



Adur Canoe Club Manual

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3. Important notice

All ACC members (Day and Annual) need to be aware and understand that:

- ♦ Paddlesport (canoeing, kayaking, stand-up paddleboarding etc.) are “assumed risk” water contact sports that carry attendant risks
- ♦ The insurance provided by the club through British Canoeing is Third Party Liability insurance only and does NOT provide personal injury cover

Section End

4. Introduction

This ACC Manual is intended to provide Adur Canoe Club (ACC) coaches and members with the information needed to ensure that ACC consistently operates in a safe, enjoyable, sustainable manner.

This ACC Manual supersedes and replaces all other club documentation other than Site Specific Training which is documented in a separate manual. The ACC Manual will be updated as required, any club member may propose amendments to the manual but it is the responsibility of the ACC Chair to ensure the manual remains accurate and current.

The master copy of the manual is the electronic version stored on the ACC website (www.adurcanoecub.org.uk). Printed copies may be out of date and should be treated accordingly.

Section End

5. About Adur Canoe Club

Adur Canoe Club is a friendly club that promotes paddlesports as a means of being active, enjoying the outdoors and having fun. We partake in many paddlesport disciplines including: Kayaking (recreational to white-water), Open-Canoeing, Slalom, Freestyle, Surfing, Touring, Sea and Stand-Up Paddleboarding. We are a British Canoeing affiliated club – Affiliation No 11.

ACC is based in Shoreham-by-Sea at the 3rd Shoreham Sea Scouts Headquarters, next to the Adur river and just north of the Norfolk Bridge (BN43 5LT). We offer members: year-round Sunday sessions; indoor pool sessions in the Winter; regular, varied trips catering to a range of desires and abilities; and coaching towards some of the more popular British Canoeing paddlesport awards.

We can provide all the kit and equipment that people need to get started. Club members can also, within reason, sign-out club boats and kit to take and use away from club sessions see Section 22 and Appendix 12.

To ensure our club insurance is valid anyone paddling with ACC, on any occasion, must be a club member– either annual or day. Coaches and Leaders must/will robustly enforce this rule.

We provide the following paddling sessions:

- ♦ Sunday mornings
We paddle on the Adur river every Sunday – arrive 9.30 to be ‘On-the-water’ (OTW) at 10.00 - and it is a fantastic place to develop your paddlesport skills because it is very tidal. The tidal variation means that every session is different, and we use a ‘Red-Amber-Green’ traffic light system (appendix 7) to classify sessions according to difficulty, skills and activities. High tide sessions are ideal for beginners, whereas low tide offers near ‘white-water’ opportunities for practicing advanced skills such as ferry-gliding, breaking-in/out, S-turns etc. The tidal flow also allows us to do river trips up towards Bramber or down river towards the harbour and beyond. Sunday sessions are led by a Duty Coach (DC), who, supported by other coaches, will provide skills coaching and ensure ‘safe, enjoyable learning’. These sessions are free of charge to club members; non-members will need to pay a Day Member fee.
- ♦ Tuesday evenings
Tuesday sessions typically run from April to September and are an opportunity for Club Members to do a bit more of their ‘own thing’ on the water. There is a Duty Coach but no formal coaching. These sessions are free of charge to club members; non-members will need to pay a Day Member fee.
- ♦ Pool sessions
Pool sessions typically run from October to April and are held at Wadurs pool, Shoreham (BN43 6TE). They offer an excellent opportunity to develop ‘rolling’ skills and to keep paddling through the Winter for those who don’t want to paddle in the cold. Pool sessions are overseen by a Wadurs Lifeguard and an ACC Coach.

There is a charge for these sessions but they are open to members and non-members – for the latter £1 of the session charge is for Day membership valid for the duration of the session.

We communicate with members via our Facebook group (search for 'Adur Canoe Club'), our website (www.adurcanoeclub.org.uk) and occasionally by email.

Section End

6. Governance

ACC is an unincorporated association i.e. club members bound together by a Constitution. ACC is not a legal entity in its own right. The Constitution is stored on the ACC website but a copy is shown for information in Appendix 1.

ACC is run by a Committee comprising

- ♦ Chair
- ♦ Head Coach & Safety Officer
- ♦ Junior Representative
- ♦ Members without portfolio
- ♦ Membership Secretary
- ♦ Quartermaster
- ♦ Secretary
- ♦ Treasurer
- ♦ Trips Co-ordinator
- ♦ Vice Chair
- ♦ Welfare Officer

Committee Member details are published on the ACC website.

The Committee aims to meet four times a year with the AGM being held in March/April each year. Committee meeting dates, venues and agendas are publicised via the ACC website and Facebook page.

All ACC members are welcome to attend Committee meetings but only Committee members are able to vote on resolutions. Minutes of Committee meetings are published on the ACC website.

Section End

7. Safety Culture

First and foremost, ACC is determined to provide members with a **safe** paddlesport experience. This will be done by ensuring our policies, procedures and practices are safety focused. We will use these repeatedly and consistently to promote a 'Safety First' mindset in club members.

Our safety culture will be embedded by:

- ♦ Ensuring all new members have a 'safety talk' with an ACC coach that:
 - shares our Safety policy (Appendix 2),
 - defines Safety Responsibilities so everyone is clear about their part in providing a safe paddlesport experience and
 - covers all of the General Risk Assessment criteria (Section 13)
- ♦ Ensuring all ACC sessions start with a 'Safety Briefing' where the Duty Coach (DC) informs participants about the risks for that particular session and how they will be mitigated/managed.
- ♦ Encouraging an informal 'After Action Review' after each session where the DC will discuss session safety management with another coach, or equivalent:
 - What was meant to happen?
 - What actually happened?
 - What was the reason for any differences?
 - Were there any unexpected hazards or 'near misses'? Do these need to be recorded?
 - What can be done differently in the future?
- ♦ Making all ACC members aware of the Safety Triangle (Appendix 3) and encouraging them to report hazards, near-misses and minor injuries via the Incident Reporting procedure (Section 20)
- ♦ Supporting a 'no-blame' culture where all members are able to share their experiences without fear of being judged

Section End

8. Dynamic Risk Assessment

Dynamic risk assessment (DRA) is a continuous mental process of assessing and analysing the environment to identify and manage risk. DRA involves identifying emergent hazards, the risks they pose and making a considered decision on the most appropriate course of action.

Good planning and preparation enables effective risk management before an activity takes place, DRA maintains this throughout the activity.

The DC should practice DRA throughout a session.

Section End

9. Role of the Duty Coach - Club Session

The primary role of the Duty Coach (DC) is to ensure individuals and the group experience, in priority order, 1) **Safe**, 2) **Enjoyable** 3) **Learning**.

The DC will do this by:

- Having
 - A relevant and valid coaching qualification
 - Completed the relevant ACC Site Specific Training
 - A valid first aid (minimum 8 hour) qualification
 - Completed Foundation Safety and Rescue Training (FSRT)
 - Maintained/refreshed their training through annual continuous professional development
- Ensuring the ACC Standard Operating Procedure (Section 11) is adhered to
- Considering weather, tide, paddlers and SEL when deciding the plan and activities for the session
- Applying ACC Junior guidelines i.e.:
 - <8 parent or guardian must stay with them for session
 - 8 – 11 – parent or guardian must be in attendance for session
 - 12 -16 - parent or guardian must sign them in and be readily contactable and available for the duration of the session.
- Determining groups and allocating coaches
- Ensuring all paddlers are signed-in and are club members (annual or day)
- Confirming that all paddlers are kitted out appropriately
- Delivering the safety briefing
- Saying 'No' as and when required e.g. being prepared to cancel a session, veto activities or refuse participants permission to get on the water
- Knowing their group i.e. familiarising themselves with participants experience, age (Juniors), injuries, abilities, disabilities, stamina, etc.
- Recording/reporting any Welfare or Safety incidents as per the Incident Reporting procedure (Section 20)
- Taking charge in the event of an emergency and implementing the ACC Emergency Plan (Section 21)

Section End

10. Role of Duty Coach - Wadurs

The primary role of the Duty Coach (DC) is to ensure individuals and the group experience, in priority order, 1) **Safe**, 2) **Enjoyable** 3) **Learning**.

