

Exeter Canoe Club Operating Procedures for Committee

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1. COMMITTEE AND MANAGEMENT PROCEDURES

a. Procedures, publication and review timetable

British Canoeing Quality Club requires regular publication / notification of procedures to members and to coaches / leaders. Certain policies and procedures have to be reviewed annually, updated as necessary and confirmed at the AGM.

Task	Action	Frequency
Committee meeting: summer	Review safeguarding policy Review health & safety policy Report of safety equipment checks Report of review of accident / incident reports	Annually, late summer, to enable amendments to policies and procedures to be confirmed at the AGM.
Committee meeting: Autumn	Committee to consider renewal of BC affiliation and the requirements	Annually October

AGM	Confirm safeguarding policy	Annually, generally October / November
Coaches Meeting: Spring	Explain club policies Go through paddling and coaching / leading procedures	Annually, generally March / April
Coaches Meeting: Autumn	Review of summer programme Requests re updated procedures	Annually, generally September
Site Specific training for coaches / leaders	Training on specific features of home waters	Spring
Clubhouse noticeboard	Emergency Procedures Safeguarding procedures Poster with Safeguarding Officer photo and contact details BC Public Liability insurance certificate	
Boat shed noticeboards	Emergency Procedures Safeguarding procedures Poster with Safeguarding Officer photo and contact details Visitors procedures Location of first aid boxes	

Individual committee members' tasks

Task	Action	Frequency
Safeguarding	Review safeguarding policy Arrange to adopt updated policy at AGM	Annually AGM
	Advertise safeguarding policy to members and parents	With membership renewal process
	Ensure safeguarding procedures are communicated to juniors	Annually

	in a way that is easily understood	
	Update safeguarding risk assessments	Annually
	Review induction procedures for safeguarding matters	Annually
Health & Safety Officer	Review club safety plan	Annually
	Review accident / incident reports. Identify any actions that would assist to reduce future incidents.	Annually

b. Committee roles

The committee roles are set out in the club constitution. Description of the tasks involved are here:

<https://www.exetercanoecub.org.uk/procedures/>

c. Fire safety warden

The club is required to have a fire safety warden who has undertaken fire warden training.

2. SAFEGUARDING PROCEDURES

a. DBS checking procedures

The club follows the BC procedures for determining which club officials and members are required to undertake a Disclosure and Barring Service (DBS) check.

- Safeguarding officer
- Event Welfare Officer
- Club coaches and leaders who have “unsupervised” (out of sight of a supervisor) contact (eg coaching) with children that occurs frequently (eg four days in a month or more).

b. Website and social media

The club provides the following presence on the Internet

Site	Purpose	Manager / Moderator
Website Exetercanoeclub.org.uk	Main site for providing information to members and potential members	Website Manager
Forum Exetercanoe.co.uk	Arranging trips, notifications to members	Forum Moderators
WebCollect WebCcollect.org.uk: exetercc	The club's membership subscription and event booking system. Also used for sending emails to club members.	Secretary, Membership Secretary, Head Rec Coach, Treasurer and other authorised club officials.
Facebook: Exeter Canoe Club	The club's public image: trip reports, advertising that is intended for the public.	Facebook moderator
Facebook: Exeter Racing Paddlers	The club's racing section's public image: race reports, advertising that is intended for the public.	Facebook moderator
Instagram	Club paddling photos	Instagram moderator

In accordance with the Club's safeguarding policy, the Club only supports sites which can be moderated and where posts can be removed.

3. LEAD COACHES PROCEDURES

a. Risk assessments of paddling activities

The committee has identified that the following are the main paddling risks. Each section needs to prepare risk assessments for these risks, and for any other risks that apply to their section.

