



Club Standard Operating Procedures

This document is designed to take clubs through the steps they need to take to develop a safe well managed club. It is not designed to be exhaustive but to set out some of the key considerations and steps you need to take.

Club Name: Maidstone Canoe Club

British Canoeing Affiliation Type and Number: Senior club with Youth Section No: 582

Club Chair's Name: John Simmonds

Number of club members: 200

Open to the Public? Yes/No Yes

Contact Details

Club Address: Mill Meadow St Peter's Street Maidstone

Postcode: ME16 0SN

Email: secretary@maidstonecanoecub.net

Telephone: none

1. Health and Safety

a. Club Members

Every member has an individual responsibility to behave sensibly, act with common-sense and co-operate with the Club's operating and safety guidelines issued by the Club, to keep up to date with policy changes and develop a 'safety aware' culture at the Club.

Who is the clubs nominated Safety Officer? **Lee Horton**

A role description can be found on the BC website.

The club's role description is on the Club website

Have they/do they need to undertake British Canoeing Event Safety Management Training?

<https://www.britishcanoeing.org.uk/guidance-resources/event-safety-management>

Safety Management Training completed by Lee Horton



b.Safety Policy

Please detail your clubs Safety Policy and attach to this document

Maidstone Canoe Club is committed to ensuring that all members and guests using the facilities of the clubhouse and participating in club activities do so in a safe and secure environment.

[General Safety Procedures issue 3.pdf](#)

[Health and Safety Document can be found on the website](#)

b. First Aid & Accidents

Where is the first aid kit located? In the Kitchen

Where is the accident/incident book or reporting forms located?

Accident Procedure is on the website, reporting forms in a folder in the club room.

How is the location of these made known to members? It is in the policy which is on the website

Who is the main contact for First Aid at the club? Is their training up to date?

Lee Horton training up to date

Where can the contact be located?

Normally around the boat shed or on the water

Who is responsible for the maintenance of the first aid box? How regularly is it checked and replenished?

Lee Horton, Checked monthly and logged in book on the window sill

Who else is responsible for providing First Aid?

List of first aiders available on the website

Is there a document in the club to detail who can provide First Aid? Only on the website



c. Coaches, Leaders and Paddlesport Activity Assistants

How are coaches and those responsible for activities made aware of the clubs Standard Operating Procedures?

When doing their training finished doc to be put on website.

How does the club formally record the endorsement of a Paddlesport Activity Assistant to operate at the club?

They will be internally assessed against criteria laid down by the club based on the BC Guidance pack and activity log

The range of responsibility is: To take up to 5 people on a journey on very sheltered water

They will be recorded by the training officer and names recorded on the website.

The Remit is:

To take up to 5 people on a journey on very sheltered water that they are familiar with no canoe shoots as of British canoeing environmental definition.

d. Fire & Evacuation

Has the club carried out a Fire Safety Risk Assessment?

Yes this is included in the club's generic risk assessment.

Please detail the clubs fire and evacuation procedure

This can be found on the website.

Where is the location of fire extinguishers?

entrance hall, club room, kitchen & boat store

Who is responsible for maintenance of fire extinguishers?

annual inspection by KentLincs

Do you have a signing in sheet to record members inside the premises?

No

Who is responsible for the roll call, to ensure no one is missing? (Name/Position)

Person in charge of the session in progress in the club

Where are the Emergency contact details (for all members) kept?

Kept by membership sec

2. Emergency Procedures

Do you complete Incident/Accident Forms or keep an accident/incident book?

Yes

Who is responsible for completing the Incident/Accident Forms?

Person advising of accident incident

How often are the Incident/Accident Forms reviewed? Who are these reviewed by?

Reviewed as necessary by committee

How long are forms kept on record for within the club? 5 years

Do you report accidents and incidents to British Canoeing using the incident reporting system? <https://www.britishcanoeing.org.uk/about-canoeing/safety-guidance/incident-reporting/> Yes

Do you have an emergency action plan for the club? No

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

Serious incident policy

3. Discipline

Does the club have a policy regarding the conduct of members to maintain high standards of behaviour? British Canoeing's Club Code of Conduct can be found here <https://www.britishcanoeing.org.uk/uploads/documents/T3-Club-Code-of-Conduct-280716.pdf>

Club's General Conduct here <..\Policies\General Conduct.docx>



What are the clubs procedures for discipline and resolving disputes?

