

Royal West of Scotland Amateur Boat Club

Standard Operating Procedures

Date Approved:

1	Club Details	Name	Royal West Of Scotland Amateur Boat Club
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		email	secretary@rwsabc.com
		Vice President	
		Hon. Sec	
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		Kayak Convener	
		Safety Officer	
		Safeguarding Officer	

This 'Royal West of Scotland Amateur Boat Club Standard Operating Procedures' document is intended as an overarching document covering general Operating Procedures for Club organised Paddlesports activities. The Document refers to Standard Operating Procedures for Risk Assessments and Activity Specific Operating Procedures for Club organised activities including

- Coached Session
- Led Paddles
- Collaborative Paddles.
- Organised Club Events
- Club Organised Trips

These Activity Specific Operating Procedures have been prepared to describe scope of the activity and gather activity specific procedures together to avoid the need to work through the overarching document each time members are looking for information on a specific Paddlesports activity.

Coached Sessions:

Coached Sessions are any Club organised session with a planned coaching purpose including Taster Sessions, Coaching Sessions offered to deliver training identified to meet member need/demand, Led Paddles with a coaching purpose and Pool Sessions.

Collaborative Paddles:

Collaborative Paddles include Club organised group paddles, like the programme of Tuesday night paddles throughout the season, providing regular opportunities for members to paddle socially, build their experience, enjoy regular exercise.

Organised Trips:

The Club may, on occasion, offer both day trips and multiple day to help develop confidence and skills of members, extend the opportunity to paddle socially, broaden paddler experience and build the sense of group responsibility.

Independent Paddles:

Members of the Royal West of Scotland Amateur Boat Club can access the Club and their personal equipment at any time in accordance with the Club Byelaws to participate in privately organised Paddlesports activities. These activities are independent of the Club and its responsibilities and association with Paddle Scotland.

More than one type of activity can take place at the same time as separate activities -e.g.- members may take part in a Collaborative or Independent paddle at the same time as a Coached Session is taking place.

Members participating in Paddlesports activities organised through the Club will be made aware of Standard Operating Procedures and Risk Assessments for the activities in which they are involved and asked to confirm that they have read, understood and undertake to follow agreed Club procedures while engaged in Club activities.

