

Club Standard Operating Procedures

Club Name: Shropshire Paddlesport

Club Chair Name: Guy Brotherton

Number of club members: circa 85

Contact Details: enquires@shropshirepaddlesport.org

Club Address: Shropshire Paddlesport, The Old Barge House, Queens Head, Oswestry SY11 4EB

Health and Safety Briony Chilman

Safety Policy

See the SPS *Safety Policy*

First Aid & Accidents

Where are the first aid kit and accident book located? BA Store

Who is the main contact for First Aid at the club? Coaches

Where can the contact be located?

Who is responsible for the maintenance of the first aid box?

Who else is responsible for providing First Aid? All qualified coaches and leaders

Is there a document in the club to detail who can provide First Aid? Yes - coaches

Some clubs have a current list of first aiders and their photos on a notice board

Fire & Evacuation

Please detail the clubs fire and evacuation procedure (e.g. where is the fire exits, where should members meet once evacuated?) Coaches are fire marshals. All to meet by gate

Where is the location of fire extinguishers? Co2 and Foam extinguishers by roadside door

Who is responsible for maintenance of fire extinguishers? D Oakley & Son

Do you have a signing in sheet to record members inside the premises? Yes

Who is responsible for the role call, to ensure no one is missing? (Name/Position) Coach leading the session

Where are the Emergency contact details (for all members) kept? In the office, signing in book on the day and the membership sec

Many clubs keep an accessible spread sheet of all contact details in case of an emergency

Emergency Procedures

Actions

Do you complete Incident/Accident Forms? yes

Who is responsible for completing the Incident/Accident Forms? Coach / leader conducting the session

How often are the Incident/Accident Forms reviewed? Who are these reviewed by?
Monthly by Club Committee

Reporting of notifiable Incidents / Accidents Any serious incident / accident should be reported at the first opportunity to a Club Director. The Directors will then report this to British Canoeing and / or the HSE as appropriate.

It is usually best practice for the forms to be reviewed by the Club Committee and copies should be forwarded to British Canoeing for insurance reasons

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How long are forms kept on record for within the club? Over 5 years in the Office

Forms should be kept in excess of 5 years

Name of designated British Canoeing expert to help with enquiries:

In the event of a serious incident, what instructions are there with respect to dealing with the media? Only Directors of the Club provide information to the media

Club coaches must NOT discuss any event with the press or admit liability to any party

Discipline

Please outline the clubs policy in regards to bad behaviour, infringement of the rules etc.?

The Shropshire Paddlesport recognises its responsibility to foster and maintain a sense of community and social spirit relating to its paddlesport activities. This includes spectating, helping, officiating, teaching, training, coaching, competing and other related paddling activities.

To assist Shropshire Paddlesport in meeting its responsibilities the Club relies upon each member to adopt and maintain a responsible attitude in regard to their own behaviour and attitude. Specifically, to ensure the well-being of paddlers (as well as the well-being of others affected by our behaviour) all individuals are required to conduct themselves, at all times, in a manner that is safe, responsible and socially acceptable.

The Club disciplinary policy is designed to promote good practice, and all individuals are required to demonstrate exemplary behaviour in order to create a positive culture and climate, this includes:

- Providing children and young people with appropriate behavioural leadership and guidance whilst in the care of Shropshire Paddlesport
- Allowing all staff/volunteers to make informed and confident responses to specific behavioural issues

This document outlines what is expected of club members in support of these goals and defines the procedure which will be followed in the event that unacceptable behaviour occurs.

Kitchen

Who can serve food? Volunteers under the direction of the Catering Officer

Who is responsible for checking sell-by dates? Catering Officer

Please detail procedures with regards to electrical appliances: PAT testing undertaken annually

Club Equipment

Please detail who is responsible for logging equipment and routinely safety checks? Maintenance Officer and Club Coaches.

Who can use club equipment and when? All members

What are the requirements for non-members using the equipment? (E.g. school groups) Only under the supervision of a Club Coach

Can club equipment be taken off site for use? Yes

How and where should equipment be stored? In the boat sheds and BA store

How are faults reported and recorded? Maintenance officer informed. Club coaches will email the maintenance officer (copy Head Coach) reporting any defective equipment.

Keys

Who opens up? (E.g. Officials, Club members) Approved key holders

Who locks up? Approved key holder who open up

Where are keys kept? Secretary and Office

Who has keys/access to keys? (E.g. Captains, Coaches) Approved key holders

Where are spare keys kept (if any)? Secretary

Non-members/ Visitors

What are the clubs policies regarding non-members or visitors in the changing room facilities?

Club Child Protection and Vulnerable Adults Policy

Does the club have a Child Welfare Officer? Yes

If yes, please detail Name and Contact details: Alex Brotherton
a.twigg51@btinternet.com

How often is this Policy reviewed? Annually