in activities at their own risk within the framework of reasonable care.
- The club does not accept responsibility for unauthorised activities.

12. Review and Control

- This SOP is:
 - Reviewed annually by the Committee
 - Updated following changes to Paddle UK guidance or legislation
- Current versions are made available to members.

13. Monitoring and Review

This policy will be:

- Reviewed annually by the Club Committee
- Updated in response to changes in legislation or governing body guidance