

Royal West of Scotland Amateur Boat Club

Standard Operating Procedure: Coached Sessions

Date Approved:

<p>1</p>	<p>Coached Sessions</p>	<p>The Club offers a programme of regular Coached Sessions to</p> <ul style="list-style-type: none"> • Introduce new members • support members in building their skills and confidence <p>The Club may also organise additional specific focussed sessions where</p> <ul style="list-style-type: none"> • members identify specific training needs or areas of interest • the Club identifies an area of training from which members may benefit.
<p>2</p>	<p>Publicising/Advertising Coached Sessions</p>	<p>The Club publicises coached sessions</p> <ul style="list-style-type: none"> • on the Club Website • through email and text messaging • on social media <p>Publicity for Coached sessions are required to provide details of</p> <ul style="list-style-type: none"> • the purpose of the sessions • any likely cost (if appropriate – eg- a compulsory assessment fee or is delivered by an external provider) • when the sessions will take place • where the sessions will take place • the duration of the sessions • who will lead the sessions (if appropriate) • any prerequisite conditions for participants including <ul style="list-style-type: none"> ○ minimum age ○ clothing

<p>3</p>	<p>Coaches/Leaders and Assistants</p>	<p>Coached sessions must be led by appropriately qualified coaches and leaders in accordance with National Governing Body Guidelines using</p> <ul style="list-style-type: none"> • appropriately qualified Club members • External providers holding appropriate Coaching and/or Leadership awards <p>Appropriately experienced members can assist (under coach supervision) in the delivery of coached sessions. Members supporting the delivery of activities must be made fully aware of their role in the session. To support their development, members providing assistance should be offered advice by the Coach/Leader on how to carry out tasks associated with their supporting role.</p>
<p>4</p>	<p>Session Information for participants</p>	<p>Before the session, participants must be reminded of</p> <ul style="list-style-type: none"> • the purpose of the sessions • when the sessions will take place • where the sessions will take place • the duration of the sessions • who will lead the sessions (if appropriate) • any prerequisite conditions for participants • other relevant information – eg- what they should wear/what they should bring <p>Session information should make it clear to participants that they will be asked to</p> <ul style="list-style-type: none"> • share information of any personal specific needs (such as health conditions, impairments or learning difficulty) to ensure the safe participation of the individual and the group through appropriate mitigation and risk management. It should be made clear that this information is only shared with relevant coaches/Leaders as necessary. • Complete and carry ICE information which should be available during the activity in case of emergency.
<p>5</p>	<p>Equipment</p>	<p>Club equipment must be checked at the start of coached sessions as it is selected for use.</p>

		<p>Any concern about a piece of equipment must be recorded in the Equipment Log book in the Boat Storage area.</p> <p>Where equipment is not considered safe for use it must be clearly marked as 'Not For Use' using the labels available and placed in the agreed 'Not for Use' area.</p> <p>New members will be shown how to check and set up equipment as an essential part of their induction programme. If they are uncertain about the serviceability of a piece of equipment, participants should seek advice from the Session Coach/Leader before using it.</p> <p>Participants using their own equipment are expected to ensure that personal equipment is safe for purpose. The session Coach/Leader should include members personal equipment in their pre-use inspections and have the right to exclude the use of equipment which they consider not in a safe and serviceable condition.</p>
<p>6</p>	<p>Medical, Shore Contact and ICE Cards</p>	<p>Medical Information Coaches/Leaders must be informed of any specific needs of participants (such as health conditions, impairments or learning difficulty) to ensure the safe participation of the individual and the group through appropriate mitigation and risk management.</p> <p>Risk Assessment and planned mitigations which relate to specific needs of an individual MUST only be shared with RELEVANT Coaches or Activity Organisers with recorded consent of the individual.</p> <p>Shore Contact For regular Coached Sessions taking place at the Club, Float Plans including a nominated Shore Contact should not normally be required. Where a Coached Session is held away from the Club's normal operating area, written 'Float Plans' which include information on who should be contacted, should be in place.</p> <p>In Case of Emergency Information (ICE cards) All participants in Club activities must carry information which can be used in an emergency to include</p>

