

Royal West of Scotland Amateur Boat Club

Standard Operating Procedure: Collaborative Paddles

Date Approved:

<p>1</p>	<p><b>Collaborative Paddles</b></p>	<p>The Club offers a programme of regular opportunities for Collaborative Paddles to allow members to paddle socially, build their experience, enjoy regular exercise.</p> <p>These paddles are open to members of an appropriate agreed minimum standard set by the Club and are advertised as ‘Collaborative’ activities.</p> <p>For the programmed sessions, different groups based on members ability and experience should paddle within their capability.</p> <p>Some paddles may be formally lead by an experienced Coach/Leader with a plan which builds experience and skills for participants and would be advertised as ‘Led’ activities indicating the prerequisite level of experience.</p> <p>The Club may also arrange Collaborative Paddles outwith the regular programme to provide opportunities for members of different levels of experience to interact socially and share experience.</p>
<p>2</p>	<p><b>Publicising/Advertising Collaborative Sessions</b></p>	<p>The Club publicises Collaborative Paddles</p> <ul style="list-style-type: none"> <li>• on the Club Website</li> <li>• through email and text messaging</li> <li>• on social media</li> </ul> <p>Publicity for Collaborative Paddles should identify the event as ‘Collaborative’ and provide details of</p> <ul style="list-style-type: none"> <li>• when the Paddles will take place</li> <li>• where the Paddles will take place</li> <li>• the duration of the Paddle</li> <li>• any prerequisite conditions for participants</li> </ul>

		<ul style="list-style-type: none"> <li>any alternative paddling options to cater for differing level of paddling ability</li> </ul> <p>In addition, if the activity has an aspect of being Led, it should be advertised as a 'Led' activity and the information should also include</p> <ul style="list-style-type: none"> <li>any specific coaching or development intention in the paddle</li> <li>any prerequisite level of ability</li> </ul>
<p><b>3</b></p>	<p><b>Coaches/Leaders and Assistants</b></p>	<p>While qualified coaches and leaders participating in Collaborative Paddles may not be formally nominated to coach or lead the paddle, they cannot and must not ignore the responsibility they carry because of their recognised experience.</p> <p>Where an activity is advertised as Collaborative it would not need to be managed by qualified Coach/Leader.</p>
<p><b>4</b></p>	<p><b>Session Information for participants</b></p>	<p>Before the session, participants must be reminded of</p> <ul style="list-style-type: none"> <li>when the sessions will take place</li> <li>where the sessions will take place</li> <li>the duration of the sessions</li> <li>who will lead the sessions (if appropriate)</li> <li>any prerequisite conditions for participants</li> <li>other relevant information – eg- what they should wear/what they should bring</li> </ul> <p>Session information should make it clear to participants that they will be asked to</p> <ul style="list-style-type: none"> <li>complete and carry ICE information which should be available during the activity in case of emergency.</li> <li>ensure that someone within their group is aware of any specific needs (such as health conditions, impairments or learning difficulty) to ensure the safe participation of all members through appropriate mitigation and risk management, particularly that the group is carrying appropriate equipment and has the skills to manage an incident should one arise.</li> </ul>

<p>5</p>	<p><b>Equipment</b></p>	<p>Members should carefully check any Club equipment they intend to use as it is selected.</p> <p>Any concern about a piece of equipment should be recorded <b>in the Equipment Log book in the Boat Storage area.</b></p> <p>Where equipment is not considered safe for use it should be clearly marked as 'Not For Use' using the labels available and placed in the agreed 'Not for Use' area.</p> <p>Members should 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 more experienced members before using it. If there is any doubt, it must not be used.</p> <p>Participants using their own equipment are expected to ensure that their personal equipment is safe for purpose.</p>
<p>6</p>	<p><b>Medical, Shore Contact and ICE Cards</b></p>	<p><b>Medical Information</b></p> <p>To ensure the safe participation of the individual and the group through appropriate mitigation and risk management Coaches/Leaders must be informed of any specific needs of participants which may impact on activities undertaken (such as health conditions, impairments or learning difficulty). Where members are participating in a collaborative paddle, they may feel more comfortable sharing this information with another member of the group with whom they are more familiar.</p> <p><b>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 permission of the individual.</b></p> <p><b>Shore Contact</b></p> <p>For the regular programme of Collaborative Paddles taking place at the Club, written Float Plans including a nominated Shore Contact should not normally be required. The Float Plan will normally be a matter of discussion before going on the water, recognising the experience of participants.</p>

