
Sutton Bingham Paddlesports Club

Operations Manual

(Operating Procedures for Paddle sport)

Revised March 2024

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1 INTRODUCTION

1.1 Club Aims

Sutton Bingham Paddlesport Club was formed in the spring of 2001 to develop access to Sutton Bingham reservoir and other local waters, with the intention of promoting paddlesport, trips and events for the local community. The Club aims to promote the sport and recreation of paddlesport in a safe and enjoyable way, to provide opportunities for those wishing to try paddlesport for the first time and encourage those already partaking in paddlesport to achieve their full potential. The aim of Sutton Bingham Paddlesport Club can be summarised as:

The promotion of community participation in healthy recreation, for the benefit of the inhabitants of Somerset and Dorset and the public generally, by the provision of facilities and opportunities for paddlesport.

This aim has been expanded upon and incorporated into the Club's Constitution , including the Paddle UK (PADDLE UK) objectives

“To promote the sport and recreation of paddlesport and to ensure newcomers to the sport are introduced to paddlesport in a safe and enjoyable way and that they and those already involved in the sport are assisted to progress to whatever level and in whichever discipline, within paddlesport, that suits them best.” (Paddle UK Coaching Service).

The Club aims to co-ordinate the activities of all those wishing to paddle at Sutton Bingham reservoir. In particular the Club intends to promote *paddlesport* in the local area, particularly to youth organisations, schools and the disabled.

It is proposed that any organisation or individual wishing to paddle at Sutton Bingham reservoir should gain affiliation, full or day membership to the Club and abide by its operating procedures, thus ensuring that *paddlesport* is undertaken in a safe and responsible manner and in line with Paddle UK recommendations.

1.2 Purpose of This Document

The purpose of this document is to set out the Club's operating procedures that have been introduced in pursuance of the Club's aims. It is intended this document will evolve as the Club develops and should be viewed as a working document. To ease updates, the main body of this Operating Manual contains the overall policy/practices, while specific information and guidance is located in the attached Annexes. This document will be reviewed annually to ensure it is up to date.

As the document acts as a formal repository of information, it will be made accessible to all Club members. However, it will not be distributed generally, and any necessary flow-down of information to members will take more convenient formats.

2 ACTIVITY PROGRAMME

2.1 Paddlesport Access at Sutton Bingham Reservoir

For Sutton Bingham reservoir, the numbers of paddlers and the paddling area will be in accordance with the access agreement between the Club and Wessex Water. Local agreements with the warden will be used for special arrangements. For the purposes of group supervision, the Club has implemented defined coach/pupil ratios taking consideration of individual competencies. Supervision requirements and paddling access limitations are conveyed to members via the Club Rules ([Club Rules, Codes of Conduct and Guidelines](#)).

The Club understands that the sailing club often has events and races and has introduced rules to reduce the potential for conflict. Paddling times will be published to members via the Club Guidance notes ([Club Rules, Codes of Conduct and Guidelines](#)) and/or the Club website.

The Club Rules, Codes of Conduct and Guidance Notes will be made available to all members at the boat store and/or via the Club website.

2.1.1 Paddling General.

The club may organise paddling activities on any day of the week during daylight hours, subject to the terms of the lease with Wessex Water. Outside of the normal paddling sessions, Guidance, contained in [Rules, Code of Conduct and Guidance](#), the Club will undertake to notify the Ranger of extra sessions.

On occasions, such as “Children in Need” charity events, the club may request exceptional permission to be granted for night time paddling; each such night time paddling session will be subject to additional safety actions, support teams and a night paddling risk assessment. Such sessions will be notified to Wessex Water at least 1 calendar month in advance of the sessions and may only proceed with the approval and agreement of Wessex Water

2.1.2 Paddling Rules.

Paddling Rules are contained in [Club Rules, Codes of Conduct and Guidelines](#); these rules are in place for the safety of all Reservoir Users, including Club Members.

Paddling should be confined to the area shown in the rules, with the exception that endurance paddling (such as endurance disciplines) may extend North towards the Sailing Club, but NOT South towards the nature reserve area. When paddling North of the normal boundary, paddlers must be vigilant to avoid collisions with sailing and/or power craft using the area at that time.

2.1.3 Location and Communication

The Launch Site is located in Halstock Reach - the nearest Post Code is BA22 9QP.

National Grid reference ST5471057

Directions:

- Turn right onto road for Halstock 0.7 miles after the Barwick Roundabout on the A37
- Drive 1.3 miles to the railway bridge just before the reservoir
- Drive a further 0.4 miles south to a field gate on the left

A method of gaining assistance in an emergency should be established before canoeing commences.

The Club's launch field at Halstock Reach does not always offer good mobile phone reception without walking approximately 400m to the top of local hills to the north or south of the launch field. The nearest pay phone / landlines can be found at :

The Sailing Club (01935 862933)

Fishing Lodge (01935 872389).

Local non-emergency phone numbers are:

Yeovil Police Station: 01935 415291

Yeovil Hospital: 01935 475122

Yeovil Fire Brigade: 01935 382000

2.1.4 Officer of the Day

The Club should appoint an Officer of the Day, who will be responsible for providing safety cover to those wishing to paddle. They will be responsible for ensuring that:

Paddlers are in groups that contain suitably experienced coaches/paddlers:

Paddlers must create groups of at least three;

Novice Paddlers must paddle in groups, supervised by a coach;

Paddler's equipment is suitable for the conditions;

Conditions are safe to paddle, paying regard to:

The nature of the water;

The weather, especially the wind (whether off-shore) and wind-chill;

The ability of the paddlers;

Availability of support;

The condition of equipment (persons wishing to use their own equipment may be prevented from doing so if it is deemed unsafe).