		<ul style="list-style-type: none"> • Name • Emergency Contact Information <ul style="list-style-type: none"> ○ Name of Contact ○ Telephone Number(s) of contact ○ Address of contact • Important relevant medical information <p>Members will be provided with an appropriate template to support completion of a standard ICE Card which can be carried during paddlesports activities.</p> <p>Coaches/Leaders should ensure that participants in the activities they are leading are aware of what they should do in case of an emergency. This must include what to do if the emergency involves the Leader or Coach.</p> <p>In addition to their personal ICE information, the Leader or Coach should also carry information on how to contact the Coastguard and other emergency services and how to contact an appropriate member of the Club for assistance.</p>
<p>7</p>	<p>Session Briefing</p>	<p>Before going on the water, Coaches/Leaders should hold a briefing covering</p> <ul style="list-style-type: none"> • Names • Roles and responsibilities of the Coaching Team • Weather Conditions • Tides • Sea State <ul style="list-style-type: none"> ○ Effect of the weather particularly wind strengths and direction on sea state ○ How this is likely to change during the session • Check that participants are dressed appropriately for the weather and how it may evolve over the session. • Action in the event of an incident/emergency <ul style="list-style-type: none"> ○ Involving a participant ○ Involving the Coach/Leader • Outline of Session Plan in the context of the weather • Relevant information from Club Risk Assessments for the planned paddling activity.

		<ul style="list-style-type: none"> • Consider any potential hazards or risks which participants may encounter and how these are mitigated against, referring to Club Risk Assessments where appropriate. • Destination
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<p>8</p>	<p>Group Management and Safety</p>	<p>Coaches/Leaders must consider their planned coaching activity in relation to</p> <ul style="list-style-type: none"> • The weather • Tidal predictions • Prevailing and possible developing sea state and weather • Club Risk Assessments for planned activity • Group ability <p>Coaches should ensure that members of the group are clearly briefed about</p> <ul style="list-style-type: none"> • Group arrangement and proximity to support communication and safety • Route • Action in the event of an incident <p>The, group should be fully informed about decisions on route and skill practice undertaken to support their broader development as independent paddlers. Participants should also be made aware of the reason for a decision to alter the planned activity as the session progresses.</p> <p>The Group and particularly experienced paddlers supporting the Coach/Leader should be fully briefed on action to be taken if an incident involving the Coach/Leader which excludes them from continuing to manage the group.</p>
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<p>9</p>	<p>Emergency and Late Back Procedures</p>	<p>For regular Coached Sessions taking place at the Club, 'Float Plans' including a nominated Shore Contact and Late Back Procedures should not normally be required. Where a Coached Session is held away from the Club's normal operating area, written 'Float Plans' which include a nominated Shore Contact and Late Back Procedures should be in place.</p>
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	<p>For all Coached Sessions the Coaches/Leaders, and as many of the more experienced paddlers assisting in the session, should carry safety equipment appropriate to managing the possible incidents which may arise during the planned session, normally including</p> <ul style="list-style-type: none"> • towlines • First Aid Kits <p>It may also be useful to carry</p> <ul style="list-style-type: none"> • spare paddles • spare clothing • White navigation light (if paddling at and after sunset) • throwlines (if appropriate) • Survival bags/blankets or group shelter particularly if the activity takes place away from the Club. <p>In Case of emergency, the Coaches/Leaders should ensure that they have an effective means of communicating with each other or the Emergency Services to seek assistance if required.</p> <p>The Club recommends that each Group participating in an activity includes someone carrying a VHF radio and who is appropriately qualified to use this.</p> <p>Modern handheld VHF radios with DSC and GPS have several safety features built in. Paddlers who carry a VHF radio should familiarise themselves with the functions of their particular set and be aware of the relevant channels for use in different circumstances.</p>
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<p>10</p>	<p>Incident Reporting</p>	<p>Any incident which</p> <ul style="list-style-type: none"> • results in physical or emotional injury to any participant • involves a medical emergency • Requires the activity to be discontinued (particularly where the group is required to seek safety ashore) • requires assistance or intervention by any emergency organisation • involves loss of or damage to equipment <p>must be recorded in writing using the agreed reporting format.</p> <p>If necessary the Kayak Convener may arrange for a debrief for those involved to ensure issues are identified and addressed along with any wellbeing concerns.</p> <p>Where an incident is recorded, the Kayak Convener must be informed using the agreed Club reporting procedures and the incident reported to Paddle Scotland on: https://www.paddlescotand.org.uk/report-a-paddling-incident</p>
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