



Document Revised	April 2026
Next revision date	April 2027

SPS Standard Operating Procedures

Club Name: Shropshire Paddlesport Club

Contact Details enquires@shropshirepaddlesport.org

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

Health and Safety

Health and Safety Officer: Elected each year at the Annual General Meeting

Health and Safety Policies and Forms:

Health & Safety Policy Statement

Buoyancy Aid and Helmets Policy

PUK Paddlesafer v9

First Aid Supplies

Bump to head Instruction Form

Paddle UK Incident Report Form

Risk Assessments are on the shared Google Drive and on the Club website.

First Aid and Accidents

There is a First Aid Box that contains several First Aid kits in the Buoyancy Aid store. There is also a First Aid kit upstairs in the kitchen area.

Nearest defibrillator: Oswestry Golf Club, Queen's Head, Oswestry SY11 4JJ

The accident book is located in the Buoyancy Aid store.

The first aid supplies are regularly checked, the person responsible is elected at the Annual General Meeting

All qualified coaches and leaders above Paddlesport Instructor (PSI) are required to have up-to-date First Aid. Some PSIs are First Aiders.

The Club maintains a record of club coaches first aid course attendance and renewal dates.

Fire & Evacuation

CO2 and Foam extinguishers by the roadside door.

Fire extinguishers are checked annually by Snowdonia Fire Services

Fire Blanket: Kept in the kitchen by the microwave.

The Fire Alarm Panel is on the wall outside the office. It and an alarm point are tested at every club meeting and this is recorded in the minutes.

There is a signing in sheet that members complete when in the Club

The Coach leading the session is responsible for roll call in the vent of an incident

Member emergency contact details are held on teh Club SPOND system and a manual list is compiled for activities by the leading coach when away from the Club

Emergency Procedures

Accident / incident forms are completed when appropriate by the relevant Leader / Coach. These are reviewed by the Health and Safety Officer, and where appropriate referred to the Committee and Directors

In the event of a serious incident, 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

Shropshire Paddlesport Club 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 regarding 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, always, in a manner that is safe, responsible, and socially acceptable.

The Club's disciplinary policy is designed to promote good practice, and all individuals are required to demonstrate exemplary behaviour 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.

The club outlines what is expected of Club members in support of these goals in the clubs 'Code of Conduct Policy' and in the event of unacceptable behaviour the clubs 'Disciplinary Policy & Procedure' will be followed.

Smoking in the enclosed public spaces is illegal and as such the club enforces a strict no smoking / Vaping policy throughout the SPS club facilities. In the interest of public health, the club also asks that members do not smoke along the canal embankment whilst club paddling sessions are in progress.

Personal Belongings

The club cannot be held liable for any damage, theft or vandalism to any property stored in the club house or vehicles parked adjacent to the clubhouse on the side of the road.

Club Equipment and Use

All members are encouraged to report any defective equipment to Club Coaches. This is either remedied or taken out of service. Anything taken out of service is reported to the committee and a solution identified.

Non members eg guests can only use equipment under the supervision of a qualified coach

PAT testing is undertaken annually

Keys

Approved key holders are responsible for opening and closing the Club. Key holders are approved by the Committee and a register kept by the Secretary