

Paignton Canoe Club Operating Procedures

Buildings

- When using a swimming pool, sailing club building or other facilities then any operating procedures in place for that location shall take precedence over these unless specifically agreed by an appropriate club official.

Equipment

- All club course participants can use club equipment, the rental fee is included in the course fee.
- All other club members may use club equipment for a rental fee where appropriate (see Treasurer). Club course needs take precedence over other member wishes for equipment.
- All rental equipment removed from club area must be booked out and signed for on relevant forms. Individual members should check the condition of the club equipment before use.
- A committee member must be notified of any faults or repairs.
- Club kayaks are to be stored safely and securely on trailer or at agreed locations.
- Club paddles in paddle rack.
- Club helmets, buoyancy aids in bags provided.
- All club equipment may be hired to outside groups if agreed and costed by Committee.
- DO NOT leave valuables in changing rooms, except in lockers.
- Member's personal equipment remains the responsibility of each member. Whilst taking reasonable precautions the club cannot take responsibility for personal kit.

Emergency Procedures

- Equipment is replaceable, people are not. Always act with your own and other people's safety in mind.
- Fire Procedure – see Buildings section above. Also refer to Safety Policy. In general get to a place of safety and raise the alarm.
- In the event of an accident or incident, club members should not discuss any aspect with the media or admit liability.
- All accidents to be recorded in Accident Book, Chairman to be notified as soon as possible. An Incident Form to be completed and forwarded to the BCU.
- All members and everyone attending a course organised by Paignton Canoe Club must complete a Health Declaration Form and ensure appropriate coach has relevant information regarding any medical condition.
- Emergency contact numbers are to be available with the club in the event of accident.

Club Courses

- All coaches must follow BCU guidelines regarding Health and Safety.
- Coaches must always give Safety briefings before courses.
- Coaches are to carry Safety kit within BCU guidelines when operating away from the swimming pool.
- All coaches will be issued copies of club Safety Policy and Emergency Procedures.
- Coaches must be aware of any individuals medical condition within his/her group and account for any special needs.
- If problems are encountered on courses the Chairman/Committee must be informed as soon as possible.
- The club shall endeavor to provide, or arrange courses to BCU syllabus
- All course attendees must be able to swim 25metres.
- All clothing to be appropriate to course and conditions but if outside must include helmet and buoyancy aid. (ie windproof top, firm shoes etc.)