The DC will do this by:

- ▶ Having
 - A relevant and valid coaching qualification
 - Completed the relevant ACC Site Specific Training and being familiar with the Wadurs environment, their policies, practices and Emergency Action Plan (EAP)
 - A valid first aid (minimum 8 hour) qualification
 - Completed Foundation Safety and Rescue Training (FSRT)
 - Maintained/refreshed their training through annual continuous professional development
- ▶ Ensuring the ACC Standard Operating Procedure (Section 12) is adhered to
- ▶ Applying ACC Junior guidelines i.e.:
 - <8 parent or guardian must stay with them for session
 - 8 – 11 – parent or guardian must be in attendance for session
 - 12 -16 - parent or guardian must sign them in and be readily contactable and available for the duration of the session.
- ▶ Familiarising themselves with participants (experience, age - Juniors, injuries, abilities, disabilities, stamina, etc.) before/at the start of the session - especially any they don't already know
- ▶ Managing the pool space and activities appropriately
- ▶ Carrying a whistle and being familiar with pool whistle signals i.e. 1 short blast for attention, 3 short blasts for an emergency
- ▶ In the event of an evacuation taking participant details with them (Webcollect report or sign-in sheet) if safe to do so
- ▶ Recording/reporting any Welfare or Safety incidents as per the Incident Reporting procedure (Section 20)

Section End

11. Standard Operating Procedure – Club Site

- ▶ There is no parking at the ACC compound. Paddlers will need to drop off boats/kit etc. at the scout hut and then park in either of the Recreational Ground car parks. Access to the compound is required at all times so the gateway must not be blocked. Members should park in a legal and considerate way.
- ▶ Access to the compound is via the pedestrian gate which has a combination padlock. If you need the details for this or any other locks, alarms etc. contact a Committee member. **Security details should be shared as little as possible.**
- ▶ The DC should access the ACC building using the combination padlock and then use the key safe to access the Scout HQ front door key. Once inside Scout HQ the alarm needs to be turned off. Sufficient lights should be turned on so that relevant passageways/rooms are adequately lit.
- ▶ Members will enter and leave the Scout HQ only through the front door and no other external doors should be opened. Members should not access any area of the building other than the changing rooms/toilets.
- ▶ The DC will set out the Signing-in sheet and ensure that all paddlers complete this before getting on the water. PUT SOME STUFF IN HERE ABOUT DIFFERENT FORMS AND HOW THEY ARE MANAGED
- ▶ At the start of a session paddlers should wait in the compound for the DC to give the Safety Briefing. The DC - or nominated other - will turn off all lights in Scout HQ, leave through the front door, lock this and return the key to the ACC hut for the duration of the session. The ACC building should be secured using the combination padlock.
- ▶ The DC will undertake the Safety Briefing in the compound and the rear gate can then be opened and paddlers make their way onto the water. The DC - or nominated other - will then lock the compound gate which must remain locked when paddlers are on the water.
- ▶ When paddlers get off the water the same process is followed in reverse. **All boats and kit must be returned and stowed in a safe, tidy manner back where it came from.**
- ▶ At the end of the session the DC - or designated other - must:
 1. Check that the Scout HQ is empty
 2. Mop all floors: toilets, changing rooms, passageways, hallway
 3. Check all windows are shut
 4. Check all toilets are flushed
 5. Close all internal doors
 6. Turn off all lights
 7. Set the alarm using the same code as for disarming
 8. Empty the mop bucket outside and leave the mop and bucket in the porchway
 9. Lock the front door and return the key to the ACC key safe
 10. Check that the rear gate is locked
 11. Lock the ACC building
 12. Walk the compound to make sure it is empty – people and kit



13. Lock the front gate

Where these tasks are delegated to others accountability remains with the DC

Section End

12. Standard Operating Procedure – Wadurs Pool


- ▶ On arrival liaise with the Wadurs staff and ensure that they are expecting and prepared for us
- ▶ Use Webcollect to print a list of participants and their ICE details, or, use a signing-in sheet to record participants and ICE details
- ▶ Ensure all participants are familiar with ACC Pool Session Rules:
 - All participants to adhere to Wadurs safety rules.
 - No one to get in the pool until Lifeguard/Coach give permission
 - No 'seal launching' into the pool
 - No swimming in the pool except for rescue or coaching purposes.
 - No more than 12 boats permitted in the pool at any time
 - Outside equipment brought into the pool must be clean
 - Helmets must be worn for polo and on any occasion a coach or lifeguard asks
 - Paddles not be used for polo
- ▶ Once the Lifeguard gives the OK for the session to start help paddlers get kitted out as appropriate/required
- ▶ Suitable topics for pool coaching include: Water-confidence, Edging, Support strokes, Rolling, Forward paddling and Turning
- ▶ At the end of the session ensure the pool is vacated in a timely fashion, kit is washed down where appropriate and returned in a safe manner to the storage area
- ▶ Any safety or safeguarding incidents should be reported at the time to the Wadurs Duty Officer and subsequently as per the Incident Reporting procedure (Section 20)

Section End

13. General Risk Assessment

This risk assessment applies to all paddlesport sessions held by ACC on the Adur river with members setting off from our base just north of the Norfolk Bridge.

Risk Identification has been undertaken by the ACC Head Coach and checked by a number of experienced ACC Coaches. However, this list may not be exhaustive and the DC must actively consider what other risks may apply to their particular session and participants on the day.

Hazard/Risk	Mitigation/Management
General Safety	<p>DC and any other Coaches supporting a session to have undertaken the relevant Site-Specific Training. Site-Specific Training (SST) content is documented in a separate manual maintained by the Head Coach.</p> <p>DC to be aware of tide times and size – tide tables are kept in the ACC hut and the day’s tide is shown on the ACC website</p> <p>DC to have access to a phone both on and off the water so emergency services can be contacted if required</p> <p>Basic hand signals (stop, paddle, come-to me, go left, go right) to be briefed out to all members before getting on the water</p> <p>The Adur (north of the Norfolk bridge) has plentiful, accessible egress points. If a session is going awry for whatever reason Coaches can and will decide to get paddlers ‘off-the-water’. Walking back to the Club is easily done and boats can be recovered subsequently. This is always an option and should not be considered as a ‘last resort’ only. Egress points south of the Norfolk bridge (see figure below) vary according to tide conditions. Coaches should be familiar with these locations and able to accurately describe them to emergency services if required.</p>
	
Slips/Trips	<p>Awareness of risk – reminding members of slip/trip hazards</p> <p>Good housekeeping to keep compound, pathways and slipway clear of hazards</p> <p>Ensuring members wear appropriate footwear - open sandals or flip flops are generally speaking not suitable</p>

Hazard/Risk	Mitigation/Management
	<p>Instilling good boat handling practice e.g. doubling up, bending knees etc.</p> <p>Effective group management on the slipway to avoid congestion and collisions</p> <p>Regular cleaning of the slipway with power washer</p> <p>All paddlers to wear helmets once outside the compound unless the DC deems it safe not to</p> <p>All paddlers to be aware that 'Adur mud' tends to be very slippery and a significant slip hazard even on 'the flat'</p> <p>DC to report any slipway, compound hazards or concerns to Quartermaster/Head Coach via the ACC Coaches FB page</p>
Exposure	<p>Publicise anticipated weather conditions and mitigation on FB beforehand</p> <p>Continue to monitor weather forecast right up to session start time</p> <p>At safety briefing ensure members are aware of, and appropriately dressed/prepared for, the anticipated conditions</p> <p>DC to plan activities in line with anticipated weather conditions and change these if needed</p> <p>DC to note what time the group got 'on-the-water' and time 'off-the-water'</p> <p>DC to consider and carry supportive materials as appropriate e.g. sun-cream, water, warm drink, additional layers, snoods, group shelter etc.</p> <p>DC to regularly appraise paddlers and conditions especially in extremes of hot or cold</p> <p>Weather and water conditions can change very quickly so DC should have contingency plan in place</p>
Injury	<p>Members to park legally and safely so as to avoid risk to self and others</p> <p>Ensure all members are aware of and practice safe lifting/carrying techniques when moving boats (See Appendix 13)</p> <p>Heaviest boats to be placed on the mid level of racks where possible</p> <p>Members to be shown how to handle/empty a swamped boat</p> <p>Helmets to be worn at all times once outside the compound unless the DC specifically approves otherwise</p> <p>All members to look out for/ be aware of others when moving/carrying boats</p> <p>'Safety culture' to ensure all paddlers are undertaking dynamic risk assessment for self/others</p>
Drowning	<p>Duty Coach to consider safety as paramount factor and manage session plans accordingly – including cancelling session and/or refusing permission to participate if appropriate</p> <p>All paddlers to be water confident and able to swim 50m in clothes</p>

