



Cheltenham Canoe Club

Standard Operating Procedure

Club Name:	Cheltenham Canoe Club
British Canoeing Affiliation Type:	Senior Club with a Youth section
British Canoeing Affiliation Number:	766
Club Captain Name:	Stephen Slater
Contact Details:	
Email:	captain@cheltenhamcanoeclub.com secretary@cheltenhamcanoeclub.com

1.0 Introduction

Cheltenham Canoe Club ('CCC') is fully committed to upholding member safety and promoting best practice. The Club operates under a number of Policies, Procedures and Instructions which assist with the smooth and safe running of the club. Club members and appointed officers are expected to comply with Policies; Procedures have been approved by the committee and accepted into the Club environment.

The purpose of this document is to provide an outline of the Policies and Procedures that are in place. Copies of all the Club's Policies and Procedures can be found on the Club website at: - <http://www.cheltenhamcanoeclub.co.uk/document-library>

Club Policies and Procedures are reviewed annually. Policies will be further reviewed where there is a mid-term change of club captain.

Members are encouraged to read the Club's Policies and Procedures on a regular basis.



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2.0 Health and Safety

2.1 Documentation

Cheltenham Canoe Club (CCC) maintains a 'Health, Safety and Environmental Policy' which defines the aims of the club, and a 'Health, Safety and Environmental Procedure' which dictates how the aims of the Policy are achieved. The club also maintains an 'Emergency Operating Procedure' which offers guidance on actions in the event of an emergency.

CCC undertakes and maintains Risk Assessments. Risk Assessments are Generic, Site Specific or Dynamic. Generic assessments are reviewed annually; Site Specific assessments are reviewed prior to the activity and Dynamic assessments are reviewed by team leaders during the event or activity.

2.2 Incidents

All incidents shall be reported to the Health and Safety officer as described in the Health, Safety and Environmental Procedure and recorded on the Club's Incident Form. Incidents include minor injuries, serious injuries, damage to equipment or property, access issues as well as potential incidents. In the first instance, the Health and Safety Officer will establish the severity of the incident and determine the level of action required including whether British Canoeing should be advised using their online reporting format. Refer to the Clubs Health, Safety and Environmental Procedure.

2.3 First Aid

CCC maintains four First Aid kits. Two kits are maintained to BS8599-1 and stored with the Slalom equipment for use at events organised by the Slalom Committee. The other two kits are basic kits, stored at the Dowty sheds, for use at the sheds.

The responsibility for the maintenance of the first aid box rests with the Quartermaster; the Quartermaster should be informed when any item is used.



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All Coaches and qualified river leaders must hold current First Aid certificates to maintain their status.

All Club paddlers will be encouraged to attend a First Aid course. The Club will organise a group First Aid course aid course from time to time to support First Aid training for Club paddlers.

In the event of a serious incident, Coaches / Leaders / Volunteers are advised not to communicate with the media. Club Coaches / Leaders / Volunteers **MUST NOT** discuss any event with the press or admit liability to any party. Direct all enquiries to the Club Captain.

2.4 Club Activities

CCC conducts events throughout the year which include weekend and day river paddling trips, overseas paddling trips, hosts and supports slalom racing events, swimming pool training session etc.

Club activities will be advertised on the club's 'program' which is posted on the clubs Facebook page and emailed to club members directly. In addition, trips and events are advertised on the clubs WhatsApp groups which are;

- CCC Advanced Trips
- CCC Novice Paddlers

All trips and events will be organised and supported by members qualified as required by Paddle UK (PUK) 'Standards for Deployment' document.

Refer to the clubs Health, Safety and Environment Procedure for detail, arrangement of, and application to club trips and events.



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2.5 Club Coaches

All coaches operating at the Club will follow the British Canoeing Code of Ethics. A list of coaches approved by the Club to lead or assist at Club coaching sessions will be maintained by the Coaching Officer or committee. All lead coaches hold qualifications appropriate to the venues where they may operate, hold current British Canoeing (or Canoe Wales/SCA) membership and hold a current First Aid qualification or will be assisted by a person with First Aid qualification pending course completion.

3.0 Safeguarding Vulnerable Adults and Children Welfare Policy

CCC is fully committed to the safeguarding and wellbeing of its members. All members should show respect and understanding for the rights, safety and welfare of others, and conduct themselves in a way that reflects the principles of the club. CCC believes that taking part in Paddlesport should be a positive and enjoyable part of people's lives.

To achieve the stated aim, the club will maintain the following policies and procedures:

Safeguarding Vulnerable Adults Policy

Safeguarding Vulnerable Adults Procedure

Safeguarding Children (Welfare) Policy

Safeguarding Children (Welfare) Procedure

Code of Conduct

Members are asked to refer to these documents for further information.