<p>2</p>	<p>Risk Assessments</p>	<p>A Specific Risk Assessment is in place for</p> <ul style="list-style-type: none"> • different activities delivered through the Kayak Section including <ul style="list-style-type: none"> ○ safely accessing and managing equipment in and around the Club facilities including the beach area. ○ On the water Paddlesport activities. • To meet specific needs of participants in activities organised through the Club (such as health conditions, impairments or learning difficulty). <p>Risk Assessments are available to members</p> <ul style="list-style-type: none"> • On the Club Website • In Standard Operating Procedure/Risk Assessment files <ul style="list-style-type: none"> ○ With the Activity Log book in the Boat Storage area ○ In the Members Lounge/Behind the Bar in the Clubhouse. <p>Risk Assessment which relate to specific needs of an individual, MUST not be shared in the same way as the more generic Risk Assessments covering activities. This information MUST only be shared with RELEVANT Coaches or Activity organisers with recorded permission of the individual.</p> <p>Risk Assessments must inform</p> <ul style="list-style-type: none"> • Dynamic Risk Assessments required during any activity • Activity Specific Operating Procedures <p>Risk Assessments are reviewed in consultation with members</p> <ul style="list-style-type: none"> • At the start of and end of each formal ‘Season’ (before the ‘Opening Cruise and after the ‘Closing Cruise’). • Following any incident, particularly if the incident highlights a potential weakness in the Risk Assessment • Where any individual or group of members identifies a weakness or potential improvement to the Risk Assessment. • Where any individual or group of members identifies an area of activity not Risk Assessed. <p>Any update or change to Risk Assessments will be communicated to members through the Club Website, Social Media and normal Club communication systems.</p>
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	<p>While the Club recommends that members engaged in Independent Paddling Activities follow safe practice in planning and engaging in their own paddling activity, it is understood that they are operating independently of the Club and its responsibilities. Members are personally responsible for assessing and managing the risk involved in Independent Activity.</p>
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<p>3</p>	<p>Activity Specific Operating Procedures</p>	<p>Activity Specific Operating Procedures are in place for different activities delivered through the Kayak Section including</p> <ul style="list-style-type: none"> • Coached Session • Collaborative Paddles. • Organised Club Events • Club Organised Trips. <p>While the Club recommends that members engaged in Independent Paddling Activities follow safe Operating Procedures, it is understood that during these activities members are operating independently of the Club and its responsibilities.</p> <p>Activity Specific Operating Procedures are available to members</p> <ul style="list-style-type: none"> • On the Club Website • In Standard Operating Procedure/Risk Assessment files <ul style="list-style-type: none"> ○ With the Activity Log book in the Boat Storage area ○ In the Members Lounge/Behind the Bar in the Clubhouse <p>Specific Operating Procedures must include</p> <ul style="list-style-type: none"> • Competence/credential requirements for <ul style="list-style-type: none"> ○ Leading an activity ○ Assisting on an activity • Information to be provided to paddlers before they attend <ul style="list-style-type: none"> ○ Ratio of participants to leader and assistants ○ Competence requirement for participation in the activity • Determining if it is safe to engage in the planned activity based on a review of Weather and water conditions (including water quality and temperature) and potential for change during the activity. • Briefing before going afloat and what must be included • Float Plan and contingency plan requirements • Equipment check including safety equipment requirements
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		<ul style="list-style-type: none"> • In Case of Emergency information <p>Specific Operating Procedures are reviewed in consultation with members</p> <ul style="list-style-type: none"> • At the start of and end of each formal 'Season' (before the 'Opening Cruise and after the 'Closing Cruise'). • Following any Incident, particularly if the incident highlights a potential weakness in the Activity Specific Operating Procedures or Risk Assessment • Where any individual or group of members identifies a weakness or potential improvement to the Risk Assessment. • Where any individual or group of members identifies an area of activity for which a Specific Operating Procedure is not in place but is required. <p>Any update or change to Standard Operating Procedures will be communicated to members through the Club Website, Social Media and normal Club communication systems.</p>
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<p>4</p>	<p>Equipment Maintenance and Checks</p>	<p>Equipment used for paddle sport activities associated with the Club must be in a safe and serviceable condition.</p> <p>The Club provides storage for both Club Owned Paddlesports Equipment and Members' personal equipment in the Canoe Storage shed and designated areas in the Club Boat Sheds.</p> <p>Members' personal equipment is stored on racks in an assigned area clearly labelled with their name. No member or visitor to the Club should use any member's personal equipment without express permission from that member.</p> <p>Club Equipment can be used by members for participation in</p> <ul style="list-style-type: none"> • Coached Session • Led Paddles • Organised Club Events <p>And, when they have been confirmed as having achieved an appropriate level of competence, for participation in</p> <ul style="list-style-type: none"> • Collaborative Paddles and • Club Organised Trips and Activities. • Independent Paddles
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With the permission of the Kayak Convener, members can also borrow Club equipment for use in activities away from the Club such as training and assessment events organised by accredited providers.

The Club has a small number of Open Canoes, Paddle Boards and Surfskis to support some Club events and allow members an opportunity to broaden their paddling experience. The Club does not currently provide formal training in using these craft. Competent members wishing to access these boats outwith organised Club events can do so in accordance with the Club guidance on Accessing Club equipment but should be aware that this would be considered an Independent Paddling Activity.

All Club equipment should be clearly labelled and numbered to support management of equipment and facilitate recording and management of damaged equipment.

Club Equipment will be formally checked at the start of and end of each formal 'Season' (before the 'Opening Cruise and after the 'Closing Cruise').