Hazard/Risk	Mitigation/Management
	<p>A Coach always to be first boat on the water with remit of overseeing 'getting-on' process and corralling paddlers as required</p> <p>All kayak paddlers to undergo witnessed 'wet-exit' both without and with spray-deck before paddling Amber or Red tides</p> <p>Appropriate personal flotation devices (PFDs) to be worn at all times once outside the compound</p> <p>Correct Leader/paddler ratios to be enforced at all times</p> <p>Effective paddler/group management to be applied e.g. 'man-marking' use of 'back-door' etc.</p>
<p>Entrapment</p>	<p>All paddlers wearing spraydecks have done a satisfactory 'wet-exit'</p> <p>Remind all paddlers of 'Bung-in, spraydeck grab handle free, paddle right-way up' protocol</p> <p>All paddlers to be aware of 'clean' dress criteria i.e. no loops or snag hazards on their kit</p> <p>All paddlers to be aware of entrapment hazards and manage on-the-water entrapment hazards such as bridge structures, boats, mooring lines, fishing lines etc appropriately</p> <p>Coaches to carry accessible knives suitable for cutting ropes, webbing etc.</p>
<p>Fatigue, Exhaustion</p>	<p>Ensure paddlers are in appropriate boats for the conditions</p> <p>Plan session activities in accordance with the weather & paddler abilities</p> <p>DC to carry high-energy snacks to give out if required</p> <p>Appropriate plan to be in place from the outset of how to support tired paddlers if required e.g. tow-lines, rafting-up, walking out etc.</p>
<p>Capsize</p>	<p>All group members to be briefed on what to do in the event that they/another paddler capsize.</p> <p>Paddlers must understand the importance of not making a capsize situation worse/more complex by inappropriate interventions and know to apply the self/team/kit prioritisation approach</p>
<p>Locations</p>	<p>DC and other coaches to have undertaken relevant SST and be familiar with the river environment, features of specific areas and any additional hazards e.g. windy, shallow, empties/fills particularly quickly etc.</p> <p>Locations for coaches to be familiar with include: railway viaduct, Norfolk Bridge, Toll bridge, A27 flyover, Cuckoo corner, Nursery lagoon, Plug-hole.</p>
<p>Recreational water illnesses (RWIs)</p>	<p>All members to be aware of the risks of RWIs, and to take appropriate precautions e.g. minimising unnecessary contact with the water and the likelihood of water/contaminants entering the body, observing good hygiene practices</p>

Hazard/Risk	Mitigation/Management

Section End

14. Specific Risk Assessment – Green (high) Tides

This risk assessment is **in addition to** the General Risk Assessment (Section 13) which applies to all ACC activities. ‘Green’ tides are defined as a tide that will be at its highest level for most of the session. This provides a flat-water environment ideal for novice paddlers to learn foundation paddlesport skills.

Hazard/Risk	Mitigation/Management
Too many paddlers	DC to maintain compliance with BC remits – typically of 1 Instructor per 6 paddlers max BC remits to be clearly on display within the ACC base DC prepared to say ‘No’ to paddlers as and when required
Badly kitted out paddlers	Coaches to ensure paddlers have appropriate kit. Coaches may use experienced members to help with this. Do paired-buddy check for essential kit i.e. “Has your buddy got suitable clothing, a boat, PFD, helmet, correct paddle etc?”
Mixed ability group	DC to discuss/confirm abilities and create appropriate sub-groups with requisite leadership and activity plan Particular attention to be paid to ‘knowing the paddlers’ and, for example, their abilities, disabilities, experience, fitness, stamina etc.
Group dispersal	DC to define/organise smaller groups based on ability/wants from the outset and agree if/where/when groups will meet up. Each smaller group to be supported by a Coach and, if appropriate, more experienced paddlers. Coaches/assistants must be clear about who they are looking after and Paddlers must be clear about who is looking after them. If paddlers decide to leave a session early they must be safely managed off the water and off the premises. Particular consideration needs to be given to safeguarding children and vulnerable adults in this situation.

Section End

15. Specific Risk Assessment – Amber (low) Tides

This risk assessment is **in addition to** the General Risk Assessment (Section 13) which applies to all ACC activities. ‘Amber’ tides are defined as a tide that will be at its lowest for most of the session. The river will be flowing in a channel providing a safe environment for developing moving-water skills

Hazard/Risk	Mitigation/Management
Capsize in shallow water	<p>Helmets to be worn to avoid injury</p> <p>Capsize drills to be encouraged (particularly at Green tides) so paddlers know how to respond</p> <p>Paddlers to have good boat balance and rudimentary support strokes before paddling amber tides</p>
Hypothermia	<p>For paddlers who are developing their moving-water skills there is a greater risk of capsize, swimming and possible hypothermia.</p> <p>Paddlers must be wearing suitable kit for cold water immersion and coaches must be on the lookout for signs of excessive coldness e.g. mumbles, grumbles, stumbles, cyanosis etc.</p>

Section End

16. Specific Risk Assessment – Red (middle) Tides

This risk assessment is **in addition to** the ACC General Risk Assessment (Section 13) which applies to all ACC activities. 'Red' tides are defined as a tide between high and low where the water is moving quickly up or down river. This offers paddling in a fast moving-water environment with associated risks.

Hazard/Risk	Mitigation/Management
Group gets split-up, dispersed	Effective group management e.g. correct ratios, designated 'man-marking', one-at-a-time approach for higher risk activities etc. Agreed protocol of what to do in place for both coaches and paddlers e.g. 'go with the flow', find an eddy and stay there until advised otherwise, raft up with out-of-control paddler etc.
Hypothermia	For paddlers who are developing their moving-water skills there is a greater risk of capsize, swimming and possible hypothermia. Paddlers must be wearing suitable kit for cold water immersion and coaches must be on the lookout for signs of excessive coldness e.g. mumbles, grumbles, stumbles, cyanosis etc.
Pinning	Pin hazard/risk/management to be covered in the safety briefing e.g. moored boats are a hazard, there is a risk of being pushed onto them, management is to 'lean into' the object and hold on until coach advises what to do Effective group management e.g. clear plan for passing high risk areas,

Section End

17. Specific Risk Assessment – Shoreham Harbour/Beach trip

This risk assessment is **in addition to** the ACC General Risk Assessment (Section 13) which applies to all ACC activities. ‘Shoreham Harbour/Beach trip’ includes: 1) Paddling South on the Adur to Shoreham Harbour, 2) Paddling outside the harbour either easterly towards Brighton or westerly towards Shoreham beach, 3) portaging Ferry Rd to Shoreham Beach (or vice versa), getting on the water and paddling back to the Harbour/Adur river.

Hazard/Risk	Mitigation/Management
Collisions	Participants to be made aware of likely other water users/craft that will be encountered and their characteristics e.g. slow/fast moving, limited visibility, slow/fast changes in direction etc. These can include sculls, SUPs, fishing boats, commercial craft, lifeboats, surfers (board, kite, wind), motor boats, inflatables, dinghies, yachts etc.
Fishing lines	Increased vigilance re fishing lines from the various walls/beach and where these are on the water
Capsize	Paddlers to stay within 50m of shore Awareness of increasingly dynamic nature of the water (waves, tide, wind-over-water, clapotis gaufre etc.) Emphasis on the need for 360-degree vigilance e.g. what is happening behind you? Paddlers to keep boats at 90 degrees to waves as much as practicable, Readiness and ability to use support strokes
Road user collision	Make people aware of the risks e.g. pedestrians, road vehicles, reduced visibility, reduced manoeuvrability etc Riverside road to be crossed at Zebra crossing Good boat handling techniques e.g. ‘doubling up’ to be used so paddlers are in control of their boats
Capsize, Impact injuries when landing or launching at beach	Awareness (at session outset) by DC and paddlers of sea state and degree of challenge likely to be experienced Consideration by DC that group are capable of planned session (including allowing for environmental changes) Dynamic risk assessment to ensure landing/launching is within individual and group capability Teamwork – helping each other with timings, communication, support, pushing off/pulling out etc Clear preparation and instructions for paddlers e.g. when launching – timing waves, leaning forward, positive power strokes, being pulled through (small) breaking waves etc. Clear preparation and instructions for paddlers when landing e.g. in ‘shore dump’ conditions: timing with waves, rapid dismount, awareness of boat/tide/beach dynamics and the potential for personal injury from holding onto a boat, being in front of a boat etc.

Hazard/Risk	Mitigation/Management
	<p>Being patient – Watching the sea for ten minutes or so to see if a pattern emerges e.g. a set of three/four big waves every five minutes or so with a quiet time in-between.</p> <p>Readiness by DC to change the session plan if conditions are not conducive to a safe paddle.</p>
Paddler fatigue or anxiety	<p>Making paddlers aware of what landing/launching from beach entails at outset of session</p> <p>Alternative plan available to those paddlers who don't want to do this activity</p> <p>Willingness to 'abandon' paddling and have participants walk back to Adur river or ACC base</p>

Section End

18. Specific Risk Assessment – Surfing

This risk assessment is **in addition to** the ACC General Risk Assessment (Section 13) which applies to all ACC activities. ACC surf sessions will be restricted to surfing in small friendly conditions at specified locations i.e. waves of less than 1 meter within the East and West breakwaters and at Shoreham beach (east & west).