No person may paddle without the presence of the Officer of the Day. The Officer of the Day will be nominated by the most senior representative of the Committee (if present) or by the paddling group. The Officer of the Day may choose to remain on-shore or paddle with the group, provided the above responsibilities can be conducted with any late arriving paddlers. Parents and helpers can be appointed as Officer of the Day, provided they are able to apply the above responsibilities. Full guidance for the Officer of the Day are given in ([Officer of the Day Guidance](#)), and made available to all members at the boat store and/or via the Club website.

2.2 Paddling on Water Other Than Sutton Bingham Reservoir

For activities organised by the Club, these waters should not exceed the capabilities of both the coach and the members under any circumstances (accepting that paddle sports are risk activities). Coaches must carry appropriate safety equipment (e.g. towlines, throw-lines, first-aid kit) for the conditions and be knowledgeable in its use.

Parents remain responsible for their respective Junior member(s) during off-site Club trips/events, including any non-waterborne activities. For Club activities that involve extensive off-water durations and/or overnight stays, the Club requires that each unaccompanied Junior member must have a “responsible adult” appointed. Details of the “responsible adult” appointment will be recorded on Club paperwork and submitted to the trip/event organiser prior to the event¹. Failure to submit appropriate paperwork may prevent the Junior member from participating.

For activities organised by individuals, not on the behalf of the Club, participants must take responsibility for their own actions.

2.3 Coaching Programme

The Club will aim to offer a regular coaching programme to serve the needs of the current and potential members. Each year this will comprise:

- At least one six-week block of activity for Juniors (Discover Paddle Award).
- A programme of activities twice per week for at least 32 weeks of the year (see access times).
- Opportunity to access coaching in at least two disciplines (Slalom, Polo etc).

The Club aims to run at least four main structured Paddle UK Personal Development Award training courses per year:

Discover Paddle award – Six 2-hour sessions held twice per year, to provide a basic assessment of ability at the end of an introductory course. This is an encouragement award for safe practice, regard for equipment and fun.

Explore Paddle award – Eight 2-hour sessions held once per year, as an improvement award that covers flat-water skills.

¹ Note: Because participating Coaches undertake responsibilities and duties of care for paddling activities of the group as a whole, it is inappropriate for Coaches to also act as “responsible adults” for individuals. It is incumbent upon the Junior member and respective Parent(s) to appoint the “responsible adult(s)” and obtain their concurrence.

Discipline specific awards (previously 3 star award) – Eight 2-hour sessions held once per year, to improve skill so that candidates can consider themselves as intermediate paddlers, rather than beginners.

In addition to the structured training courses, candidates will be encouraged to practice their skills at general paddling sessions. The Club also aims to provide competition training at pool, reservoir, river and dry land sessions.

2.4 Competition/Events

The Club will aim to offer at least one introductory level youth event and arrange access to a range of mini events each year.

2.5 Risk Assessments

The Club will implement regular risk assessment for on-site and off-site Club activities. The Committee will appoint a Safety / Equipment Officer responsible for overseeing the Club's safety practices, including the provision of annual risk assessment (See Sections [4.4.5](#), [4.4.6](#) and [5.2.9](#)). A copy of the latest Club Risk Assessment is provided in ([Club Risk Assessment](#)), and addresses the following primary aspects of Club operations:

- Generic paddlesport activities,
- Operations at the Sutton Bingham reservoir site, and
- Special/abnormal activities (as and when required).

For the purposes of Club activities and trips away from Sutton Bingham, the Club coaches involved will be responsible for conducting dynamic risk assessment(s) (See section [4.4.54.4.5](#)).

Under all circumstances, reasonable steps will be taken to complete the Club's duty of care obligations. The completion of a risk assessment does not absolve members of their responsibility for their own protection, that of their co-paddlers or other third-parties as outlined in the Club's Health and Safety Policy (See Section [4.4 Health and Safety Policy](#)). Club members should not undertake, or be asked to undertake, any activity that is known or expected to dangerously exceed their capabilities.

2.6 Equipment

The Club will implement regular inspection of the equipment and facilities owned by or used by the Club (not including member's personal equipment) ([Club Equipment Procurement, Renewal and Replacement Policy, and Equipment List](#)). The Committee will appoint a Safety/Equipment Officer responsible for overseeing the Club's safety practices, including regular equipment inspection. The Safety/Equipment Officer will liaise with the Treasurer for asset and financial management purposes.

As well as inspecting the safety aspects, the Club's equipment and facilities will also be assessed for their suitability for current and potential members, e.g. suitability for younger children or the disabled. Recommendations for improvement will be submitted to the Committee for funding considerations.

All members undertaking paddlesport activity outside of a swimming pool must wear a buoyancy aid² or a lifejacket³, which should be correctly fitted. Paddle UK Schemes and Awards

Being affiliated to the Paddle UK (), the Club will actively promote Paddle UK Personal Development schemes and awards. Club coaches are currently able to assess to PADDLE UK Discipline specific awards and coach towards higher-level and competition awards. As needs dictate, the Club will seek the assistance of partnership clubs, such as Ibex CC, Axe Vale CC, Taunton CC or Weymouth CC, for assessment at higher-level if requested by members.

The Club will also encourage members to undertake Paddle UK Aquatic First-aid and Paddlesport Safety & Rescue Training, both for their personal development and to increase the Club's general competency levels.

Through Paddle UK, youth members are encouraged to obtain the Discover and Explore paddle awards before specialising or taking up competitive events.

In conjunction with the Club coaches, the Committee will endeavour to keep current with established Paddle UK Personal Development schemes and embody any new approaches considered appropriate to the pursuance of the Club's aims.

² Buoyancy Aids should conform to CEN50N type.

³ Lifejackets should conform to BSI 3595/81 (CEN150N)

3 COACHING

3.1 Introductory Coaching Programme

The Club will conduct periodic reviews of the general membership's paddling competencies to assure that coach: pupil ratios are sustained at levels appropriate to continued safe and effective operations.