Club Inspection checklists for

• Kayaks	• Spray Decks
• Canoes	• Paddles
• Paddle Boards	• Waterproofs
• Buoyancy Aids/Lifejackets	• Safety Equipment

should be used when carrying out formal equipment checks and the checklist signed and dated by the member leading the check to confirm that check have been completed and damage reporting procedures have been followed.

In addition – **All Buoyancy Aids** must be subjected to an annual floatation test at the start of the formal 'Season'(before the Opening Cruise) and this must be recorded on the Buoyancy Aid Equipment Checklist.

Club Equipment should also be checked

- by members before they use equipment
- by novice members under the guidance of Coaches/Coaching Assistants at the start of coached sessions/organised activity.

Any concern about a piece of equipment should be recorded **in the Equipment Log book in the Boat Storage area.**

		<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 are expected to check and maintain their personal equipment in a safe and serviceable condition and are invited to include their equipment in Club equipment inspections.</p> <p>Anyone, member or visitor to the Club, participating in Activities Associated with the Club should be made aware that the activity organiser/leader should include Club and 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>5</p>	<p>First Aid Provision</p>	<p>Coaches and Leaders holding current Paddle Scotland/British Canoeing Coaching/Leader Awards are required to hold appropriate current First Aid Certification.</p> <p>First aid kits are available in the boat sheds and for all Paddle Activities organised through the Club, appropriate first aid kit must be available on the water and the Club recommends that at least one participant is appropriately trained in First Aid.</p> <p>A defibrillator is available outside the boatsheds.</p> <p>The Club recommends that members undertake training in basic First Aid to equip them to take positive action in the event of an incident.</p>
<p>6</p>	<p>Communication</p>	<p>Members will be informed of relevant information through</p> <ul style="list-style-type: none"> • the Club Website • email • Text messaging • Approved WhatsApp groups • The Club Notice Board <p>Members or 'Temporary Members' participating in an induction programme and some Club organised Paddlesports activities will be asked to join an 'Activity Specific WhatsApp Group to facilitate communication associated with that activity.</p>

