

OCKC : Standard Operating Procedures

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



Contact Details: Riverside Centre, Meadow Lane, Donnington Bridge, Oxford OX4 4AZ
Email: secretary.ockc@gmail.com

1. Health and Safety

- See health and safety policy document.

2. First Aid & Accidents

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

3. Fire & Evacuation

- When events are held in the main hall, Riverside procedures are followed.
- Riverside Centre is responsible for maintenance and testing of extinguishers.

4. Discipline

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

5. Club Equipment & Premises

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

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

6. Coaches and Leaders

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

7. Club Child Protection and Vulnerable Adults Policy

- See welfare policy.

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

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

Ratios

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

In higher flows, for example EA Yellow or Red Boards or a moderate water environment, a coach with suitable leadership qualifications will be required. A coach without the relevant qualification but one that is suitably experienced maybe signed off by the head coach to operate close to the Riverside Centre on local waters.

Getting ready

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

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

- Transport the boats and equipment using a safe and recognised lifting technique which reduces the likelihood of injury.
- Briefing; it would be considered normal to cover the following (this is not an exhaustive list), hazards, conditions, communications, flora, fauna and general environment, other water users and expectations of the group.
- Experienced paddlers are responsible for checking their own PPE is fitted correctly. PPE for novices and junior section to be checked by group leader prior to getting on the water.

