

OCKC: Standard Operating Procedures

Club Name: Oxford Canoe and Kayak Club
Affiliation Type: Senior Club
Club Chair Name: Chris Ford
Number of club members: 50 to 100
Open to the Public: Yes



Contact Details: Riverside Centre, Donnington Bridge Road, Oxford OX4 4AZ

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1. Health and Safety

- See health and safety policy document.

2. First Aid & Accidents

- First Aid kit is available within the Riverside Centre. One or more coaches/leaders will carry a basic first aid kit on the water during organised events.
- Incidents and accidents are recorded on our online system by the relevant coach or leader. Accidents are reviewed by the club committee and, depending on severity, accidents will be formally reported into British Canoeing.
- Incidents and Accidents are reviewed at Committee meetings.
- Coaches and Leaders have current first aid qualifications and are the first point of contact.
- Emergency contact and medical details of members are held in the online membership systems (OSM).

3. Fire & Evacuation

- When events are held in the main hall, Riverside procedures are followed, including ensuring the metal shutters are raised to provide an alternative fire exit.
- Riverside Centre is responsible for maintenance and testing of extinguishers.

4. Discipline

- Serious or repeated instances of bad or dangerous behaviour, infringement of rules etc will be escalated to the club committee. Club Committee will decide on action to be taken, which may include a formal written warning from the Chairman, or banning a member.

5. Club Equipment & Premises

- Equipment storage and fault reporting
 - Equipment is stored at Riverside Centre.
 - Quartermaster completes an annual review of equipment and arranges for replacements and remedial work.
 - Any equipment faults identified before, during or after paddling that cannot be fixed immediately are reported by coaches/leaders to the quartermaster via the messenger group to allow all coaches to be aware of problems. Quartermaster will remedy or organise as required.
- Access and use of Equipment
 - Only approved coaches, leaders and specified members can access equipment and arrange paddling events for members.

- Club equipment can be taken off site on events, or borrowed by approved members on request to the quartermaster.
- Premises
 - Access to changing rooms and equipment is controlled by keyholders. Gates and doors should be locked when on the water and at the end of the session.
 - Electrical appliances are checked by Riverside Centre

6. Coaches and Leaders

- Coaching and leadership competence will be assessed by the committee and head coach. Normally OCKC will expect coaches and leaders to hold suitable qualifications approved by BC to evidence competence.

7. Club Child Protection and Vulnerable Adults Policy

- See welfare policy.

8. Standard Operating Procedures – Paddlesports (Sheltered Water- Moderate Water)

Scope

This procedure covers (but is not limited to) the following paddlesports craft - closed cockpit kayaks, sea kayaks, open canoes, touring kayaks, tandem touring kayaks, SUP's, and rafted open canoes.

General

OCKC follows the British Canoeing recommendation of coach/leader to participant ratios of up to 1:8 in solo craft, and 1:12 in crewed craft (ie 6 tandem canoes). Factors to consider on the day include: leaders experience; participants age, competence and experience; and conditions and environment. Coaches and leaders will then use their experience to decide suitable ratios. For example, a social paddle with experienced paddlers in good conditions may exceed these ratios.

In higher flows, for example EA Yellow or Red Boards or a moderate water environment, a coach with suitable leadership qualifications will be required or an individual with a BC leadership or coaching award with a site specific OCKC letter of competency.

Getting ready

Coaches/leaders to decide on the order that this is carried out :

- PPE: Buoyancy aids and suitable footwear to be worn at all times. Juniors (Dons) are required to wear helmets in all craft. For adults, helmets should also be considered if there is a danger of the participant becoming inverted in shallow water e.g. when using a CCK. Also, where games may involve contact with the head. Helmets must be worn on any weirs or on inland moderate water. Waterproofs dependent on conditions.
- Experienced paddler are responsible for their own warm up. Novice and Dons paddlers are to be warmed up by their coach or leader.
- It's recommended that paddlers with long hair afix it out of the buckles and clips so it does not become caught or tangled.