It remains incumbent on the general membership to distinguish between formal instruction received from coaches and informal guidance that may be offered by other Club members.

In 2019, Paddle UK revised the Coaching qualifications to include Coach Canoe, Coach Kayak, Coach Canoe and Kayak and Instructor; these did not replace the earlier PADDLE UKU/UKCC L1 and PADDLE UKU/UKCC L2 Canoe & Kayak coaching awards. For the purposes of this section, the term "Coach" is used to cover all the above Paddle UK Coaching and Instructor qualifications.

3.2 Coach Development

The Club will establish and maintain a coach development programme with the purpose of:

- Encouraging Club members into the coaching scheme, and
- Providing opportunities and facilities to develop the skill set of existing coaches.

3.3 Coaching Guidelines

The minimum experience/competency to qualify as a Club coach or Instructor is:

Hold a current Paddle UK Coaching/Instructor Qualification (or be qualified through an alternative scheme recognised to be equivalent to UKCC Level 1 coach or higher).

Be a full member of Paddle UK, covered by Paddle UK insurance.

Taken part in first-aid course that covers the following: resuscitation, drowning, secondary drowning, hypothermia, epilepsy and dressing wounds.

- A minimum of four hours should be spent on this.
- This can be taken with an outside organisation such as Red Cross.
- This should be reassessed at intervals of not more than three years (if a Red Cross or St. John's certificate is used to comply with this, the certificate must be kept up to date).

Taken part in a Safeguarding course; this should be reassessed at intervals of not more than three years.

Has an SBPC registered DBS chec

Has gained experience of the site.

Coaches/Instructors should always remain within the limitations and remit of their Coaching status as proscribed by Paddle UK. Coaching guidelines are provided at [Error! Reference source not found.](#), and will be made available to all Club coaches.

3.4 Coach Professional Indemnity and Public Liability Insurance

A list of current Club coaches extracted from the Club membership database is provided at (). Professional indemnity and public liability insurance for Club coaches is provided by Paddle UK as part of their membership.

Coaches are responsible for ensuring the Club's membership record correctly reflects both their Paddle UK membership number and their coaching qualifications. Coaches are also responsible for ensuring their individual currency for items such as Paddle UK forum attendance, first aid, foundation safety & rescue training etc. to meet the requirements of the Club's [Coaching Guidelines](#) above (Section [3.3](#)).

3.5 Coach Code of Conduct

In addition to the Club's rules, the Club will draw up a Code of Conduct for all Club coaches. These will be based on Paddle UK guideline material, adapted as necessary to suit the aims of the Club. Copies of the Club Codes of Conduct can be found at ([Club Rules, Codes of Conduct and Guidelines](#)). In addition to the Club's codes of practice, all coaches and officials are advised to familiarise themselves with the Paddle UK Coaching Code ([Club Rules, Codes of Conduct and Guidelines](#)) and to conduct their activities according to this code.

3.6 Coach/Officials' Duties

Coaches are responsible for the conduct of formal training sessions and ensuring paddlers attending those sessions do so in accordance with the Club rules, guidance and procedures. All coaching sessions are conducted on a volunteer basis, so those attending the sessions must observe coach: pupil ratios and arrange the session accordingly.

Club members with aquatic first-aid qualifications (not limited to just coaches) will be requested to support Sherborne School pool training sessions, on a rotational basis. When nominated for the session, the individual(s) will provide the first-aid cover obligated by Sherborne School under their terms for pool hire. The Committee will draw up the rota and advise the individuals concerned.

4 DUTY OF CARE AND ETHICS

4.1 Duty of Care

Although acting as a volunteer organisation, the Club recognises that it has a duty to ensure that everyone can enjoy paddlesport in a safe environment, extending to the safety and welfare of members, volunteers and visitors (including spectators, parents and visiting paddlers). This “duty of care” is expressed by the Club as the requirement not to harm or endanger anyone as a result of its actions, recognising that paddlesports are “assumed risk” “water contact sports” that carry attendant risks. This is conducted by taking reasonable measures to ensure that, as far as reasonably practicable, the Club’s premises, facilities and activities are safe and that risks are managed.

To help serve this, the Committee has developed and implemented various procedures and codes of practice for its current and potential members, coaches, officials, volunteers and helpers, as outlined in this section. The Club has drawn upon, adopted and, where appropriate, modified the policies and procedures of Paddle UK and Sports Coach UK (scUK) as identified in the following sections.

4.1.1 Paddle UK Update Forums

To ensure that the Club remains current with emerging policy, practice and procedures commonly adopted by sports clubs and, in particular by paddlesport organisations, at least one (preferably two) Committee members and/or Coaches will attend local Paddle UK Update Forums as they become available and notified.

4.2 Safeguarding Policy

It is now widely accepted that it is the responsibility of every adult to protect children and adults . Everybody (child or adult) has the right to be protected from all forms of abuse and discrimination and to be treated equally regardless of gender, racial origin, culture, religious belief, language, disability or sexual identity.

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. The Club believes that taking part in paddlesport should be a positive and enjoyable part of children’s/vulnerable adults lives and, to achieve this, the Club has the following aims:

- Club coaches should follow the Paddle UK Coaches & Officials Code of Conduct (*Club Rules, Codes of Conduct and Guidelines*).
- All club coaches, helpers and officials working with young people should read and adhere to the Paddle UK safeguarding policy; see adopted policies contained in (*Club Rules, Codes of Conduct and Guidelines*).

The club will follow the guidance of the Paddle UK policy in the event of any concerns or allegations.

The Club will ensure that anyone working with young people and adults undertake a screening procedure, namely a Disclosure and Barring Service (DBS) Barred List Check and DBS Enhanced Disclosure.