British Canoeing guidance is <https://www.britishcanoeing.org.uk/guidance-resources/clubs-centres-providers/clubs/club-management/disputes-and-appeals/>

These are in the club's constitutions [..\Organisation\Maidstone Canoe Club Const_issue 3.docx](#)

Club Discipline policy on website

4. Use of Club Premises

Staff/Responsible volunteer

Who is the employee/volunteer at the club who meets new arrivals, juniors etc?

Nobody full time but arrangements are made by the Membership Secretary on a case -by case basis.

Kitchen

Who can serve food? If preparing food, are they suitably trained?

Guidance from The Food Standards Agency can be found here:

<https://www.food.gov.uk/business-industry/food-hygiene/training>

The preparation and serving of food is not a core activity. When food is prepared in bulk a food hygiene trained person will have oversight.

Who is responsible for checking sell-by dates? No food kept on site

Are electrical appliances PAT tested for electrical safety?

Guidance from the Health and Safety Executive can be found here:

<http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

Yes all equipment is tested

Club Equipment

Please detail who is responsible for logging equipment and routinely safety checks?

BA's boats and paddling equipment for GP Lee Horton, electrical equipment John

Simmonds/ Reece Nelmes

Who can use club equipment and when? Boats and paddling equipment any club

member, with supervision if not of a suitable standard

Gym equipment can be used in line with the policy

<..\Policies\Gym equipment - conditions of use.doc>

What are the requirements for non-members using the equipment? *Equipment in the gym not available to non members.*

Club equipment for paddling is used under supervision for children and adults who are not members.

Can club equipment be taken off site for use? Yes with the agreement of a committee

member on a case by case basis

How and where should equipment be stored?

This is contained in several documents including:

club's general conduct <..\Policies\General Conduct.docx>

club access <..\Policies\Club Access and boat Storage .docx>

How are faults reported and recorded?

Paddling equipment reported to bosuns, who record and take action.

How is equipment marked so as to take it out of use?

Other equipment reported to committee member

Keys/Access

Who opens up? Who locks up? (E.g. Officials, Club members) Members when they arrive

What are the rules for securing the premises at the end of the day?

Members when they leave

Where are keys kept? by members

Who has keys/access to keys? Members have club house keys, members with boats or those who have Explore award have boat shed keys

Where are the keys to equipment stores kept? by members

<..\Policies\Club Access and boat Storage .docx>

5. Non-members/ Visitors

What are the clubs policies regarding the use of changing room facilities?

Guidance from British Canoeing is:

<https://www.britishcanoeing.org.uk/uploads/documents/G28-Changing-Room-Guidance-270716.pdf>

Unaccompanied Children will not be permitted to leave the centre 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 centre.

6. Club Child Protection and Vulnerable Adults Policy

Guidance on Safeguarding is available from British Canoeing
<https://www.britishcanoeing.org.uk/guidance-resources/safeguarding/>

Who is the club Welfare Officer? **Catherine Dacey**

A role description can be found here <https://www.britishcanoeing.org.uk/uploads/documents/Club-Welfare-Officer-Roles-and-Responsibilities.pdf>

How do club members, children and parents know who to contact if they have concern's?

Committee roles on web site and new members pack

Publicise the Welfare Officer's Name and Contact details:

as above on website

How often is the Welfare Policy reviewed?

This is done annually, starting now with these documents

The welfare policy is made up of the following documents

[..\Policies\Child and Vulnerable Adult Protection Policy_issue 4.doc](#)

[..\Policies\Equity Policy_issue 4.doc](#)

[..\Policies\Junior Members Code of Conduct_issue3.doc](#)

[..\Policies\Parents Code of Conduct.doc](#)