Hazard/Risk	Mitigation/Management
Collision	<p>DC to manage session so as to minimise risk of collision e.g.</p> <ul style="list-style-type: none"> ♦ discussing ‘surf etiquette’ during the safety briefing and how this applies to paddlers/board surfers e.g. right of way, dropping-in, respect etc. ♦ ensure participants ability levels are aligned with the degree of challenge offered by conditions ♦ importance of boat control to be emphasised, DC to monitor levels of boat control and manage paddlers/session accordingly ♦ ensure group numbers are appropriate to available space and busyness ♦ separating paddlers according to ability e.g. ‘nursery’ and ‘black run’ areas ♦ ensuring Board surfers are given full consideration ♦ Defining and enforcing a ‘paddling out’ channel if/when this is appropriate ♦ Encouraging the safe person concept e.g. 360-degree awareness, Dynamic risk assessment re self and others etc.
Capsize	<p>Ensure paddlers are familiar/competent with ‘support strokes’</p> <p>Previously agreed plan of what to do if a paddler comes out of their boat e.g. swim to shore, re-enter their boat on the water etc</p>
Injury	<p>Appropriate, well-fitting helmet</p> <p>Clear preparation and instructions for paddlers when launching through surf – timing waves, leaning forward, positive power strokes, being pulled through (small) breaking waves etc.</p> <p>Clear preparation and instructions for paddlers when landing e.g. ‘shore dump’, ‘bongo slide’ (side-surfing onto a beach) etc.: timing with waves, rapid dismount, awareness of boat/tide/beach dynamics, the potential for personal injury from holding onto a boat, being in front of a boat etc.</p>

Section End

19. Specific Risk Assessment – Wadurs Pool

Hazard/Risk	Mitigation/Management
Slips & trips	<p>No running to be allowed</p> <p>Poolside to be kept clear of clutter e.g. boats, paddles etc.</p> <p>Care to be taken when moving boats in/out of the storage area and around the poolside so as not to injure self or others</p> <p>Good manual handling techniques to be used</p>
Injury	<p>Helmets to be worn when required</p> <p>No 'horse play' to be tolerated</p> <p>Good manual handling techniques to be used when carrying and/or emptying boats</p> <p>Playboaters to be given exclusive area of the pool (deep end) for practice</p> <p>Particular care to be taken with rolling practice that paddlers do not get injured if exiting their boat</p> <p>Coaches/helpers must not put themselves at risk of strains or injuries when coaching rolling/wet exits etc.</p>
Drowning	<p>All paddlers to be able to swim</p> <p>No one to go into the water without a Wadur's lifeguard on duty and an ACC coach present</p> <p>Anyone wearing a spraydeck must undergo/have undergone a witnessed spray-deck 'wet-exit'</p>
Unfamiliar environment	<p>Coaches to undergo familiarisation session covering facilities and procedures including Wadurs Emergency Action Plan</p> <p>Participants to be aware of Wadurs rules</p>

Section End

20. Incident/Accident Reporting

Incident/Accident reporting (Appendix 9) will be triggered by: welfare/safeguarding concerns, injury, if useful lessons can be learned, if in doubt. Any ACC member may complete a Report Form. In the event of any of the 'trigger' criteria occurring the DC will complete a Report Form.

An **Incident** is defined as an unexpected event that is either: of concern, hazardous in nature, or has the potential to cause harm (physical, or psychological) to a person or damage property.

An **Accident** is defined as an unexpected event resulting in injury (physical, or psychological) or death.

An **Emergency** is defined as an Incident or Accident that necessitates the involvement of outside agencies e.g. Coastguard, Ambulance Service, Police, Local Authority etc.

Report forms (Appendix 9) should be completed as soon as practicable after a trigger event. Report forms will have an initial review within 3 days of being raised and this will be recorded on the Review Form (Appendix 10). This initial review should include an estimate of when the full Review will be completed/closed. This estimate should be updated and recorded as the Review unfolds. The Incident/Accident report log (Appendix 11) and forms are stored in the filing cabinet in the club HQ.

At least two Committee members are to be informed about an Incident/Accident report. Typically, this will be the Head Coach/Safety Officer or Welfare Officer as appropriate and the Chair. If the report relates to any of these individuals then an alternative Committee member will be informed in their place.

Ahead of the club AGM the committee (or a sub-set thereof) will undertake an annual review of Incident/Accident reports to identify any trends or patterns and ensure appropriate corrective actions are being implemented. This will be presented at the AGM.

Section End

21. Emergency Action Plan

An Emergency is defined as an Incident or Accident that necessitates the involvement of outside agencies e.g. Coastguard, Ambulance Service, Police, Local Authority etc. In the event of an emergency the Duty Coach will take initial charge of managing it.

Primary considerations should include:

- Calling/sending for assistance
- Ensuring their own safety
- Ensuring group safety
- Ensuring the victim's safety

The DC should:

- Liaise with the emergency services and/or other authorities and, where the situation is serious, hand over responsibility to them
- Stay with the victim until they are in the care of another responsible adult or service e.g. Ambulance Service, Parent, Guardian, Next of kin etc
- In the event of an emergency relating to a junior or vulnerable adult contact next of kin/parent or guardian at the earliest convenience
- Contact the Club Chair and Head Coach/Safety Officer or Welfare officer (as appropriate) as early as practicable
- Not communicate a fatality to anyone other than emergency services or the Club Chair and/or Head Coach/Safety Officer
- Not make any comment to media or other parties other than to direct them to the ACC Chair for information
- Record the Incident/Accident as soon as practicable (Appendix 9)

Section End

22. Borrowing Club Kit

Annual club members are permitted to borrow club kit subject to the approval of the Quartermaster. The Quartermaster has full authority to approve/refuse borrowing requests but will be accountable to the Committee for these decisions.

Borrowed kit will be recorded on the Borrowed Kit Register (Appendix 12). Borrowing periods will typically be a maximum of 14 days but the Quartermaster has discretion to vary this where deemed appropriate.

Members borrowing kit are responsible for returning it in an 'as borrowed' condition to its original location. Members will be held liable for damage to club kit if it has been abused, used outside of the agreed environment or they have been negligent in caring for it.

Section End

23. Webcollect

ACC uses [Webcollect](#) to manage membership subscriptions and events. Access to Webcollect is restricted to those who need it i.e. some Committee members and coaches. Levels of access/authority are managed by the Chair.

Section End

24. Finance

ACC has a bank account and a PayPal account. Details of these are recorded in the ACC Key Data document which is encrypted and maintained by the Chair and circulated to the Secretary and Treasurer.

A review of the club finances is presented at each Committee meeting and at the AGM.

When requested to do so by any two Committee Members the Treasurer will provide a financial statement within seven days.

Section End

25. Website and Social Media

ACC has a website and uses a number of Facebook pages. Details of the website hosting and access are recorded in the ACC Key Data document which is encrypted and maintained by the Chair and circulated to the Secretary and Treasurer. Relevant details are also provided to Club members responsible for updating the site – this may be any member with the appropriate skills i.e. WordPress.

The ACC Club, Committee, Coaches and Kit FB pages are all administrated by Committee members. The Club page is 'Public', Committee and Coaches are 'Secret' and Kit is 'Closed'. Page admins will ensure that content on these pages are in keeping with ACC policies and guidelines and that membership is reviewed/updated periodically.

Section End

26. British Canoeing Documentation and Guidance

The British Canoeing website (www.britishcanoeing.org.uk) contains a broad range of documentation and guidance relating to running a safe and successful club. ACC does not adopt BC policies, procedures and practices in toto but rather selects and amends them as deemed appropriate. British Canoeing resources should be used as 'Go To' reference documents where new or additional information, not covered in this manual is required for the effective running of the club. Any member may suggest to the Committee that ACC adopts a BC policy or procedure and the discussion and outcome of this will be recorded in Committee meeting minutes.

Section End

27. Appendices

Appendix 1 – ACC Constitution 2018

Name

The Club will be known as the **`Adur Canoe Club`**.

Purpose

Adur Canoe Club (ACC) promotes paddlesport as a means of being active, enjoying the outdoors and having fun.

Membership

Any person with an interest in paddlesport will be eligible for membership regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

Acceptance

The ACC Committee may, at its sole discretion, decline to accept renewal of membership from any person without disclosing the reason.

Access

Subject to safety and operational limitations, the Club aims to provide equal access for all.

Membership and Subscription

- Prospective members (and members wishing to renew) must make written application by completion of the appropriate on-line form
- The rates of subscription will be determined by the members at the Annual General Meeting (AGM). Subscription will be due on or before April 1st in each year.
- A member will have resigned from the Club if they have failed to pay the annual subscription by 31st May despite being given notice (social media or e-mail and/or newsletter).

ACC Committee

- The Committee is responsible for the general conduct of the Club business and activities.
- The Committee will comprise a Chair, Welfare Officer, Safety Officer, Secretary, Head Coach, Treasurer, Vice-Chair, Quartermaster, Membership Secretary, Trips Co-ordinator, Junior Rep, Social Secretary and 'without portfolio' members up to a total of fifteen.
- Nominations and elections to positions in the Committee will be made at the AGM.
- The terms of office will be for one year and members of the Committee will be elected or re-elected every year at the AGM. Club membership is a prerequisite for Committee membership.
- As the need arises, the Club can organise a Sub Committee to represent different sections. The Sub Committee can be appointed by either the Committee or a General Meeting.
- The Committee will aim to meet four times a year
- The Secretary on the Chair's instructions, or at least 2 Committee members will call committee meetings.
- A quorum shall consist of at least five members.