- Transport the boats and equipment using a safe and recognised lifting technique which reduces the likelihood of injury.
- Briefing; it would be considered normal to cover the following (this is not an exhaustive list), hazards, conditions, communications, flora, fauna and general environment, other water users and expectations of the group.

Experienced paddlers are responsible for checking their own PPE is fitted correctly. PPE for novices and junior section to be checked by group leader prior to getting on the water.

Activity

- Good communications will always be maintained with the whole group.
- The group will follow the 'rules of the road'.
- PPE will always be worn when afloat, the minimum PPE will be footwear and a BA.
- In the event of lightning on exposed open water, the whole group should get off the water as soon as possible and make best use of shelter where possible, not sheltering under trees.
- Good supervision must be maintained throughout the session and awareness of the environmental conditions must be continuously considered.
- Appropriate access and egress techniques must be used e.g. kneeling when close to shallow water on a SUP.

Post-activity

- All members of the group will be accounted for.
- The group must be supervised while they are near the water's edge. If they are still on or in the water this must be by a competent member. If they are on the bank, then this can be an over-18 with the group (this responsibility must be stated to them).
- All equipment must be safely returned to its place of storage. Any defective or lost equipment must be reported to the Riverside Team Leader or their delegate. The BAs must be hung 'clipped & zipped', facing forward, smallest sizes at the front and largest sizes at the big. Helmets will be hung on their hooks by their chin straps, paddles will be stored in their racks and poles & bracing bars will be stored at the back of garage 3 and sea kayak paddles stored in the roof trusses of garage 3.
- Coaches must report any incidents, accidents or near misses.

Weirs

- Only Discipline Specific Coaches can use the weirs.
- Those holding a BC leadership or coaching award with a site specific OCKC letter of competency are also able to use weirs.
 - In these cases, weirs must be clearly identified, and risk assessed in writing before they are used.
- PPE including helmets will be worn.
- Group control – place of most usefulness – dependent of group needs and experience and activity

The flow of the river must be considered and the coach must have a clear plan of how the group will be managed during the activity.

Operating around Local Weirs and Locks

- The flow of the river must be considered

Area	Comments
Thames Locks	<p>Follow the operation instructions when using the lock. Normally a member of staff or the Lock Keeper will operate the lock.</p> <p>Be aware of other users.</p> <p>Only groups that have been shown how to use a lock safely e.g. a DofE group can be deemed as competent to use a lock without direct supervision.</p> <p>No games are to take place in the lock.</p> <p>Good group control is to be maintained at all times.</p> <p>Awareness of flow into and out of the lock when being operated.</p>
Local Weirs (not specifically named below)	Weirs are not to be approached from above when they are open.
In the area of Longbridges & Tumbling Bay Swimming Pools	<p>It is essential to know if the weirs are open, as this will create a substantial flow through the upstream channels. The weirs can be easily inspected from Weirs Lane.</p> <p>Take care to avoid obstructions such as branches blocking access.</p> <p>Longbridges. Do not enter the no go area if the radial weirs are open.</p> <p>Consider strong flows near to the entrance when the weirs are open.</p> <p>Consider the strength of the group and their ability to exit the swimming pool area.</p>
Lasher weir	No swimming above the Lasher weir if the double and/or the treble are open in any way.
Fish Pass	This is a Moderate Water environment at all times
Iffley Paddle Weir (River Left)	This weir is not to be approached when it is open from above. See No- Go areas.
Iffley Weirs Not including the paddle weir	These weirs are not to be approached from above. See No- Go areas.
Double weir, Weirs Lane	This weir is not to be approached from above when it or the treble is open. See No- Go areas
Treble Weir, Weirs Lane	<p>This weir is not to be approached from above when it or the double is open. See No- Go areas.</p> <p>This weir is not to be approached from below when it is open.</p>

No- Go areas when weirs are open

Around Longbridges & Tumbling Bay Swimming Pools



Around Iffley Weirs & Lock