- All Club members are made aware of the Club Codes of Conduct.

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- The Club will obtain written medical details of t paddlers which paddlers must make known to coaches At the beginning of each session or trip.
 - The Club will only use Paddle UK qualified/updated coaches — unqualified coaches can only work alongside a qualified coach. The club will encourage and support helpers to gain qualifications and assist coaches to stay up-dated.
 - The Club will identify a person (Welfare Officer) whose role it is to deal with any issues concerning safeguarding. all members will be notified via () the website Anyone with concerns in respect to children or vulnerable adults should then contact that person. If that person is unavailable they can contact the [Paddle UK Safeguarding Lead](#) on Tel: 0115 9821100.
 - The club will adopt and regularly review a [Health and Safety Policy](#).

4.2.1 Safeguarding Training

As part of the Welfare Officer's duties (section [0](#)), periodically they will attend safeguarding training arranged by the Club/Paddle UK to stay up-to-date with safeguarding issues as they develop. Attendance of these courses will also be offered to other members, particularly committee members and coaches, on an "as needs" basis and as part of personal development. All members will be encouraged to read the source material regarding safeguarding collated by the Club (see Annex 0).

4.3 Equal Opportunities and Equity Policy

To support Paddle UK Code of Ethics guidelines, the Club has introduced an equal opportunities and equity policy (see below). The wording of this policy will be incorporated into material available to all members at the time of their joining the Club (see Club Membership form).

- The Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.”
- The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The Club will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.

Source reference material regarding equal opportunities and ethics collated by the Club can be found at in the adopted policed contained in ([Club Rules, Codes of Conduct and Guidelines](#)), and made available to all members at the boat store and/or via the Club website.

4.3.1 Member's Code of Conduct

The Club recognises that every member can expect to be afforded a sport environment, free of harassment and to be treated with respect. Therefore, the Club has undertaken to support the Paddle UK Anti-Bullying Policy adopted within ([Club Rules, Codes of Conduct and Guidelines](#)).. All members will be encouraged to read the source material collated by the Club.

In addition to the Club's rules, the Club will draw up Codes of Conduct for all members and a separate Junior's Code of Conduct for youth members. These will be based on Paddle UK guideline material, adapted as necessary to suit the aims of the Club. Copies of the Codes of Conduct can be found at ([Club Rules, Codes of Conduct and Guidelines](#)), and made available to all members at the boat store and/or via the Club website.

4.4 Health and Safety Policy

The Club gives high priority to standards of health and safety for its members (and visitors), and will comply with, as far as practicable, legislation requirements and the [Paddle UK Health and Safety guidelines](#). The Club asks that all members and visitors assist in achieving this aim. Each individual is responsible for his own health and safety while at the Club. In addition, each individual will:

- Take reasonable care for their own health and safety and of others who may be affected by their acts or omissions;
- Comply with the requirements of this policy and co-operate with others to enable them to comply with any safety duty or requirement;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety;
- Ensure that all vehicles and craft belonging to them are not a danger to others and are insured to cover third party liabilities while at the Club;
 - Advise the Equipment/Safety Officer of any faults with Club boats/equipment (for recording);
 - Advise the Equipment/Safety Officer of any accidents/incidents occurring at the Club and complete the necessary accident reporting form.

The responsibility for producing health and safety policy rests with the Club's Chairman and Executive Committee. It is a basic principle that individuals in charge of training or work groups ensure, as far as is reasonably practicable, that safe methods and conditions are adopted in their area of responsibility. The Club recognises that paddlesport has inherent risks attached and asks all individuals to ensure risks are minimised and do not put themselves or others in unnecessary danger.

Ultimate safety on the water rests with the Senior Coach or the Most Experienced Paddler on the water who is charged with implementing Club Rules, Policy and Guidance. In the event that there are unresolved differences of opinion between the Officer of the day and/or the senior Coaches present, written details of the decision(s) made shall be made an signed by Officer of the Day and Senior Coach/Paddler. The overriding principal shall be to err on the side of caution.

The requirements to qualify for membership of the Club and for access to Sutton Bingham reservoir will be detailed in the Club Rules ([Annex 0 Club Rules, Codes of Conduct and Guidelines](#)). The general safety requirements will include, but not be limited to:

Buoyancy aids or lifejackets must be worn, correctly fitted and checked, before going afloat.

A release system that ensures immediate disengagement from the front of the cockpit rim must be in place when spray decks are worn.

No person may take part in any paddlesport with a spray deck fitted without first demonstrating a capsized drill successfully with a spray deck fitted.

When helmets are worn they must be correctly adjusted and checked.

Clothing must be appropriate, taking into account water temperature, air temperature, wind chill factor, the ability of the group, the type of activity, the length of the session and the location (e.g. the availability of support).

Suitable foot protection must be worn to prevent cuts due to hazards such as glass, shells or flints, or due to contact hazards on the craft.

4.4.1 First-aid Equipment

First-aid equipment is provided by the Club and is available within the paddle/equipment upper stowage area. Additional, clearly marked, first-aid kit is located within the boat store at or near the notice board area. On Club trips, coaches are expected to ensure that they and party members are carrying sufficient first-aid kit. On non-Club trips, members are responsible for ensuring their own first-aid equipment is adequate.

The Club's Equipment / Safety Officer will be responsible for initially stocking the Club's first-aid kits, replacing consumables and making sure any items that have associated expiry dates are kept current. Members are expected to complete incident/accident forms whenever the need has arisen to make use of first-aid equipment. This will help the Welfare Officer's risk assessment evaluations and help keep the first-aid kit current (see section 0 below).

Club coaches, as part of their Paddle UK qualifications, should maintain first-aid training currency. Other Club members will be encouraged to undertake first-aid training to maintain an overall capability level commensurate with the Club's activities. Upon joining, new members will be required to acknowledge the Club's approach to administering first-aid (see Annex 0).

