



CLUB STANDARD OPERATING PROCEDURES

Affiliation Type: Senior Club + Youth

Club Chair Name: Mark Thomas

Number of club members: 107

Open to the Public? Yes

Contact Details

Club Address: c/o Woodgreen Leisure Centre
Woodgreen Avenue
Banbury
Oxon
OX16 0HS



1. Health and Safety:

1.1. Club Members

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

1.2. Safety Policy

Details of our current policy and Safety Officer may be found in our *Health and Safety Policy* document.

1.3. First Aid & Accidents

1.3.1. Coaches and Leaders should hold first aid qualifications that are suitable to their roles as defined by British Canoeing and are the first point of contact. Coaches and Leaders may be identified using both the WebCollect online membership system and British Canoeing's Club Portal.

1.3.2. Emergency contact and medical details of members are held on the WebCollect online membership system.

1.3.3. During pool sessions a First Aid kit is available from swimming pool staff and accidents should be reported in the centre accident book.

1.3.4. During river/canal trips/away fixtures one or more leaders/coaches will carry a basic first aid kit and be responsible for its maintenance.

1.4. Coaches, Leaders and Paddlesport Activity Assistants

Coaching and Leadership competence will be assessed by the Club Committee (or relevant sub-committee). The Club encourages all coaches and leaders to hold suitable qualifications approved by British Canoeing to evidence competence and participate in British Canoeing's Coach Update scheme.



1.5. Fire & Evacuation

1.5.1. During pool sessions members should follow direction of pool staff and the centre procedures in the event of fire or evacuation. The centres used are responsible for maintenance and testing of all fire extinguishers.

1.5.2. Members should book on to all sessions using the WebCollect system, which will act as a signing in sheet for the purposes of carrying out a role call which will be carried out by the most senior member of the club present. Emergency contact details may be accessed through the WebCollect system if needed.

2. Emergency Procedures

2.1. Incidents and near misses should be reported by e-mail to the Club Committee. The Club Committee will review incidents at the next available committee meeting and, depending on severity, formally report to British Canoeing using the incident reporting system.

<https://www.britishcanoeing.org.uk/about-canoeing/safety-guidance/incident-reporting/>

2.2. Incident reports should be retained for a minimum of 5 years.

2.3. In the event of a serious incident the Coach/Leader in charge should immediately contact British Canoeing for support and advice.

3. Discipline and Appeals

All club members are expected to abide by the Club's *Codes of Conduct* and the *Discipline and Appeals Policy*.

4. Use of Club Equipment & Premises

4.1. Equipment Storage & Fault Reporting:

4.1.1. Equipment is normally held in our locked storage facility at Woodgreen Leisure Centre and on the associated boat racks.



6. Club Child Protection and Vulnerable Adults

6.1. The Club is fully committed to safeguarding the well being of its members. All members should show respect and understanding for the rights, safety and welfare of others, and conduct themselves in a way that reflects the principles of the Club.

6.2. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns. All concerns, allegations or reports of poor practice/abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's Safeguarding Policy and British Canoeing guidelines.

7. Sports Equality

The Club is fully committed to the principles of equality as set out in the Club Constitution and Equality Policy documents.

8. Data Protection

The Club is committed to complying with data protection law and to respecting the privacy rights of individuals as set out in the Club Data Protection Policy and Privacy Notices.

9. Canoe Polo Selection

Selection aims to be objective, Team Captains and Coaches will consider a number of factors as set out in the Canoe Polo Selection Policy document.

10. Club Governance

10.1. Governance

The Club will be run in accordance with the rules set out in the Club Constitution and in accordance with English law.

10.2. Section Committees

The Club Committee may organise sections to cover the various activities of canoeing.



- 10.2.1.** Section Committees shall each consist of a maximum of 7 members, including a Section Chair, elected by the section concerned.
- 10.2.2.** Minutes of all section meetings shall be kept and shall be produced if required at Committee meetings.
- 10.2.3.** A Section Treasurer may be appointed and shall be responsible for the collection of all monies relating to the section and for keeping such financial records as are required by the Committee. He/she shall be prepared at all Committee meetings to give a statement of the section's finances. If a Section Treasurer is not appointed finances shall be the responsibility of the Club Treasurer.
- 10.2.4.** Section Committees shall draw up rules and regulations necessary for the efficient management of the section to be approved by the Club Committee.
- 10.2.5.** Section Committees shall meet at such intervals as are required to satisfactorily conduct the business of the Section.
- 10.2.6.** Formation and dissolution of Section Committees is at the discretion of the Club Committee.

11. Training Subsidies

- 11.1.** Members who wish to undertake formal Coaching, Leadership, Safety, First Aid or Safeguarding training and/or assessment can apply to the committee for discretionary subsidies. Members will need to demonstrate that they are active members of the club and that the training will be of benefit to the club rather than solely for the individual.
- 11.2.** Members are also encouraged to seek out grants to assist with the cost of training. Typical sources include British Canoeing and Sport England.