CCC will maintain the appointment of a Club Welfare Officer (CWO) with training compliant with that required by PUK Standards for Deployment and as detailed in the Safeguarding Children (Welfare) procedure.



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4.0 Bullying

The Club is committed to creating and maintaining a safe and positive environment for all individuals involved in supporting or participating in kayaking and kayaking associated activities. To that end the Club has adopted Paddle UK's antibully policy, a copy of which can be found on the Club's website in the 'document library'.

5.0 Member Conduct & Discipline

The Club maintains a 'Code of Conduct' which can be found on the Club website. Members agree to abide by the Code of Conduct while a member of Cheltenham Canoe Club. The Committee will review any infringement on its own merit and decide what action will be taken. The safety of Club members and the preservation of the Club's reputation are the foremost interests of the Committee.

6.0 Use of Club Premises

6.1 Club Equipment

Club equipment is held at the Club's container sheds at Downtys Sports and Social Club, Down Hatherley Lane, GL2 9QH. Club members may have access to the container sheds by arrangement with a nominated shed key holder.

The Club has nominated key holders for the Club's sheds. Members will be advised of key holder contact details by either the trip or activity organiser. Advice will be provided by email, the Club's Facebook page or in the Club newsletter.

The safe condition of all Club equipment is monitored by the Quartermaster. Safety and audit checks of equipment is carried out by the Quartermaster at least once a year and recorded.

It is the responsibility of the Club member to book out the equipment that they borrow using the board provided in each storage container. The equipment must be returned immediately after use to allow access to other members as required.

Club equipment shall be returned in a clean and dry condition ready for the next user. Refer to the Club's Health, Safety and Environmental Procedure.



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Should any equipment be found to be damaged or broken, the booking out token for that item is to be moved to the 'awaiting repair' section of the board and the Quartermaster informed.

Club equipment will not be used by a Club member for any payment or reward by a non-member of the Club.

Should any other Club or organisation wish to use Club equipment, a request must be made to and approved by the Committee.

6.2 Fire & Evacuation

The only exit from each container shed is the main door at the front of the shed. In the event of fire immediately vacate the area and assemble 500m away from the incident. Call the fire brigade – 999. Wait for arrival and direct the emergency services to the incident. Do not attempt to fight a fire.

7.0 Event Management

The Club will from time-to-time host specific events, for example the annual national ranking slalom races at Symonds Yat. All applicable Club Policies and Procedures will be complied with to ensure the health and safety of all persons attending the event. The responsibility for the safety management of the event lies with the Safety Officer or the appointed Event Safety Officer, both of whom will have completed training compliant with PUK's Standards for Deployment document.

Responsibility for the management of the event lies with the 'Event Organiser' who will have complete training compliant with PUK's Standards for Deployment document.

8.0 3rd Party Venues

Members attending at 3rd party venues or events, e.g., Sandford Parks Lido, white water centres, other slalom competitions, safety courses etc, will comply with the Health and Safety procedures of both Cheltenham Canoe Club and those of the venue or event. If there is a conflict in procedure, the 3rd party venue (or event) policies and procedures will take precedence providing the member deems them to be safe. The member will advise the Club Captain of any conflict to facilitate a review of the clubs' policies and procedures.



9.0 Non-Members and Visitors

Non-members/visitors will be allowed to attend 3 Club activities. The non-member/visitor must complete a visitor form, which can be found on the Club website, for each activity. During this time, they will be treated the same as a Club member. Thereafter, they will be required to join the Club, prior to attending any further activities.

10.0 Documentation Governance

The club will maintain policies, procedures, guidelines and assessments which outline the clubs' controls to best operate a safe and positive environment for its members. These documents should ensure compliance with legislation and meet the requirements of Paddle UK.

Where a new document is required, the committee will appoint or request a suitable member to write the document. The originator of the document will have ownership of the document on behalf of the committee

The committee will ensure that documents are reviewed annually. The committee will appoint a suitable person to review each document. For the purpose of document continuity, where possible, a document review should be conducted by the originator of the document.

All documents shall have the name of the of the document in the 'header' of each page. The name of the originator, the reviewer and the date of the review will be detailed in the footer of each page.

New or reviewed documents will be submitted to the committee for approval. Where the committee has questions or requests changes to documents, these should be directed to the originator or reviewer for discussion and incorporation.

The committee will maintain 4 folders on Google Drive for the purposes of filing and managing club documents. These are:

- Archive: Storage of superseded documents
- Draft: Storage of new or reviewed documents pending committee approval
(note: the 'draft' folder should be empty if there are no documents requiring approval)
- Live: Storage of editable approved documents
- PDF: Storage of approved documents in PDF format for dissemination via the club website, club Facebook and member's email.



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The committee are responsible for ensuring that only current approved documents are available to the members on the clubs' social media.

To avoid a single point of failure, the club Captain will maintain a duplicate 'Live' folder of all approved documents in an editable format.