4.4.2 Emergency Procedures

In an emergency, paddling should cease and all paddlers come out of the water until the emergency has been dealt with. Instruction for courses of action to follow in the event of an emergency will be detailed in the Club Rules ([Club Rules, Codes of Conduct and Guidelines](#)) and in ([Officer of the Day Guidance](#)).

4.4.3 Accidents, Incident and Near-Miss Occurrences

The Club takes safety very seriously and, therefore, it is important to monitor and learn from any paddling-related accident, incident or "near-miss" that results in harm or potential danger to club members, other paddlers or members of the public.

All Club members, in particular coaches and other competent lead paddlers, are responsible for the safety of themselves and other members of their group when paddling; they assess the risk, grade the paddle and take reasonable measures to avoid physical harm and material damage. Should an incident occur resulting in injury (or nearly resulting in injury) to a paddler, another water user or a member of the public, the Club requires that the coach or lead paddler submit Accident/Incident Forms

The Club's accident/incident form should be completed within seven days of the accident/incident/ near-miss either online (via the website) or by using a printed copy of the form held in the boat store. Online forms will automatically be submitted to the Welfare Officer and hard-copy forms should be sent or handed to the Welfare Officer as soon as possible.

The Welfare Officer will review all submitted forms and report a summary of any incidents for that month to the next Club committee meeting. The committee will consider any actions needed as a result of the incidents reported and, when necessary, will make recommendations to the coaching co-ordinator, coaches and Club members.

4.4.4 Emergency Contact / Medical Details

Members must declare all medical conditions that may affect their ability to paddle. Members' emergency contact and medical condition details of will be collected via the Club's Membership Application form at the point of joining the Club, and updated annually via the Membership Renewal ([see Annex 0](#)). Members will be responsible for identifying any intervening changes of circumstance.

Members will remain responsible for identifying any condition or medication that may be needed to the Officer of the Day and/or their coach. This responsibility will be identified in the Club's Rules as a condition for paddling ([Club Rules, Codes of Conduct and Guidelines](#)).

4.4.5 Risk Assessment / Hazard Records

The Club (Equipment/Safety Officer) will conduct a site Risk Assessment and **maintain a Hazard Book/Log**, dedicated to safety matters (see section **1.1**). All individuals are required to report (in the Hazard Book/Log), any unsafe incident, practice or hazard occurring at the Sutton Bingham site or on stretches of water normally used by the Club. This includes any defect with Club equipment.

It is the duty of all members to identify, or bring to the attention of the Equipment/Safety officer, any Club assets (equipment or facilities) they feel is inadequate, deficient or unsafe. The Club will remove any such identified item from general use until it is repaired, replaced or assessed as an acceptable risk.

4.4.6 Dynamic Risk Assessment

In addition to the risk assessments identified in section **1.1**, coaches and/or group leaders will be responsible for conducting dynamic risk assessments on trips they lead, particularly for locations that have not been previously paddled and/or that the group as a whole may not be familiar with. This assessment may include previous

reconnaissance visits to the site, and on-water/bank-side stops to reconnoitre hazards such as weirs, rapids, fallen obstacles etc. As well as the prevailing conditions, and typical hazards associated with the location, careful consideration must be given to paddling abilities and personal kit of the group members.

All Club members are advised that paddlesport is an “assumed risk” “water contact sport” that may carry attendant risks. Club rules and policies assist the management of these risks, while not interfering onerously with individuals’ enjoyment of the sport. As noted in 1.1, reasonable steps will be taken to complete the Club’s duty of care obligations. The completion of a risk assessment does not absolve members of their responsibility for their own protection, that of their co-paddlers or other third-parties.

Club members should not undertake, or be asked to undertake, any activity that is known or expected to dangerously exceed their capabilities. If necessary, coaches/trip leaders are obligated to recommend non-participation for individual paddlers they feel may put themselves (or the group) at an unacceptable level of risk. Club members are expected to abide by the coach/trip leaders’ advice.

4.4.7 Members Health

The Club will actively promote a healthy lifestyle, and stress the serious impact that tobacco, vaping, alcohol and narcotics can have on a paddler’s performance and general wellbeing. In view of the significant proportion of the Club that is made up of impressionable young members, the Club implements no-smoking, no-vaping, no-alcohol and no-drugs policies. The Chairman, via the Club’s committee, is responsible for ensuring the implementation and maintenance of these policies. Disciplinary procedures will be followed if any member continually fails to comply with these policies.

Overall responsibility for policy implementation and review rests with the Chairman. However, all members are obliged to adhere to, and support the implementation of the policies. All existing members will be informed of the policies and their role in the implementation and monitoring of the policies.

Local disciplinary procedures will be followed if a member does not comply with any of these policies. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution. Those found in possession of or dealing in illegal drugs on Club premises will, without exception, be reported to the Police.

4.4.7.1 Smoke-Free Policy

This policy has been developed to protect all members and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

It is the policy of the Club that all our facilities are smoke and “vaping” free areas, and all members have a right to participate in paddling activities in a smoke free environment.

Smoking and “vaping” are prohibited in all enclosed and substantially enclosed premises at the Sutton Bingham site and applies to all members and visitors.

Smoking and “vaping” is prohibited at all times when in the presence of junior members.

Smoking and vaping” in open areas of the site will be strongly discouraged.

Those who do not comply with the smoke-free policy will be asked to leave the premises.

4.4.7.2 Alcohol and Drugs Policy

The Club's policy is that at all times whilst on Club premises members must be free from the influence of drugs or alcohol. This will help to ensure the health and safety of members and others with whom they come into contact and to maintain the efficient and effective operation of the Club. For those reasons, the following rules will be strictly enforced.