	<p>All agreed Club documents will be published on the Royal West of Scotland Amateur Boat Club Website this will include</p> <ul style="list-style-type: none"> • Paddle Scotland Standards for Deployment • Club Kayaking Standard Operating Procedures • Club Kayaking Risk Assessments • Templates for ICE Cards and Float Plans • Incident Reporting Templates • Club Competence Checklists • Links to National Personal Performance Awards • Links to Information on National Leadership and Coaching Awards • Equipment Checklists <p>Along with information on where 'hard' copies of these documents can be found</p> <p>Communication organising Independent Paddling activities is a matter for the group of paddlers who are engaging in the activity. These independent activities must not be communicated through the Club website or any of the formal Club communication forums.</p>
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<p>7</p>	<p>New Member Procedures</p> <p>An existing member and anyone joining the Royal West of Scotland Amateur Boat Club as a Member or 'Temporary Member' to participate in kayaking activities is introduced to kayaking through a minimum of four induction sessions which will include an introduction to</p> <ul style="list-style-type: none"> • basic paddling skills • checking and setting up a kayak for use • correct fitting and use of a Buoyancy Aid and spradeck • Club Standard Operating Procedures • Club risk Assessments for paddling activity <p>During sessions they will also be exposed to considerations of</p> <ul style="list-style-type: none"> • dressing appropriately for the weather • the importance of being aware of tidal information • the impact of weather on planned paddling activity • safe paddling and personal responsibilities when paddling as part of a group • other environmental factors including water quality and potential impact of paddling on wildlife.
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		<p>Members are not permitted to access Club equipment for personal use outwith organised activities until they have demonstrated an appropriate level of competence according to</p> <ul style="list-style-type: none"> • published Club Competence Checklists which take account of National Personal Performance Awards or • if they wish to do so, achieve appropriate relevant National Personal Performance Awards which recognise both the paddling skills and knowledge of the paddler. <p>It is unrealistic to expect that new members completing a four week induction will achieve an appropriate level of competence to access Club equipment for use outwith organised activities and further coaching/training towards this level of competence will be required.</p> <p>Members joining the Club who have paddling experience will be asked to demonstrate their competence</p> <ul style="list-style-type: none"> • providing evidence of achievement of National Personal Performance Awards • through managed participation in activities. <p>The Club recommends that all members regularly reflect on their personal skills and confidence and participate in appropriate training to maintain and update their skills and knowledge.</p>
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<p>8</p>	<p>Medicals, Shore Contact and ICE Cards</p>	<p>Medical Information</p> <p>For activities organised through the Club, organisers and coaches or 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 not be shared in the same way as the more generic Risk Assessments covering activities. This information MUST only be shared with RELEVANT Coaches or Activity organisers with recorded permission of the individual.</p> <p>Shore Contact</p> <p>For Club organised trips written 'Float Plans' must include information on who should be contacted in case of an emergency and this must be included in pre-activity briefings.</p> <p>For the regular Program of Collaborative paddling in the Clyde Estuary where a 'Generic Float Plan is in Place, contact details should be discussed and agreed by participants in a briefing before going afloat. This could be as simple as making the group aware of an ICE Card.</p>
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		<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>Activity specific Standard Operating Procedures require Leaders and Coaches to 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>9</p>	<p>Use of Club Premises</p>	<p>Members of the Royal West of Scotland Amateur Boat Club can access the Clubhouse and the Club's boat and equipment storage areas in accordance with the Club Byelaws.</p> <p>Members can access their personal equipment as they wish in accordance with the Royal West of Scotland Amateur Boat Club Bylaws. Members can access their personal equipment as they require to for Club organised activities and independent paddling.</p> <p>Club equipment can be accessed</p> <ul style="list-style-type: none"> • for organised Club events • for participation in collaborative paddles by members who have been confirmed as having achieved an appropriate level of competence. • for participation in Independent paddles by members who have been confirmed as having achieved an appropriate level of competence with the permission of the Kayak Convener • with the permission of the Kayak Convener for use in activities away from the Club such as training and assessment events organised by accredited providers.

<p>10</p>	<p>Non-members and Visitors</p>	<p>Non-members and visitors to the Club should be accompanied by members and ‘Signed in’ to the Clubhouse as required by the Royal West of Scotland Amateur Boat Club Byelaws unless they are attending the Club by invitation to participate in an event or activity being organised through or in collaboration with the Club.</p> <p>Non-members and visitors attending activities or events can only access Club equipment with the approval of the Kayak Convener, or the event organiser with prior approval of the Kayak Convener.</p> <p>Members with appropriate experience wishing to use Club equipment for personal guests to the Club must seek approval of the Kayak Convener before doing so and must undertake to comply with Club Operating Procedures and Risk Assessments.</p>
<p>11</p>	<p>Emergency and Late Back Procedures</p>	<p>Activity Specific Standard Operating Procedures for activities arranged through the Club must include details of Procedures to be used</p> <ul style="list-style-type: none"> • in an Emergency • If the activity plan significantly changes • Paddlers will return significantly later than expected. <p>For all ‘on the water activities’ the organise should ensure that within the group of participants (and each separate group of participants) has an effective means of communication which allows them to contact 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>Organisers of ‘Collaborative paddling’ activities and led trips should consider the need to ensure that someone ashore is aware of the activity ‘Float Plan’ which includes essential information which can assist Rescue Service personnel in case of an emergency or if paddlers fail to return as scheduled.</p> <p>For the Club’s regular programme of local area Collaborative Paddling a Generic Float Plan is in place.</p>

<p>12</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 • Loss of or damage to equipment <p>must be recorded in writing using the agreed reporting format</p> <p>Where an incident is recorded, the Kayak Convener must be informed. 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: https://www.paddlescotand.org.uk/report-a-paddling-incident</p>
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