- In the case of a vacancy in the Committee, the Committee can appoint another member to act until the next AGM.

Duties of Officers

- The Chair will preside over all Club general meetings and Committee meetings. In absentia this role can be delegated to the Vice Chair or Secretary. The Chair will be responsible for guiding the activities of the Club in accordance with the rules and general policy as expressed by the majority of members. They will represent the club at other organisations meetings where appropriate or send a nominated representative.
- The Secretary will be responsible for the organisation of meetings of the Committee and Club. They will also be responsible for the recording of all minutes, relating to such meetings, and correspondence relating to the Club.
- The Treasurer will be responsible for the collection of all money and shall keep accounts as required by the General Meeting. They shall also produce at the AGM a statement of accounts showing the financial state of the funds and a summary of the year's income and outgoings.
- Additional details of Officers' duties are given in the ACC Club Manual

General Meetings

- The Annual General Meeting (AGM) will be held once a year at a suitable time in March/April. A Statement of Accounts will be presented to the Committee at the AGM.
- An Extraordinary Meeting may be called on the instruction of the majority of the Committee, or a requisition, signed by at least 9 members of the club.
- All General Meetings need at least 14 days notice, specifying the time and business.
- At any General Meeting, a resolution put to the vote of the attendants should be decided by a show of hands.
- At all General Meetings, the Chair will preside or vice-chair in their absence.
- At all General Meetings, at least 10 members will constitute a quorum.

If, after half an hour from the time appointed for the meeting, a quorum is not present, the meeting if called at the request of the members will be dissolved. In any other case, the meeting shall be adjourned until a time and place is fixed by the Committee. If a quorum is not present within half an hour from the time appointed for an adjourned meeting, the members present shall form a quorum.

Accidental Omission

Accidental omission to give notice of a meeting and/or non-receipt of a meeting by any member shall not invalidate the proceedings of any meeting.

Disciplinary Measures

- All members are expected to comply with the Club constitution, code of conduct and policies/procedures
- Any member violating the Club constitution, code of conduct or policies/procedures or being judged guilty of unsatisfactory conduct, may by resolution of the Committee be

suspended or expelled. Any member suspended or expelled may appeal to an Extraordinary or General Meeting.

- Any member so suspended or expelled may also appeal to British Canoeing to state their case.

Liability

- The Committee will manage the affairs of the Club. Both financial and legal liability incurred in the rightful exercise of their offices shall not, however, be the personal liability of the individual Committee Member, but will be the responsibility of the Club as a whole.
- All members or the other persons who attend Club activities do so at their own risk, and neither the Club nor its officers can accept any liability for any loss or injury of any kind.

Affiliation

The club shall be affiliated to British Canoeing.

Alteration of Rules

This constitution and the club rules will not be amended or rescinded except by a General Meeting.

Disposal of Assets and Termination

The club's assets are to be used to meet its objectives. The club shall not distribute surpluses or profits to members or others. This does not prohibit the club from making specific donations, prizes or expense payments in support of its objectives.

The club shall not be terminated except by resolution of a Special General Meeting convened for the purpose. In such circumstances, surplus assets shall be handed to a Club or association having similar objectives and registered similarly as a Community Amateur Sports Club, or British Canoeing, or a charity agreed by the meeting.

Accepted as the Constitution of the Adur Canoe Club



15 April 20108

Nick Dowling

Chair Adur Canoe Club

Appendix 2 - Safety Policy

ACC is fully committed to encouraging members to participate in paddlesports, but the health, well-being and safety of each individual is always our paramount concern. We plan and deliver all club activities with safety as our primary concern

We believe that harm is not an inevitable consequence of our activities and that incidents that cause harm can be avoided. We will strive to provide an environment in which paddlesport can be practiced safely and enjoyably by our members. We will guide and lead our members in a way that fulfils these aims.

To support our Safety Policy we will undertake the following:

- ♦ Regular, recorded risk assessment of the club premises and all activities undertaken by the club.
- ♦ Create a safe environment by putting health and safety measures in place as identified by the assessment.
- ♦ Ensure that all members are aware of, understand and follow the club's safety policy.
- ♦ Appoint a competent club member as Safety Officer – at this point in time this is the Head Coach.
- ♦ Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
- ♦ Provide access to adequate first aid facilities, telephone and qualified first aider at all times.
- ♦ Report any injuries or accidents sustained during any club activity or whilst on the club premises as per the ACC Reporting Procedure (Section 20)
- ♦ Ensure that the implementation of this policy is reviewed regularly and monitored for effectiveness.

All club members have a duty to:

- ♦ Take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do.
- ♦ Co-operate with the club on health and safety issues.
- ♦ Be present for safety briefings
- ♦ Highlight any health or safety concerns they have or become aware of
- ♦ Correctly use all equipment provided by the club.

The ACC Safety Officer is the Head Coach, Danny Gusterton

The club First Aid Kit is located on the front shelf in the club hut.

There is no landline available at the club HQ however there is a good mobile phone signal for the major UK networks.

Section End

Appendix 3 - Safety Triangle



Appendix 4 - Welfare Policy

Adur Canoe Club (ACC) acknowledges the duty of care to safeguard and promote the welfare of all members and especially vulnerable adults and children. ACC is committed to ensuring safeguarding practice reflects statutory responsibilities/government guidance and complies with British Canoeing requirements/best practice.

This policy recognises that the welfare and interests of members are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socioeconomic background, all members:

- ▶ have a positive and enjoyable experience of paddlesport at ACC in a safe environment.
- ▶ are protected from abuse whilst participating in paddlesports at ACC or outside of the activity whilst at ACC.

We believe that taking part in Paddlesport should be a positive and enjoyable part of people's lives. To achieve this:

- Club coaches, leaders and helpers should follow the British Canoeing Code of Ethics.
- All Club coaches, leaders, helpers and officials working with young people should read and adhere to the British Canoeing Child and Vulnerable Groups Protection Policy. The Club will follow the guidance of the policy in the event of any concerns or allegations.
- The Club will ensure that anyone who meets the eligibility criteria for a Disclosure check will not be deployed until a satisfactory check has been returned.
- All Club members will be made aware of the Club Code of Conduct.
- Any paddler who operates as a club coach should be a member of British Canoeing. The club will encourage and support helpers to gain qualifications and assist coaches to stay updated.
- The Club will identify a person whose role it is to deal with any issues concerning Safeguarding and Child Protection (Club Welfare Officer) and notify this person to all members. Anyone with concerns with respect to the welfare of a child should contact that person. If that person is unavailable they can contact the British Canoeing Safeguarding Officer.
- Safeguarding incidents will be recorded and reported as per the ACC Reporting Procedure (Section 20)

This policy and relevant procedures will be widely promoted and are mandatory for everyone involved in ACC. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the Club.

Monitoring

This policy will be reviewed a year after adoption and thereafter every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils and British Canoeing
- as a result of any other significant change or event.

In the event of any safeguarding concerns please contact Cath Adams, ACC Welfare Officer at welfare@adurcanoeclub.org.uk

Section End

Appendix 5 - Code of Conduct

Members

- The safety and welfare of self and others is to be the prime consideration of every member.
- Respect all members regardless of age, gender, sexual orientation, cultural background, religion, political persuasion or ability.
- Take care of all property belonging to the club or club members.
- Treat other club members with respect at all times.
- Control tempers and avoid behaviour which may affect or upset others.
- Co-operate with, and follow the directions given by, your coach or club officials.

Coaches, Leaders and Helpers

- Follow the British Canoeing Coaching Code of Ethics and club policies and procedures.
- Consider the wellbeing and safety of paddlers before the development of performance.
- Develop an appropriate working relationship with paddlers, based on mutual trust and respect.
- Be positive, approachable and focused on building paddlers confidence and ability.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Display consistently high standards of personal behaviour and appearance.
- Hold the appropriate, up-to-date qualifications and insurance.
- Encourage paddlers to value their performance and not just results.
- Never condone the use of prohibited substances.

Parents/Guardians

- Support your child's involvement and help them to enjoy Paddlesport.
- Ensure you are available if your child (12-18) is at a club session without a parent or guardian present and be punctual when collecting them.
- Co-operate with, and listen to, coaches or club officials.
- Inform the Duty Coach at each session of any special requirements your child may have.
- Provide the Club (Head Coach, Welfare Officer or Chair) with written details of any relevant medical conditions that Coaches need to know about.
- Help your child to recognise good performance, not just results.
- Display consistently high standards of personal behaviour
- Don't force your child to take part in sport.