1. Equipment failure, e.g. broken paddle
2. Incapacitated paddler e.g. severe sea sickness, illness etc
3. Not being rescued
4. Rescue doesn't work
5. Hypothermia
6. Drowning
7. Straying into advanced conditions
8. Paddling in advanced conditions including open water
9. Injuries from rocks
10. Cuts and lacerations to bare feet

11. Deterioration in weather conditions
12. Deterioration in water conditions
13. Leader is incapacitated
14. Collision with other water users
15. Manual handling
16. Environmental pollution

Specific other risk assessments required

1. Paddling without buoyancy aids
2. Unaccompanied juniors
3. Club event Risk Assessment and Procedures in accordance with PaddleSafer

<https://www.britishcanoeing.org.uk/guidance-resources/safety-1>

b. Preparation of section risk assessments and paddling procedures

The lead coaches should prepare section risk assessments and operating procedures for the club activity of their section and assessment of coaches / leader, for approval by the Committee and updating on website in readiness for membership renewal process at the beginning of March each year.

c. Assessment of qualifications and training of the team of coaches and leaders

The lead coaches should assess qualifications and training of the team of coaches and leaders for their section, in accordance with the requirements of British Canoeing.

The lead coaches should arrange training to ensure that the section coaches and leaders are up-to-date with the safeguarding, first aid, rescue training and CPD requirements of BC and the Club's operating procedures.

d. Management of the rota of coaches and leaders for each paddling session

The lead coaches should manage the rota of the coach or leader who is allocated to each paddling session, and maintain a record of who actually coached or led the sessions.

e. Provision of an annual declaration regarding the section's authorised coaches and leaders

Each year in November the Club is required to make a declaration to BC as part of the BC club affiliation process. It has the following requirements:

- The Club's club activity has been risk assessed in accordance with BC's PaddleSafer and appropriate operating procedures have been implemented for the control measures identified.
- The club activity has been communicated to the Club's members via the website or forum or WebCollect.
- The Club's coaches and leaders are suitably qualified through either a BC qualification or through the Club's own competency framework.
- The Club's coaches and leaders have the following credentials in accordance with BC's requirements:
 - Be a current *On the Water* member of BC.
 - Hold a first aid certificate, dated within three years.
 - Have a safeguarding training certificate, dated within three years.
 - Have completed continuing professional development by having attended various types of training within the last three years in accordance with BC's CPD regime.
 - Have a DBS check if required to do so by the DBS Officer or have shown suitable identification to the DBS Officer.
- A record has been maintained of the coaches or leaders who have been responsible for each session, along with the names of the participants.

In order to support the Club's declaration each section's lead coach is required to provide to the Secretary a signed copy of the Section Procedures Approval Form by 15 October in each year, along with the supporting documents set out in that form.

<https://www.exetercanoecub.org.uk/procedures/>

4. MEMBERSHIP PROCEDURES

a. Alternative paper-based membership renewal processes

The Membership Secretary is required to arrange an alternative paper-based membership renewal process for club members who do not use online systems. This paper-based system must include a method of providing these members with a copy of the club's policies and procedures, and obtaining their acknowledgement and acceptance of the same.

5. BOATSWAIN PROCEDURES

a. Periodic Equipment Checking Procedures

1. On an annual basis the Boatswain should arrange a thorough check of all the boats (including foot pegs, backrests, toggles, airbags, water tight compartments, rudders and skegs), paddles, buoyancy aids, spray decks, helmets, throwlines and towlines.
The equipment should be checked for holes, rough edges, wear and missing bolts. Helmets should be checked for visible blemishes, whether the outside of the helmet is sound and whether the cradle is attached.
Any necessary repairs should be organized or the equipment disposed of where it may not be used again.
2. The Boatswain should maintain a record of the maintenance checks undertaken. The record should enable individual boats and items of safety equipment to be identified. The items of safety equipment are buoyancy aids, helmets, throwlines and towlines.
3. The club's boat shed equipment should also be checked by the boatswain, for example the stepladders and the hoists for securing boats in the roof of the boat shed.

Version	Date of approval	Type of amendments
Operating Procedures for Committee 2021	Committee meeting 15 March 2021	Full review
Operating Procedures for Committee 2023	Committee meeting 6 March 2023	Quality Mark replaced by Quality Club