Activity

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

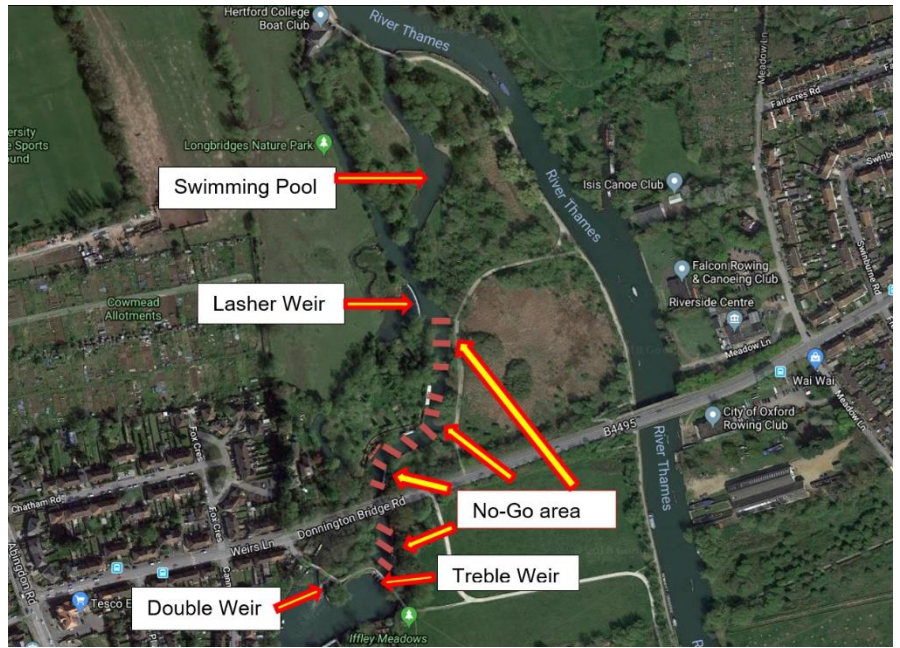
Post-activity-

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

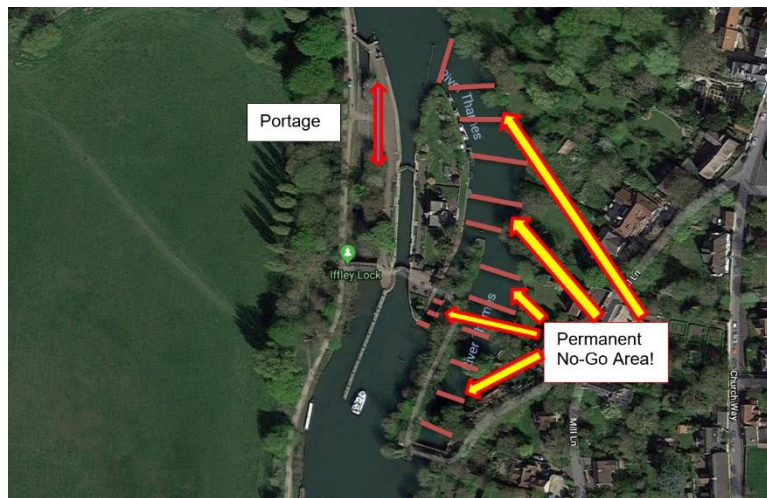
Weirs and Locks

- Only Coaches, Advanced Coaches or Discipline Specific Coaches are able to use the weirs.
- BC Level 2 coach with an OCKC Leaders sign off are also able to use weirs.
- Weirs must be clearly identified and risk assessed in writing before they are used.
- PPE including helmets will be worn.
- The flow of the river must be considered and the coach must have a clear plan of how the group will be managed during the activity.

When operating above the radial weirs, off Weirs Lane/ Donnington Bridge, it is essential to know if the weirs are open, as this will create a substantial flow through the upstream channels. The weirs can be easily inspected from Weirs Lane.



Iffley Weirs & Lock



General Guidance and comments

General Guidance	Comments
In the area of Longbridges & Tumbling Bay Swimming Pools	Take care to avoid obstructions such as branches blocking access. Longbridges- Do not enter the no go area if the radial weirs are open. Consider strong flows near to the entrance when the weirs are open. Consider the strength of the group and their ability to exit the swimming pool area.
Lasher weir	Danger of boats landing on someone when shooting. Group to come down one at a time, controlled by the coach. Submerged rocks river right after the shelf, so group must exit close to the weir if wading. Rocks on the downstream side may cause boats to stop suddenly causing the paddler to be ejected or capsized, this may lead to injury from the boat landing on them or with the paddler hitting their legs or elbows. To avoid this there should not be a gap of more than 90cm between the top of the lasher and the water height downstream. No swimming above the Lasher weir if the double and/or the treble are open in any way.
Fish Pass	This is a Moderate Water environment at all times and helmets must be worn Good group control must be maintained so that paddlers do not run into others or drift off. Be aware of pinning hazards.
Iffley Paddle Weir (River Left)	This weir is not to be approached when it is open from above. See No- Go areas. When open this is a WW environment and requires treating as Moderate Water Helmets must be worn when the weir is open and the flow being used. The trees below can become over grown and this must be assessed before each use, to see if they are likely to interfere with a paddler.
Iffley Weirs Not including the paddle weir	These weirs are not to be approached from above. See No- Go areas. Old Stony is not to be played in at any time
Double weir, Weirs Lane	This weir is not to be approached from above when it or the treble is open. See No- Go areas and the weir is never to be shot. When the weir is open the downstream side is a WW environment and requires treating as Moderate Water. Helmets must be worn when the weir is open and the flow being used. Awareness of the trees and boats downstream. Multiple capsizes at the same time should be avoided.
Treble Weir Weirs Lane	This weir is not to be approached from above when it or the double is open. See No- Go areas. This weir is not to be approached from below when it is open. When the weir is closed both sides may be used.
Local Weirs (not named above)	Weirs are not to be approached from above when they are open. Weirs are not to be shot. A suitable location must be identified when portaging the weir.
Thames Locks	Follow the operation instructions when using the lock. Normally a member of staff or the Lock Keeper will operate the lock. Be aware of other users. Only groups that have been shown how to use a lock safely e.g. a DofE group can be deemed as competent to use a lock without direct supervision. No games are to take place in the lock. Good group control is to be maintained at all times. Awareness of flow into and out of the lock when being operated.