No member shall:

- Partake in paddling activities when unfit due to alcohol or drugs (whether illegal or not) or to substance abuse;
- Be in possession of alcohol or illegal drug sat the Sutton Bingham site,
- Supply others with alcohol or illegal drug sat the Sutton Bingham site,
- Consume alcohol or illegal drugs or abuse any substance whilst at the Sutton Bingham site.

In addition, members must:

- Ensure they are aware of the side effects of any prescription drugs;
- Advise the Officer of the Day or any coach or committee member of any side effects of prescription drugs that may affect the health and safety of themselves or others, e.g. drowsiness.

When there is reasonable belief that an individual is under the influence of alcohol or drugs while partaking in paddling activities, e.g. if there was a strong smell of alcohol on the person's breath, they must leave the site immediately.

The Club will endeavour to ensure that advice and help are made available to any member who feels they have a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their General Practitioner. Any member who seeks the assistance of the Club in finding treatment for a drugs or alcohol problem has the Club's complete assurance of confidentiality.

5 CLUB MANAGEMENT

5.1 Executive Committee Structure

The Club has implemented a Executive Committee structure to manage general affairs and implement the Club's policies and practices. The Executive Committee comprises elected and co-opted individuals from the Club's membership as identified in the Constitution. The AGM will be held in January/February of each year, whereby all Executive Committee posts are up for re-election. The AGM is open to all Club Members and an appropriate meeting venue shall be chosen to accommodate those expected to attend.

The Executive Committee comprises Executive positions and Officer posts. The Executive positions require individual nomination at the AGM, while Officer posts can be distributed amongst the committee as agreed by the committee. Executive positions represent the core committee and should only be held by a single, unique individual committee member. Officer positions/roles can be shared by more than one committee member, or more than one role can be allocated to an individual committee member. The following posts are typically considered:

- Executive Positions
 - Chair
 - Honorary Secretary
 - Honorary Treasurer
 - Welfare Officer

- Officer Positions
 - Vice-Chair
 - Membership Secretary
 - Newsletter Editor/Press Officer
 - Coach Lead
 - The Coach lead is elected by the Coaches at the first Coaching Forum meeting held no later than 4 weeks after the AGM.
 - Events Officer
 - Equipment/Safety Officer
 - Junior Section Chair
 - Junior Section Officer
 - Co-opted Officer(s)

Subject to the annual election process identified above, the term of office, unless there are no other nominees.

should not exceed five consecutive years for any Executive Committee member,
should not exceed three consecutive years for any Executive Committee member holding an Executive position.
In either case, a two-year break period should be served before applying for a second term of office.

Executive Committee members may resign at any time before completing their respective term of office. If it is necessary to call upon specialist skills or experience of previous Executive Committee member, the incumbent Committee may choose to co-opt individuals to provide assistance.

The Committee will meet a minimum of 6 times per year.

5.2 Committee Roles and Duties

The following roles and duties have been defined for members of the Committee:

5.2.1 Chair's Duties:

Chair all Club meetings (if unable to attend any meetings, a written report should be sent to the meeting and the Vice Chair briefed on the agenda).
Oversee the affairs of the Club.
Oversee and guide all decisions taken by the Committee.
In conjunction with the Secretary, prepare and present the annual report.
Be familiar with the Club constitution, Club rules, Committee procedures and Paddle UK's rules, regulations, policies and guidelines.
Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the Club.
Oversee the long-term development of the Club.
Represent, or arrange representation of the Club at Paddle UK regional level and at meetings of other organisations

5.2.2 Vice-Chair's Duties:

Assist the Chair in the execution of their duties.
Deputise for the Chair as necessary.

5.2.3 Treasurer's Duties:

Be responsible for managing and reporting Club finances.
In agreement with the Committee, plan and monitor the annual budget, ensuring that funds are spent properly.
Keep up-to-date records of all the Club's financial transactions.
Deal efficiently and effectively with all invoices and bills.
Issue receipts and record all money received.

Keeps book(s) of the Club's accounts and present budget report(s) at Committee meetings and the AGM (if unable to attend any meetings, a written report should be sent to the meeting and the Chair briefed).

Prepare a set of verified end of year accounts.

Offer feedback on any existing or potential financial or cash flow problems at Committee Meetings.

5.2.4 Secretary's Duties:

Organise meetings of the Committee and of the Club.

Maintain written recordings of the Committee's and Club's meetings and distribute minutes and agendas as appropriate.

Transmit to section secretaries correspondence relating to the particular activities of the section at the earliest opportunity.

- The Hon Secretary will receive copies of the minutes relating to the meetings of section committees.

Maintain all correspondence relating to the general business of the Club.

Maintain Club affiliation with the Paddle UK.

Be familiar with the Club constitution, Club rules, Committee procedures and Paddle UK's rules, regulations, policies and guidelines.

5.2.5 Welfare Officer's Duties:

Act as focal point of contact for Club members, parents and external organisations, such as the police, local authority or social services for all matters concerning safeguarding.

Ensure that the safeguarding procedures are understood and adhered to by all members.

Establish and maintain the complaint procedures.

Attend the "Good Practice & Safeguarding" workshop(s) (renewable every three years) (see [section 4.2.1](#)).

Be familiar with current safeguarding legislation and The Children Act 1989.

Understand the Paddle UK safeguarding procedures, rules and regulations.

In the event of a complaint being made, ensure that the complaints procedures are met and see the procedures through to the final decision.

- Responsible for the administration of DBS applications.
- Responsible for ensuring all Club coaches have a current DBS clearance.

Coordinate and maintain the Club's records of accidents, incidents and "near miss" occurrences.

Offer appropriate feedback at Committee Meetings.

