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| *Procedures reviewed on* | 3/10/2024 |
| *Procedures due for review* | October 2025 |

Club Name: Haverfordwest Kayak Club

Club Chair Name: Refer to [www.haverfordwestkayakclub.co.uk](http://www.haverfordwestkayakclub.co.uk)

Number of club members: Approximately 70.

Open to the Public? Yes

**Contact Details**

Email: chair@haverfordwestkayakclub.co.uk

**Club activities**

What are the club’s main venues and what are the regular activities at those venues?

* Weekly trips are carried out on a Tuesday evening during the summer. Details are posted on the club website. Venues vary depending on the weather on the day. Activities typically include sea kayaking, surf kayaking, rock hopping and canoeing. Trips are planned by a rota of members but are approved and signed off by qualified coaches / leaders. Trips are typically finalised on the Sunday before the Tuesday activity.
* Weekend trips are arranged by leaders and coaches when available.
* Weekly pool sessions are held during the winter at Haverfordwest Leisure Centre.

What ratios of participants to leaders does the club operate for these activities?

* Club trips will generally be led in accordance with the guidance contained in the British Canoeing document ‘Environmental definitions and Deployment Guidance for Instructors, Coaches and Leaders.’

What qualifications/experience is required for leaders of each activity and how are these qualifications reviewed/checked/approved by the club’s committee?

* Leaders will either be British Canoeing Qualified or will have suitable experience in the environment.

**Health and Safety**

Health and Safety Policy

Please detail your club’s Health and Safety Policy and attach to this document.

* Refer to document available at [www.haverfordwestkayakclub.co.uk](http://www.haverfordwestkayakclub.co.uk)

First Aid & Accidents

Where are the first aid kit and accident book located?

* First aid kits to be carried by leaders and coaches. Any group partaking in a peer paddle shall carry a suitably equipped first aid kit with them.

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

* Club Health and Safety officer.

Where can the contact be located?

* Refer to the club website for details of the current Health and Safety Officer.

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

* First aid kits shall be maintained by the individual owner.

Who else is responsible for providing First Aid?

* Other members who are not leaders or coaches but have a suitable first aid qualification can provide first aid.

**Emergency Procedures**

What process should be followed in the event of an accident or emergency? Who is responsible for which actions?

* The response to an incident shall be managed by the trip leader or another suitable person if the leader is incapacitated.
* Emergency services shall be contacted as required.
* The club chair shall be contacted as soon as reasonably practical.

Where are the emergency contact details for all members kept?

* Membermojo membership system.
* Access to membermojo is available by the committee members.

Who is responsible for keeping these contact details up to date?

* Membership secretary.

How would a session coach or leader access these contact details if they needed them?

* Contact the Membership secretary, Chair or Secretary in the first instance. Contact another committee member if above not available.

Who is responsible for completing Incident Report forms?

* Incident report forms shall be completed by the trip leader in charge during the incident. The Chair shall be consulted on the process prior to final submission.

*It is best practice to use the online British Canoeing Incident Report form which can be accessed on the Canoe Wales website here:* [*https://www.canoewales.com/report-an-incident*](https://www.canoewales.com/report-an-incident) *Once submitted, a copy will be sent to the person who completed the form for the club’s records, and copies will also be sent to Canoe Wales and British Canoeing to assist with improving safety in paddlesport. If the club needs to submit an insurance claim, there is further guidance here:* [*https://www.canoewales.com/canoe-wales-insurance*](https://www.canoewales.com/canoe-wales-insurance)

How long are forms kept on record for within the club?

* 5 years

Name of designated Canoe Wales expert to help with enquiries:

* Refer to the Canoe Wales website for more information.

In the event of a serious incident, what instructions are there with respect to dealing with the media?

* No club members shall speak to the media with respect to any incident. All queries shall be directed to Canoe Wales.
* No photographs or comments in relation to the incident shall be made on any social media platform.
* Club coaches and officials must NOT discuss any event with the press or admit liability to any party.

**Discipline**

Please outline the club’s policy in regards to bad behaviour, infringement of the rules etc.

* The club operates a three-strikes-and-you’re-out response. For each case, the individual or parent/guardian shall be informed of each strike in writing from the Club Chair. The club reserves the right to ban a member at the first infringement for the safety of club members or in the interest of the club’s reputation.

**Club Equipment**

Who is responsible for logging equipment and performing routine safety checks?

* Equipment Officer.

Who can use club equipment and when?

* Club members on club activities.

What are the requirements for non-members using the equipment? (E.g. school groups)

* Non club members undertaking trial sessions prior to joining or partaking in recruitment activities (e.g. come and try sessions or coaching days) may use club equipment.

Can club equipment be taken off site for use?

* Yes for club activities.

How and where should equipment be stored?

* Outdoor kit is stored at the club store in Haverfordwest.
* Pool kit is stored at Haverfordwest Kayak Club

How are faults reported and recorded?

* Any equipment defects shall be reported to the equipment officer.

**Keys**

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

* Club coach or leader, to be arranged by the trip organiser.

Who locks up?

* Club coach or leader, to be arranged by the trip organiser.

What are the rules for locking up at the end of the day?

* Ensure that all kit is stored correctly and all containers are locked prior to leaving.

Where are keys kept?

* Club key holders.

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

* Club leaders and coaches.

**Non-members/Visitors**

***Children will not be permitted to leave the activity without the knowledge or permission of the Coach.***

***Unknown person(s) picking up a child should make themselves known to the Coach on arrival of dropping the child at the activity.***

**Club Child Protection and Safeguarding Policy**

Please detail your club’s Child Protection and Safeguarding Policy and attach to this document.

* Refer to document available at [www.haverfordwestkayakclub.co.uk](http://www.haverfordwestkayakclub.co.uk)

*There is a separate template available to assist you in drafting this policy.*

Safeguarding Officer Name and Contact details:

* Refer to [www.haverfordwestkayakclub.co.uk](http://www.haverfordwestkayakclub.co.uk)

How often is the club’s Child Protection Policy reviewed?

* Annually

How is the club’s Child Protection Policy shared with members and coaches/leaders – and in particular, what does the club do to ensure that members know how to report any concerns?

* The policy is available at [www.haverfordwestkayakclub.co.uk](http://www.haverfordwestkayakclub.co.uk)
* Details are included on the club membership form.