



Standard Operating Procedures

Sudbury Canoe Club is an active and family friendly club that gives new and inexperienced paddlers the opportunity to learn to kayak and provides competent paddlers with the opportunity to enhance and develop their own skills. As Kayaking can become a risky sport if not run responsibly, the club has a clear procedure for all paddlers to follow to ensure that the foreseeable risks involved with this sport are minimised to the best of our ability.

About SCC

Sudbury Canoe Club's ordinary schedule is as follows:

- Summer Months (May to September) Friday Night Club Meets at the Quay for 6.30pm
- Winter Months (September to May) Saturday Morning Club Meets at the Quay for 9.30am
- Pool Session are offered at Hadleigh Pool approximately twice a month during the winter period on a Saturday evening 5-6pm Juniors, 6-7pm Adults
- Sunday paddles along the Stour, Cam, Thet or further afield are organised throughout the year
- Family camping and intro to whitewater at Slenningford on the River Ur, May bank holiday annually
- Introduction to whitewater trips organised twice a year (usually to North Wales for newcomers and further afield for more competent paddlers)

The club can be contacted through the website (www.sudburycanoecub.org.uk), e-mail or by turning up at one of the events detailed above. Committee members can be reached via email links on the website or through FB Group and formal FB SCC page.

Equipment

With respect to equipment the club will provide each club member, if required, with equipment conforming to British Canoe Union guidelines. This equipment shall be as follows:

- A buoyancy aid of the correct size and capacity for the paddler
- A helmet that fits securely (when required)
- A spray deck that is correctly sized for boat and paddler (appropriate wet exits organised for new paddlers)
- A kayak of a suitable shape/model (within reason and related to paddling skills)

Sufficient safety equipment will also be provided or available as follows:

- First Aid Kit (fully stocked and with an instructor)
- Spare paddles (for away trips)
- Throw lines (carried by river leaders or trained paddlers)

The equipment shall be stored in the Shed. Equipment is monitored and maintained by the Equipment Officer, who will keep records of the maintenance carried out. If equipment is unsafe or damaged it will be clearly labelled to prevent accidental use. The equipment is formally inspected on an annual basis and an inventory is kept, detailing the age, condition and value of every piece of equipment.

NOTE - Any personal equipment that is used is the owner's responsibility and the owner should ensure that it conforms to the necessary standards for the activity being undertaken. The primary instructor may however prevent an item of equipment being used if they feel that is unsuitable for the activity being undertaken. The club assumes no responsibility for any personal equipment used.

Personal Responsibilities

Whilst the club aims to cover the majority of safety aspects for the members, responsibility for personal behaviour ultimately rests with individual club members. These responsibilities are:

- Declare on the membership form any medical conditions or allergies
- Pay attention and adhere to the advice and instructions of instructors and club coaches or members leading an activity
- Inform trip/group leader of any medical conditions or injuries that may affect activity
- Always carry an inhaler or personal medication for own use that is not in the FA kit
- Not jeopardise others, the public or the environment during club activities

On trips:

- Ensure personal kit is correct for the activity (trip leader to check)
- Always follow instructions of the trip/group leader
- Inform trip leader of any issues that may affect ability including safety concerns

Pool Sessions

Pool sessions will be booked and appropriate skills organised for the range of paddlers seeking instruction or development of skills.

New paddlers - The capsize drill will cover calling for a rescue and the correct procedure to exit a boat when wearing a spray deck. It will cover the importance of the release loop on the spray deck. The paddler will not be permitted to use a neoprene spray deck until they have completed a capsize drill. Paddlers are only allowed to enter the water when there is another paddler or lifeguard on the side.

The Duty Instructor will organise the training in the pool and has overall responsibility of making sure the pool is left on time and in good order.

River Trips

Official river trips will be announced and posted in order to organise appropriate accommodation and leader/paddler ratios. Should there be limited space on the trip, places are allocated on a first-come-first-serve basis, but the final decision is at the Trip organisers discretion to ensure the group is appropriate for the difficulty of the trip. If a member of the organisation team does not think a paddler has sufficient skill for the trip, he/she can be refused from attending.

If the conditions of the river are harder than expected, the club has the right to prevent any paddler from paddling, should they be deemed not capable. The club will not take paddlers of unsuitable experience or ability on trips above their level.

Should members wish to go on an informal trip (e.g. to the sea) during free time, they must first make sure that the number of competent paddlers on the trip meets club safety rules.

Chairman: Kyrstie J Hall
Co-ordinator: Eliot Barter
Equipment Officer: Richard Jacques

Before beginning the river, the club will make sure all paddlers are wearing suitable and correct equipment and have a warm change of clothes. There will be a briefing given by the Leader or Group Leaders. River signals will be recapped. Dry kit will be organised with the shuttle.

During paddling the river, the trip/group leaders will be continuously assessing the risks around the river and should there be a feature too risky for some members of the group to paddle, appropriate action will be taken to reduce the risk. This may include descending in smaller groups, or portaging the feature i.e. weirs.

Emergency Operating Procedure

In the event of an incident or emergency the following procedure shall be adhered to:

Safety should follow training to the best of their ability given the situation. However, individuals have no responsibility to attempt rescues if it puts themselves or the group at risk. They must always put their own safety and the safety of the group first and are never required to carry out a rescue if they do not feel safe or confident enough to

In an emergency the designated instructor (or most highly trained first aider) should take charge, and delegate responsibilities. He/she should ensure that appropriate emergency services are contacted, head counts are taken, communication restrictions are imposed, an incident log is written. The incident log should include the time and date, nature, names and numbers of casualties and the condition of the casualties.

The club will keep the First Aid kit up to date and fully stocked with an appropriate range of bandages, plasters, ice packs, gloves and tissues. There will also be an advice sheet and a facemask. If the incident takes place in a swimming pool, oxygen may be available but first aid will be given by the pool Life-guard.

NOTE: the aim of the club is to be safe and have fun.

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