5.2.6 Membership Secretary's Duties:

- Provide membership information on membership application and Club information to potential members.
- **Collect membership application and annual renewal fees and submit these to the Treasurer.**

- **Review current practice with online applications and paper options**

- Maintain a database of personal details (contact, medical, competency etc) for all Club members.
- Respecting Club members' rights for the protection of personal data, provide the Committee and Club coaches with information necessary for them to perform their tasks.
- Offer feedback on membership status at Committee Meetings.
- Ensure that club policy on GDPR is followed.

5.2.7 Newsletter Editor's / Press Officer's Duties:

- Co-ordinate the activities for the Club's (quarterly) newsletter and distribute to Club members.
- Promote the Club's activities and individual / team competition success through the provision of articles to the local press.
- Provide updates to the Club's website as necessary and digital media
- Offer feedback of proposed press releases and published articles at Committee Meetings.

5.2.8 Coach Lead's Duties:

- Oversee all coaching activities within the Club.
- Oversee the development of coaches.
- Work with and include assistant coaches, volunteers and parents in the preparation and running of each training session.
- Offer feedback on the organisation and successes of coaches and training sessions at Committee meetings.
- Prepare the annual Coaching Training Policy and Budget ([Annex 0](#)) for submission and approval by the Committee.

5.2.9 Equipment / Safety Officer's Duties:

- Oversee the maintenance of all Club equipment (including boat storage).
- Maintain the equipment loan book.
- Maintain the Club's First-aid Kits.
- Oversee the periodic safety testing of all Club equipment.
- Annually review the Club's risk assessment and update as necessary.
- Offer feedback on equipment replacement and future equipment development at Committee meetings.
- Offer feedback of the Club's safety practices at Committee meetings.
- Annually supervise / carry out a stock check of all equipment and Update Annex G stock list
Ideally this should, at the start of the paddling season,

-
- Prepare the equipment budget submission for submission to and approval by the committee.

5.2.10 Junior Section Chair's Duties:

- Solicit the views of the Club's Junior members to ensure Junior paddling sessions are developed and maintained appropriately.
- Offer feedback of the Club's Junior members views at Committee meetings.

5.3 Junior Co-ordinator

The Committee will appoint a member (from the Junior section where possible) to act as a Junior Co-ordinator within the Committee, to run the affairs of the Junior Section and conduct the duties as specified in [section 5.2.10](#). Other committee members will be invited to offer assistance when needed.

5.4 General Data protection Requirements Act 2018

The details for this are dealt with in Annexe Y

Community Amateur Sports Club – Club Registration Status

In Nov 2007, HM Revenue and Customs (HMRC) Sports Council granted Community Amateur Sports Club (CASC) status to the Club under registration number CASC 04620. Registration as a CASC enables amateur sports clubs to benefit from a range of tax reliefs, including Gift Aid, Corporations tax, and Capital Gains tax and 80% non-domestic rates relief. These are complimentary to benefits granted to charitable organisations (see section 0).

Acting as a CASC, it is the Club's responsibility to ensure that accurate information is submitted to the HMRC Sports Council when required. This includes (but is not limited to) the initial application form, together with:

- The governing document (Annex 0 Club Constitution),
- The Club's latest accounts,
- A copy of the Club's prospectus and/or members' rulebook (*Annex 0 Club Rules, Codes of Conduct and Guidelines*).

Further details regarding CASCs are given at HMRC Sports Council's website, where the Club's registration details can also be found (<https://www.gov.uk/topic/community-organisations/community-amateur-sports-clubs>).

5.5 Paddle UK - Club Affiliation

The Club is affiliated to Paddle UK under affiliation membership number 86030/R. Annual renewal of the affiliation is the responsibility of the Club Secretary. [Club affiliation provides:](#)

Combined Liability Insurance for club on the water activities and members for up to £10 million plus access to 24 hour legal advice
Access to grant aid
Waterways licences, if authorised by the Committee
Technical advice

5.6 Membership Pricing Policy

Entrance fees and annual subscription rates are selected by the Committee and proposed at the Annual General Meeting for membership agreement. Fees will be set at a rate that is commensurate with both the Club's ethics policies for non-discrimination and the Club's Development Plan for improving equipment and facilities.

In 2013, the Committee replaced the previous membership fee structure Adult, Junior, Married Couple and Family rates with a new set of rates to provide a consistent discount for additional members at the same address. This comprises:

- a fixed, one off, address fee, plus
- an membership fee for each adult member at the address, plus
- a membership fee for each junior member at the address.

Note: Children under 10 years old must have one or both parents (or Guardian) as a Full Member, who is/are responsible for supervision of their activities during Club sessions.

The fees for Non-Paddle UK members include a nominal £2 supplement per person as a contribution for Paddle UK affiliation insurance cover.

Discounts are provided as follows:

- £2 per Paddle UK Full member at an Address
- Adult and per Address Membership fee for an active adult SBPC coach
- Junior and per Address Membership fee for an active junior SBPC coach
- Additional SBPC Coaches at an address may claim either the Adult or Junior membership fee as appropriate.

Paddle UK members are requested to ensure their (valid) Paddle UK Number is provided to qualify for the reduced Club rates.

In exceptional cases, the Committee may elect to reduce or waive an individual applicant's membership fee for the year. This will be determined upon submission of the membership application form, together with a description of any extenuating circumstances, to the Committee for consideration and resolution.

5.7 Club Equipment Hire Policy

Club equipment hire fees are selected by the Committee and proposed at the Annual General Meeting for membership agreement. Fees will be set at a rate that is commensurate with both the Club's ethics policies for non-discrimination and the Club's Development Plan for improving equipment and facilities.

These charges also apply on a "per session" basis and also apply to members borrowing equipment for Club trips. Money should be handed to the Officer of the Day, trip organiser or committee member who will submit to the Treasurer. The club equipment charges, per session, are detailed in Annexes:

- 0) Club Rules, Codes of Conduct and Guidelines
- 0) Officer of the Day Guidance
- 0) Getting Started, guidance and advice for paddlers

5.7.1 Off-site Equipment Loan

All equipment borrowed for an SBPC trip or Competition must be signed out in the loan book and returned by the start of the **next session** following the trip.