Violation of the club code of conduct may result in expulsion from the club.

Section End

Appendix 6 - Data Protection Policy

Aims of this Policy

Adur Canoe Club (ACC) needs to keep certain information on its members to carry out its day to day operations, to meet its objectives and to comply with legal obligations.

ACC is committed to ensuring any personal data will be dealt with in line with the Data Protection Act 2018 and General Data Protection Regulations (GDPR). To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully. All of our data use comes under the scope of the 'Legitimate Interest' clause.

The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection procedures. This document also highlights key data protection procedures within the organisation.

This policy covers all members i.e. 'full' and 'day' members

Definitions

In line with the GDPR ACC will ensure that personal data will:

- Be obtained fairly and lawfully and shall not be processed unless certain conditions are met
- Be obtained for a specific and lawful purpose
- Be adequate, relevant but not excessive
- Be accurate and kept up to date
- Not be held longer than necessary
- Be processed in accordance with the rights of data subjects
- Be subject to appropriate security measures
- Not to be transferred outside the European Economic Area (EEA)

The definition of 'Processing' is obtaining, using, holding, amending, disclosing, destroying and deleting personal data. This includes some paper based personal data and computer records.

Type of information processed

ACC processes the following personal information: members names, addresses, contact details, ICE details and paddlesport specific particulars e.g. medical conditions, injuries, awards.

Personal information is kept in the following forms: As electronic data on ACCs Webcollect page and as ICE details on session sign-in sheets.

Groups of people within the organisation who will process personal information are: Coaches, Leaders and Helpers (typically Committee members).

Responsibilities

Under the GDPR, overall responsibility for personal data in a not for profit organisation rests with the governing body. The ACC Committee is the governing body.

The governing body delegates tasks to the Data Controller, the ACC Secretary is the Data Controller. The Data Controller is responsible for:

- understanding and communicating obligations under the GDPR
- identifying potential problem areas or risks
- producing clear and effective procedures

All ACC members who process personal information must ensure they not only understand but also act in line with this policy and the data protection principles.

Breaches of this policy will be reviewed by the Committee and may lead to exclusion from ACC.

Policy Implementation

To meet our responsibilities the Data Controller will:

- Ensure any personal data is collected in a fair and lawful way
- Explain why it is needed at the start
- Ensure that only the minimum amount of information needed is collected and used
- Ensure the information used is up to date and accurate
- Review the length of time information is held
- Ensure it is kept safely
- Ensure the rights people have in relation to their personal data can be exercised

ACC will ensure that:

- Everyone managing and handling personal information is trained to do so
- Anyone wanting to make enquiries about handling personal information, whether a member of staff, volunteer or service user, knows what to do
- Any disclosure of personal data will be in line with our procedures
- Queries about handling personal information will be dealt with swiftly and politely

Training

Training and awareness raising about GDPR and how it is followed in this organisation will take the following forms: On induction: this policy. General training/ awareness raising: annual reminders about the policy.

Gathering and checking information Before personal information is collected, we will consider: what details are necessary and how long they will be needed for. We will inform people whose information is gathered about the following: why it is being gathered, what it will be used for and who will have access. We will do this via information on the relevant Webcollect forms. We will take the following measures to ensure that personal information kept is accurate: periodic reminders to members to update their Webcollect details

Personal sensitive information will not be used apart from the exact purpose for which permission was given.

Data Security

ACC will take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure. The following measures will be taken:

- 'Admin' Access to Webcollect to be restricted to Coaches, Leaders and Helpers who need it.
- Webcollect data to be downloaded only for specific events and as close to the event date as is practical.
- Webcollect downloaded information is to be destroyed once the event it was needed for has passed.

Any unauthorised disclosure of personal data to a third party by a Coach, Leader or Helper may result in exclusion from the club.

Subject Access Requests

Anyone whose personal information we process has the right to know:

- What information we hold and process on them
- How to gain access to this information
- How to keep it up to date
- What we are doing to comply with the GDPR.

They also have the right to prevent processing of their personal data in some circumstances and the right to correct, rectify, block or erase information regarded as wrong.

Individuals have a right under GDPR to access certain personal data being kept about them on computer and certain files. Any person wishing to exercise this right should apply via email to The ACC Chair: chair@adurcanoeclub.org.uk

The following information will be required before access is granted: name and contact details, relationship to ACC, timescales involved. We may also require proof of identity before access is granted. The following forms of ID will be required: photo id and up to date address verification. Queries about handling personal information will be dealt with swiftly and politely. We will aim to comply with requests for access to personal information as soon as possible, but will ensure it is provided within the 40 days required by the Act from receiving the written request.

Review

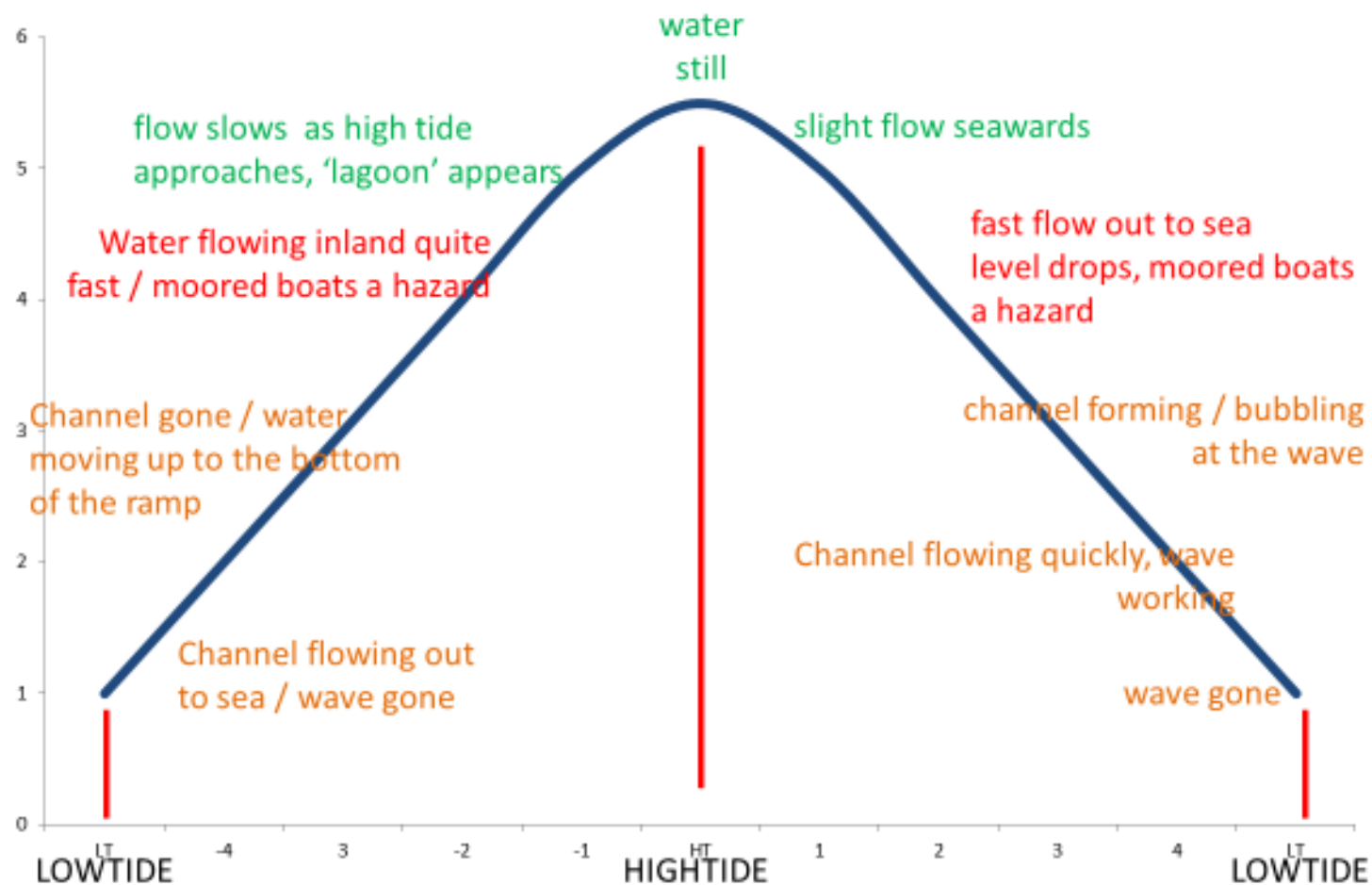
This policy will be reviewed at intervals of (2 years) to ensure it remains up to date and compliant with the law.