		<p>Where a Collaborative Paddle is planned to take place away from the Club's normal operating area, written 'Float Plans' which include information on who should be contacted in case of a change in plans, late return or an emergency, must be in place.</p> <p><b>In Case of Emergency Information (ICE cards)</b>          All participants in Club activities must carry information which can be used in an emergency to include</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Emergency Contact Information             <ul style="list-style-type: none"> <li>○ Name of Contact</li> <li>○ Telephone Number(s) of contact</li> <li>○ Address of contact</li> </ul> </li> <li>• Important relevant medical information</li> </ul> <p>Participants in Collaborative Paddles should know what they should do in case of an emergency. In addition to their personal ICE information, they 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><b>Session Briefing</b></p>	<p>Before going on the water, participants should hold a briefing/discussion covering the paddle route being considered in relation to</p> <ul style="list-style-type: none"> <li>• Weather Conditions</li> <li>• Tides</li> <li>• Sea State             <ul style="list-style-type: none"> <li>○ Effect of the weather particularly wind strengths and direction on sea state</li> <li>○ How this is likely to change during the planned paddle.</li> </ul> </li> <li>• Alternative plans should conditions change to the extent that some paddlers are uncomfortable or not appropriately skilled for the conditions.</li> <li>• Check that participants are comfortable with the intended plan and are aware of the level of ability and confidence expected of participants.</li> <li>• Action in the event of an incident/emergency.</li> <li>• Consider any potential hazards or risks which participants may encounter and how these are mitigated for, taking account of Club Risk Assessments.</li> </ul>

		<p>Based on the prevailing conditions and the planned route, paddlers should decide if they are capable of the planned route or if they and others should consider an alternative, including not going on the water.</p> <p>Collaborative groups, and individuals within groups, will be of different levels of ability, experience and confidence. Conditions which may be too challenging for some members may not present the same challenge to others.</p> <p>Where members of a group of similar ability and experience are debating whether the conditions may be too challenging, the safe decision would be not to go on the water. If in doubt – don't go out.</p> <p>Where more experienced paddlers, coaches or leaders counsel against going on the water in the prevailing conditions, their advice must be followed.</p>
<p><b>8</b></p>	<p><b>Group Management and Safety</b></p>	<p>Participants in the Clubs's Programmed Collaborative Paddling sessions will have undertaken an induction or come to the Club with established prior experience. Participants should be aware of good practice in group safety and their individual responsibility to themselves and others within the group.</p> <p>It is particularly important that participants honestly consider their level of ability and experience and fitness in deciding if they will join a planned paddle or consider an alternative, including not going on the water.</p> <p>Where there is any doubt about whether or not it is safe to go on the water members must exercise caution. If in doubt – don't go out.</p> <p>Where more experienced paddlers, coaches or leaders counsel against going on the water in the prevailing conditions, their advice must be followed.</p> <p>Participants should be aware of the action to be taken if an incident occurs and their responsibility to assists in managing the incident.</p> <p>Members participating in Collaborative paddles must have undertaken safety and rescue training and be confident to support the recovery of a capsized in the conditions they are prepared to encounter.</p> <p>The Club recommends that members participate in training to maintain their skills and confidence.</p>

		<p>Where any member of the group is experiencing difficulty with the intended paddle, the group must take appropriate action as a group to ensure their safety.</p>
--	--	---

<p>9</p>	<p><b>Emergency and Late Back Procedures</b></p>	<p>For regular Collaborative Paddles taking place from the Club, written 'Float Plans' including a nominated Shore Contact and Late Back Procedures should not normally be required.</p> <ul style="list-style-type: none"> <li>• Pre-paddle discussion should include this planning and</li> <li>• most paddlers will have discussed return time with someone at home.</li> <li>• Included within the group there should be members carrying appropriate means of communication including mobile phones and/or VHF radios.</li> <li>• Where more than one group of paddlers are on the water during programmed Collaborative Paddles, each group should ensure that they have left information with a reliable shore contact who knows who to contact if they have not returned as expected.</li> </ul> <p>Where a Collaborative Paddle is held away from the Club's normal operating area, the Standard Operating Procedure for Trips away from the Club should be followed and written 'Float Plans' which include a nominated Shore Contact and Late Back Procedures should be in place.</p> <p>For all Collaborative Paddles, as many of the participants as possible 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"> <li>• towlines</li> <li>• First Aid Kits</li> <li>• spare paddles</li> <li>• spare clothing</li> <li>• Survival bags/blankets or group shelter particularly if the activity takes place away from the Club.</li> <li>• White navigation light (if paddling at and after sunset)</li> <li>• Throwlines if relevant</li> </ul> <p>In Case of emergency, each collaborative paddling group must 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 within each Group participating in an activity includes someone carrying a VHF radio and who is appropriately qualified to use this. 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>
--	--	---

<p><b>10</b></p>	<p><b>Incident Reporting</b></p>	<p>Any incident which</p> <ul style="list-style-type: none"> <li>• results in physical or emotional injury to any participant</li> <li>• involves a medical emergency</li> <li>• Requires the activity to be discontinued (particularly where the group is required to seek safety ashore)</li> <li>• requires assistance or intervention by any emergency organisation</li> <li>• Loss of or damage to equipment</li> </ul> <p>must be recorded in writing using the agreed reporting format</p> <p>Where an incident is recorded, the Kayak Convener <b>must</b> be informed using the agreed Club reporting procedures.</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>All recorded incidents should be reported to Paddle Scotland on:  <a href="https://www.paddlescotland.org.uk/report-a-paddling-incident">https://www.paddlescotland.org.uk/report-a-paddling-incident</a></p>
------------------	----------------------------------	--