In the event that borrowed equipment is not returned to the boat house in time for a session, the member may be requested to pay the appropriate fee for each additional club session the boat is absent.

5.7.2 Hire Fee Exemptions

Members training for, or taking part in, club/regional/national competitions registered under the Club's events programme are exempt from hire charges.

5.8 Camping

The club has a Camping Code of Conduct within ([Annex 0](#)), which must be followed.

5.9 Club Communications

To aid communications, club members are encouraged to provide an Email address to the Membership Secretary via their membership renewal form and to ensure it is kept up-to-date. Members may opt out of emails via the membership form and can be removed from circulation lists, at any time, by emailing the club Secretary.

5.9.1 Club Website

The Club has promoted the use of electronic media to distribute information to its members. The Club has established a permanent internet website at www.sbdcc.org, where relevant articles will be posted. .

5.9.2 Club Facebook Page

The club has set up an SBPC Events Facebook account for distributing information such as events, trips equipment sale.

- Adult members are invited to link to this facility if they wish;
- To comply with Paddle UK Safeguarding advice, the Club **prohibits junior members** from accessing the club Facebook page(s).

5.10 Club Links

As the Club was initially formed through the amalgamation of several existing group interests, it will continue to create partnerships between local schools, youth groups and other clubs in pursuance of the Club's aims for promoting the sport of canoeing within the community.

5.10.1 Club Links with School / Youth Organisations

5.10.1.1 Scout Links

The Club is linked with Yeovil Scout paddling Group and, through them, to the wider Scouting community. The mutually beneficial arrangement is such that equipment stored at the Sutton Bingham boat store can be utilised by either organisation, irrespective of ownership⁴. The Club will dedicate at least one evening per week at the reservoir for Scout use, and provide additional coaches for these sessions on an “as required” basis. Additionally, summer and weekend Scout camps arranged within the local community will be offered access to the paddling facilities at Sutton Bingham.

5.10.1.2 Links with Other Youth Organisations

Although not currently linked to any other local youth organisations, the Club will encourage participation of any group from the South Somerset / North Dorset area that cares to approach the club.

5.10.2 Club Links with Other Canoe Clubs

The Club has established informal relationships with the following local canoe clubs:

- Taunton CC – Access to River Tone including use of Taunton CC facilities. Regular canoe polo practice and matches during summer months (Friday evenings).
- Axe Vale CC – Access to River Axe including use of Axe Vale CC equipment and facilities. Axe descent race.
- Frome CC – Access to canoe slalom course and camp site facilities at Langham Farm. Slalom competitions throughout the year, used as introduction to slalom competitions.
- IBEX CC - shared use of facilities when on Sea Kayak Paddling and/or training
- Winchester & District CC - Joint white-water and slalom training weekends held annually / biannually at Llandysul Paddlers Canoe Centre on the River Teifi, Carmarthenshire.

The Club has set up relationships with the Llandysul Paddlers Canoe Centre in Carmarthenshire, West Wales, In addition to the regular slalom competitions, the centre’s bunkhouse facilities offer the opportunity for Club weekend trips to be arranged.

⁴ All kayaks and other large equipment stored at the boat store will be identified with Club serial numbers and tags as and when it is checked by the Club’s Equipment Officer. Smaller items unsuited to specific serial numbers, e.g. Buoyancy Aids, Cags, will be marked by pen to indicate ownership.

5.11 Club Development / Action Plans

The Club is committed to developing quality opportunities for the members. In order to do this, the Club will identify new opportunities and ways to progress and improve our current practices and procedures for the good of the Club and its members. The Club Committee will implement two levels of plan:

Annexe H

- **Development Plan – a long-term plan (3-5 years) that focuses on the Club’s “vision” for the future.**
- **Action Plan – a short-term plan (1-year) that prioritises the short-term actions required to get the Club on the right path to achieving its long-term “vision”.**

The development policy aims to:

- Ensure the future success and sustainability of the Club;
- Increase membership and participation within the Club;
- Create sustainable opportunities for competition at count/regional/national level;
- Increase awareness of sports development;
- Ensure that all members are aware of, understand and work towards the Club’s development philosophy;
- Ensure the Club Committee, coaches and volunteers consider development and moving the Club forward in areas of the Club’s services;
- Ensure that the implementation of the policy is put in place via a Club action plan, which is reviewed and monitored regularly.

The purpose of the plans is:

- Use the Club’s resources effectively;
- Identify and prioritise the Club’s aims and aspirations for the future;
- Involve members in decision making and implementation;
- Provide structured approach for obtaining funding support, such as local grant aid;
- Ensure a professional approach through commitment;
- Provide a means of checking on the Club’s progress and its ability to change.

The Committee will be responsible for developing and pursuing a three to five-year Development Plan for the Club. A shorter-term Action Plan will be generated from the Development Plan, with responsibilities allocated. Progress on the Action Plan will be discussed at the regular Committee meetings. If not reviewed beforehand, the Development Plan will be reviewed and revised as necessary on an annual basis (at the first Committee meeting of each year). Club members are encouraged

to be involved in the planning process, represent all interests in the Club and take an active part in shaping its future. The current Development Plan and Action Plans are attached at (Annex 0 Club Development and Action Plans).

6 LIST OF ANNEXES

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Club Constitution

Club Rules, Codes of Conduct and Guidelines –

Officer of the Day Guidance

Club Equipment Procurement, Renewal and Replacement Policy, and Equipment List

Club Development and Action Plans

Club Risk Assessment

Club Training Policy (Coach and other officer development, currency and budget planning).

General Data Protection Requirements-

Getting Started, guidance and advice for paddlers