Section End

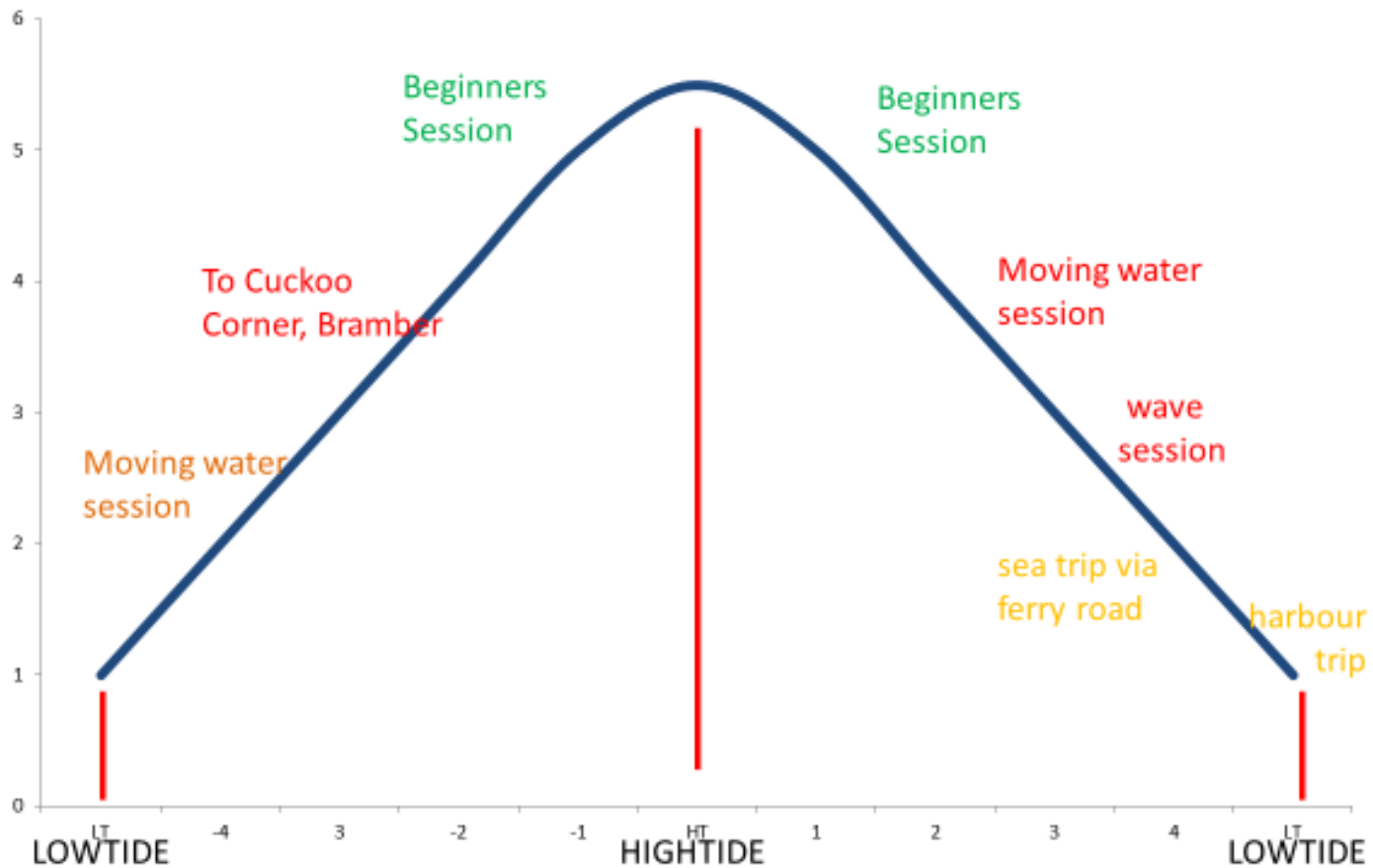
Appendix 7 - Red – Amber-Green Tide Criteria

HIGH TIDE – GREEN	SUITABLE FOR	SKILLS/ EXPERIENCE REQUIRED	SAMPLE ACTIVITIES
<p>A tide that will be at its highest level for most of the session. This provides a flat-water environment ideal for novice paddlers to learn foundation paddle sport skills</p>	<ul style="list-style-type: none"> • All welcome • these sessions are perfect tides on which to learn the basics 	<ul style="list-style-type: none"> • To be able to swim 50m • Enthusiasm 	<ul style="list-style-type: none"> • Beginner Sessions, river trips, improver sessions, River trips, Flat water play boating, Stand up paddle boarding, Open canoes, Slalom training sessions • 1* coaching skills - forward paddling, sweep turns, dynamic turns, self-rescues.
LOW TIDE – AMBER	SUITABLE FOR	SKILLS REQUIRED	SAMPLE ACTIVITIES
<p>A tide that will be at its lowest for most of the session. The river will be flowing in a channel providing a safe environment for developing moving water skills</p>	<ul style="list-style-type: none"> • Improvers • Paddlers who have attended an ACC 'Introduction to moving water session' 	<ul style="list-style-type: none"> • Forward paddling • Edging • Sweep strokes • Ferry glides • Wet exit • Self-rescue 	<ul style="list-style-type: none"> • Ferry gliding, static wave surfing, breaking in and breaking out under the rail or road bridge supports, Slalom training sessions • Moving water play boating
MIDDLE TIDE – RED	SUITABLE FOR	SKILLS REQUIRED	SAMPLE ACTIVITIES
<p>A tide between high and low where the water is moving quickly past the moored boats either up or down river. This offers paddling in a fast moving-water environment with associated risks</p>	<ul style="list-style-type: none"> • 2* plus paddlers • Paddlers with demonstrable confidence/competence on ACC low tide sessions 	<ul style="list-style-type: none"> • Moving water skills as per 'Low Tide' • Confidence 	<ul style="list-style-type: none"> • Breaking in breaking out under the road bridge, Slalom training sessions • Tide assisted river trips to Bramber, sea trips around the harbour wall via Ferry Rd.

ACC Tide Guide



ACC Tide Guide – Session Start Time





Appendix 8 - Sign-in Sheet

(The Duty Coach **must** ensure that all paddlers are ACC members & are signed-in)

Date		Duty Coach	
Location		Conditions	<small>Add ICE details below</small>

Members (Please print)

	Full Name	✓ If Coach	ICE Full Name	ICE Contact Number
DC				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				



	Full Name	✓ If Coach	ICE Full Name	ICE Contact Number
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Day Members (Please print)

'Visit No. = how often you have taken out any Day Membership i.e. Wadurs pool, Adur river, club trip, since the previous 1st April. The maximum permitted before you are required to takeout full membership is 3.

	Full Name	U 18	O 18	ICE Name	ICE Number	Paid	Visit No
1							
2							
3							
4							
5							
6							
7							
8							
9							

Section End



Appendix 9 – Report Form
 Incident / Accident (circle as appropriate)

Ref No		Completed by:	(Print and include contact No)	
Date		Location		
Type	Welfare	Safety	Other	
Present				
Description: (as much detail as possible, use reverse/separate sheets if need be for space and or confidentiality reasons)				
External Agencies involved?				
To be reported to (min 1 + Chair) Circle as appropriate	Chair	Welfare Officer	Head Coach	
	Q.Master	Treasurer	Other – specify:	

Section End



Appendix 10 - Report Form Review
 Incident / Accident (circle as appropriate)

Ref No		Raised by				
Type	Welfare			Safety		Other
Initial Review	Date		Name		Role	
Full Review						
Name		Role		Date		Signature
Review details & Actions Taken: (use reverse/additional sheets if required)						
Closed Name: _____ Role: _____ Signature: _____ Date: _____						

Section End

Appendix 12 – Borrowed Kit Register



Name	Borrowing Period (From – To)	Items and Planned Usage (including anticipated environment and water conditions)	Returned (date)	Comments

Appendix 13 - Manual Handling Guidelines

The term manual handling covers a wide variety of activities including lifting, lowering, pushing, pulling and carrying. If any of these tasks are not carried out appropriately there is a risk of injury.

Manual handling injuries can have serious implications for you if you are injured and for the club. They can occur almost anywhere but heavy manual work, awkward postures, repetitive movements of arms, legs and back or previous/existing injury can increase the risk. To help prevent manual handling injuries you should avoid high risk tasks as far as possible. However, where it is not possible to avoid handling a load, you must consider the risks of that task (your capability, the nature of the load and environmental conditions), apply sensible health and safety measures and use good manual handling technique.

If you need to lift something manually: Reduce the amount of twisting, stooping and reaching. Avoid lifting from floor level or above shoulder height, especially heavy loads. Consider how you can minimise carrying distances. Assess the weight to be carried and whether you can move the load safely or need any help. If in doubt seek help

Think before lifting/handling: Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions from your route. For a long lift, consider resting the load midway on a table or bench to change grip.

Adopt a stable position: The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

Start in a good posture: At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting: This can happen if the legs begin to straighten before starting to raise the load.

Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.

Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Section End

Appendix 14 - Committee Role Descriptions

Chair

Responsible to: Management committee and members

Role purpose: To ensure an efficient and well managed club/centre/committee

Commitment: 2 – 4 hours per week plus committee meetings

Main Tasks:

- ♦ Committee meetings and AGM's in accordance with the organisations policy
- ♦ Assist the secretary to produce the agendas
- ♦ Act as an ambassador for the club, centre, region or discipline
- ♦ Lead the committee in making decisions for the benefit of the whole organisation including disciplinary matters
- ♦ Ensure the organisation is represented at British Canoeing regional/national meetings

Skills required?

- ♦ Knowledge of the club, centre or committee is essential
- ♦ Background in management is desirable
- ♦ Strong leader who can be objective
- ♦ Confident and effective in communication
- ♦ Enthusiastic and able to motivate others

Welfare Officer

The Club Welfare Officer is responsible for acting as a source of advice about safeguarding and protecting children, promoting good practice and for coordinating action within the Club on receipt of any concerns or referrals.

Areas of Responsibility

1. Policy and Procedures

- ♦ • To provide information and advice on child protection within the Club and promote a child focus.
- ♦ • To ensure that the Club adopts and follows the BCU Child Protection Policy and Procedures.
- ♦ • To promote awareness of the BCU Codes of Conduct and Paddlesafe documents.
- ♦ • To implement recruitment and screening procedures within the club.
- ♦ • To be a confirmation signatory, verifying the identity of individuals completing disclosures.

2. Referrals

- ♦ • To receive information from Club staff, volunteers, children or parents and carers who have child protection concerns and record it.
- ♦ • To assess the information promptly and carefully, clarifying and obtaining more information about the matter as appropriate
- ♦ • To follow the BCU Responding and Reporting Concerns flow chart.
- ♦ • To ensure that the referral is confirmed in writing using the BCU Safeguarding and Protecting Children Report Form.

3. Education and Training

- ♦ • To advise the club about appropriate training for coaches and volunteers based on the BCU Recommended Training Requirements.
- ♦ • To advise the Club about Child Protection training opportunities.

4. Knowledge

- ♦ • The designated person should be aware of the local statutory child protection network, including the contact details for the local Police and Children's Social Care Services, the role of the Local Safeguarding Children's Board (LSCB) and the awareness of local inter-agency child protection procedures.
- ♦ • They should understand the BCU Child Protection Policies and Procedures and the requirement to safeguard and protect children in sport
- ♦ • Awareness of Equity issues and Child Protection
- ♦ • Understanding of poor practice and abuse – behaviour that is harmful to children

The Person

The Club Welfare Officer should be well known in the club and have a strong child focus. The Club Welfare Officer need to be accessible to and approachable for children and young people but not the coach or volunteer with direct responsibility for coordinating or delivering the junior programmes at the club. They should be a member of the Club or an individual member of the BCU. The designated person should have undertaken the Sports Coach UK Safeguarding and Protecting Children workshop or an equivalent training programme. They must also be committed to attending the BCU Time to Listen Workshop that has been developed specifically for Club Welfare Officers with the NSPCC. This will support them in this important role.

Club Secretary

Responsible to: Management committee through the chairperson
 Role purpose: To ensure the organisations communications function efficiently
 Commitment: 2– 4 hours per week plus committee meetings

Main Tasks:

- ♦ Act as the first point of contact for the club, centre or committee and ensure prompt communication exists both internally and externally from the club, centre or committee
- ♦ Deal with or delegate all of the administrative duties for the club, centre or committee
- ♦ Work with the treasurer to ensure all membership and/or affiliations are accurate and paid on time
- ♦ Ensure that all members have a copy of the club, centre or committee handbook, insurance details and officers contacts
- ♦ Attend and take minutes of committee meetings and the AGM
- ♦ Ensure agendas are sent out to all committee members in advance of meetings

Skills required?

- ♦ Knowledge of the club, centre or committee is essential
- ♦ similar experience in this role is desirable
- ♦ Good administrative skills and competent with email
- ♦ Access to forms of communication and contactable
- ♦ Enthusiastic and able to motivate others

Resources to assist in role:

- ♦ Runningsports guide 'role of the secretary'
- ♦ Runningsports guide 'How to Communicate Effectively'
- ♦ Specific training course on the role of the secretary

Membership Secretary

Treasurer

Responsible to: Committee through the chairperson
 Role purpose: To produce accounts and monitor finances to ensure the club remains solvent
 Commitment: 1 – 2 hours per week plus committee meetings

Main Tasks:

- ♦ Ensure efficient financial running of the organisation and take full responsibility for the finances including invoices, bills, payments, subscriptions and memberships
- ♦ Produce a budget for the club, centre or committee
- ♦ Be responsible for the collection of monies and keep up to date records of accounts including receipts
- ♦ Provide regular reports to the committee
- ♦ Audit the books annually and produce a report for the AGM with the honorary auditor's report

Skills required?

- ♦ Organised, honest and trustworthy
- ♦ Able to keep records
- ♦ Confident about handling figures and money
- ♦ Similar experience in accounts is desirable
- ♦ Knowledge of spreadsheets

Head Coach

Responsible to: Club committee through the chairperson
 Role purpose: To organise a programme of coaching and provide support to club coaches.
 Commitment: 1 – 2 hours per week plus relevant committee meetings

Main Tasks:

- ♦ To ensure there is a comprehensive and equitable programme of canoeing activity that supports the stated aims and objectives of the club
- ♦ To promote high quality coaching and actively encourage and support the clubs coaching team in their continued coach education and professional development
- ♦ To arrange, as appropriate, mentoring support for new and existing coaches within the club
- ♦ To promote and identify with club funding and support for coach development - aiming to ensure financial and practical support for coaches to advance their coaching skills, knowledge and qualifications, in order to meet the needs and aspirations of the club
- ♦ To make appropriate representations on coaching matters to the British Canoeing Coaching Team via the Local Coaching Organiser
- ♦ To contribute to the management of any British Canoeing employed coaches appointed to the club

- ◆ Ensure that all club policies and procedures related to coaching and coaching sessions are reviewed annually
- ◆ Organise systems for the Club Coaching Team to discuss relevant coaching matters as appropriate
- ◆ Ensure coaches renew membership to British Canoeing to maintain their update status
- ◆ Ensure all coaches fulfil the British Canoeing Coach Update requirements

Skills required?

- ◆ Organised and knowledgeable about coaching qualifications and methods
- ◆ Basic administration and organisation skills
- ◆ Good communication and enthusiastic
- ◆ Committed to providing safe, ethical, effective and paddler focused activity

Trips Co-ordinator

Responsible to: Club committee through the chairperson
Role purpose: To arrange a programme of events/trips
Commitment: 1 – 2 hours per week plus relevant committee meetings

Main Tasks:

- ◆ Act as the main contact for club trips and events
- ◆ Promote and organise suitable arrangements for club trips
- ◆ Ensure dates and nature of trips is communicated to all members
- ◆ Liaise with the Head Coach and Welfare Officer as appropriate
- ◆ Ensure the club committee are informed of any planned trips

Skills required?

- ◆ Organised and able to liaise with others
- ◆ Able to do basic administration
- ◆ Good communication and enthusiastic

Quartermaster

Responsible to: Club committee through the chairperson
Role purpose: To manage the maintenance, storage and renewal of the club's equipment
Commitment: 1 – 2 hours per week plus relevant committee meetings

Main Tasks:

- ◆ Be a single point of contact for all information pertaining to equipment
- ◆ Maintain an asset list of all club equipment
- ◆ Provide an equipment booking system for loan of equipment by club members
- ◆ Propose and manage the removal / refurbishment / replacement of kit e.g. manage the rack/kit audit/repair days
- ◆ Coordinate the purchase of kit for ACC

Skills required?

- ◆ Interested in boats, kit and paddling paraphernalia
- ◆ Good administration and organisation skills
- ◆ Good communication and enthusiastic

Resources to assist in role:

- ♦ BCU Policies and Procedures
- ♦ ACC Head Coach
- ♦ ACC committee members
- ♦ ACC members

Section End

Appendix 15 - Welfare & Safety poster

Welfare and Safety

At ACC everyone has a right to feel safe and to enjoy paddlesport.

If you have any welfare concerns contact our Club Welfare Officer

Name:

Cath Adams

Email address:

welfare@adurcanoecub.org.uk



If you have any safety concerns contact our Club Safety Officer

Name:

Danny Gusterson

Email address:

coach@adurcanoecub.org.uk



Section End

'Buck Palace' House Rules

- **Put it back!** Paddles, PFDs, helmets, cagoules and spraydecks must be put back where they came from. Kayak paddles go in the rack, canoe paddles at rear of BP.
- **Don't leave your kit in BP.** Personal kit can only be stored in BP (or on the boat rack) with the express permission of the Quartermaster. Kit left without permission is likely to be removed without notice.
- **Take your rubbish home** – do not leave it here, there is no rubbish collection from Scout HQ.

Section End