



Upton Warren Canoe Club

Activity Operating Procedures

Club Members Procedures

All under 18's must paddle on the lake with a Paddlesports coach within the remits set in this document and are not permitted to embark onto the water, until their designated coach has directed to do so.

Over 18's can either paddle with a Paddlesports coach as listed above or if the club deems they are at a competent paddling ability they can paddle in a minimum group of three. No individual is to paddle in a smaller group than three, unless assisted by a coach.

We do hold have minimum age for the club, but may ask some under 10s to be accompanied on the water by a parent or guardian. All new members will be reviewed and assessed through an introduction, to ensure they are safe and competent to undertake Paddlesports.

Coaches Procedures

Paddlesport sessions must be run by a qualified coach and hold the relevant qualification, for the activity. They must agree and sign the operating procedures and be signed off /reviewed annually by a club official.

Instructors should run their sessions to current best practice. Students must be briefed and supervised when rescuing / emptying water filled canoes / kayaks.

All coaches to adhere to the remit and ratios set and by this document and the guidance of from the British Canoeing. All coaches must be current members of the British Canoeing and be up to date on their qualification.

Equipment

General

All equipment must be visually checked before use and not used if unfit for purpose. All damage to any kit including Clubs or Aztecs kit must be reported to a club official, who will ensure it is taken out of use until fixed. If the kit is deemed unsafe to use the club official must attach a do not use tag to the equipment.

Coaches Equipment

Coaches must carry equipment for towing on all sessions and any other required safety equipment for the session as set out in the appropriate sports governing documents.

All coaching qualified to deliver an independent session (Level 2 and above or Level 1 signed off to run independent sessions) are responsible for providing first aid and are also responsible to keep an individual first aid kit on them at all times. Details of what is required within these kits are listed on page 2.



Paddlers Personal Equipment

Personal Floatation Device (PFD's) must be worn. Footwear should be suitable for launching and paddling the craft.

Clothing should provide adequate protection from the elements. In low temperatures, wind chill and effects of immersion should be considered.

The coach responsible of the group will use discretion with regard to the use of helmets and spray decks. They should take into account the experience of the students, type of craft being used, depth and inherent hazards of the water and type of activities. For games that involve standing and moving around the craft helmets should be worn if the instructor deems it necessary.

First Aid & Accidents

A master first aid kit will be made assessable for the club main sessions, at the main base where the registration will be held.

The committee is responsible for the maintenance of the first aid box and to ensure it is fully stocked, as listed below.

Minimum Contents of Main & Coach First Aid kits:

- 10x Plasters of various sizes
- 10x Antiseptic wipes
- 1x Roll of micro pore tape
- 2x Wound dressing (pad used to 'dress' wound, no bandage)
- 2x Triangular bandages
- 3x Pairs of non-latex disposable gloves
- 2x Large wound dressings (bandage with absorbent pad)
- 2x Medium wound dressing (bandage with absorbent pad)
- 2x Saline pouches/containers
- 1x Face shield
- 1x Foil blanket/bag
- 1x Round nosed scissors
- 1x Tweezers
- 1x Contents/emergency procedure card to include emergency phone numbers
- 1x Leaflet giving general guidance on first aid, e.g. HSE's leaflet: Basic advice on first aid at work



Coaching Remits & Ratios

The Coach must be appropriate to the location and prevailing conditions. The coach should operate to current best practice & remit as guided by British Canoeing.

UKCC Paddlesport Activity Assistant (PAA) – Remit to be set and recorded on an individual basis depending the training and assessment of the individual as defined by the clubs PAA Coordinator and the guidelines set out by British Canoeing. If a PAA is approved to run a session independently they must carry a radio for contact and remain in eyesight of the clubs coaches.

UKCC Paddlesport Instructor (or equivalent) - Very Sheltered Water, Quiet canals with easy bankside access and egress, small lakes, which are not large enough and do not have difficult landing areas for problems to occur if there is a sudden change in conditions; specified sites on gentle, slow moving rivers. The definition implies weather conditions that are not in themselves likely to cause problems. Care must be exercised when water temperatures are low. At any point the paddler will not be more than 50 metres from the bank.

UKCC Canoe and Kayak Sheltered Water Coach (or equivalent) - Sheltered Inland Water, Ungraded sections of rivers, faster flowing, but not involving the shooting of, or playing on weirs or running rapids. Areas of open water (e.g. lakes and lochs), that are no more than 200m offshore and in wind strengths that do not exceed Beaufort force 3.

UKCC White Water Canoe or Kayak Coach (or equivalent) - Moderate water, rivers up to grade II, sea (close inshore not involving tide races or over falls).

UKCC White Water Canoe or Kayak Coach Advanced Water (or equivalent) - Advanced water, rivers including grade III rapids and above, open sea.

Upton Warren Lake & Very Shelter Water Ratios

Activity	Lead Instructor Minimum Qualification	Assistant Instructor	Ratio of Instructors to Students/Clients
Canoe	UKCC Paddlesport Instructor or Paddlesport Activity Assistant (PAA)	BCU 2 star + FSRT	Solo 1:8 Tandem 1:12 Solo with Assistant 2:12 Tandem with Assistant 2:16
Kayaking	UKCC Paddlesport Instructor or Paddlesport Activity Assistant (PAA)	BCU 2 star + FSRT	1:8 2:12 with assistant
Seal Launch at Upton Warren	UKCC Paddlesport Instructor (on the water)	Responsible adult. (on the land)	2:1 on the slide. (All other kayak ratio's apply)
Sup	UKCC Paddlesport Instructor with a Sup Module or BSUPA Level 1	BCU 2 star + FSRT	1:8 2:12

Coaches must hold a minimum of the above qualifications or hold a suitable alternative recognised by British Canoeing.



Emergency Producers

Accident Book

The accident book is kept in the clubs filing cabinet. Accident forms are kept within the Clubs Forms Folder located on the clubs website and also located within the clubs filing cabinet. This is to be filled in as soon as practical after an accident and to be reviewed by the clubs committee to allow for continuous review of its policy's.

Accident Reporting/Riddor Reportable at Aztec

All accidents and near misses which have happen at Aztec- Upton Warren should be reported to the centre manager as soon as practical. All Riddor reportable accidents should be reported to the HSE and the centre manager as soon as practical.

Medical and Emergency Contact Details

All Coaches & Club Officials will have access to an Emergency document upon request, this will list any disclose medical and allergy information and emergency contact details.

This is held on the club's membership software which will be accessible to all approved committee members and a designated off water member. The access to this will be reviewed when required and kept access to a minimum. A full list of access is defined in the clubs general operating procedure document.

On a lake or pool sessions a manual copy will be made available and all coaches must check in with club officials before running a session, to ensure they are aware of any medical information for the paddlers they have in their group.

On a session/trip run at an alternative location, the lead coach must ensure they are aware of any disclosed medical condition and allergies of the members attending the trip. They also must have an off water contact to call in case of an emergency to access the emergency details.



Upton Warren Canoe Club

Emergency Action Plan

