



**PORT of PLYMOUTH
CANOEING ASSOCIATION**

CLUB OPERATING POLICY

2011



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Section 1

Port of Plymouth Canoeing Association Guidance notes for Club Coaches

Introduction

These notes are intended to provide club coaches with guidance on the running of various club activities to enable them to adhere to safe principles and to meet the requirements of BCU guidelines and the club's Risk Assessment document.

The session leader is the nominated leader and organiser of the activity. They have committed (in advance) to run a particular club session with the Club Leader. Occasionally, when the appointed leader is not available, other qualified coaches may be asked to take responsibility for the session.

Risk Assessment / Registration Sheet

The combined Risk Assessment and Registration sheet is to be filled out by session leaders for **ALL** club on water sessions, there are no exceptions. This includes sessions being run at venues away from the Mountbatten Centre (Estuary trips / White-water / overnight Club trips away etc).

Accident Reporting

All accidents and incidents must be fully recorded in the club 'Accident/Incident book', this is now contained in a waterproof wallet located in the Club Shed. Completed forms must be posted or passed on to the Club Leader as soon as possible following an Accident/Incident, or via any other Committee member.

First Aid

All session leaders are first aid trained and required to carry a first aid kit on the water when activities are taking place away from the Mountbatten Centre. A first aid kit is available in the club shed for activities local to the centre.

Equipment

All club equipment is subject to an annual safety inspection by the equipment officer. Session leaders should take steps to ensure the suitability of all the equipment used for the session, whether club equipment or a member's own. Members using club kayaks/equipment should carry out a before use check of the equipment they are using to ensure it is fit for use and also check fitted airbags are fully inflated.

Members are expected to maintain their own kayaking equipment to a sufficient standard for the planned activity.

Any club equipment found to be damaged or unsuitable for use should be reported to the equipment officer as soon as possible, or logged in the defect book (located in the club shed). Any defects should also be noted on the registration sheet for that session and the equipment marked as 'not to be used'.

If required during sessions, additional specialist equipment is kept in the yellow locker in the members shed. Included for use are tow lines, throw lines, split paddles, group shelters, survival bags, small first aid kits, waterproof carry bags, securing straps.

Equipment removal and return

The removal and return of club equipment from the club shed is the responsibility of the session leader. The high level sea kayak stowage's are a particular hazard, boats are only to be removed using the ladders provided and under supervision of the session leader or another competent person. At the end of a session the session leader should ensure that all equipment is returned and secured correctly before locking the club shed, particularly ensuring all boats are secured using the straps/ropes provided. They should also ensure that the fresh water hose is reeled in and isolated at the tap position.

Manual Handling

Members are to be instructed to lift loads safely and work within their lifting limit. Session leaders are to give guidance and instruction to club members in lifting and carrying techniques on how to safely lift and carry the boats to minimise the risk of injury.

Weather

The session leader should be aware of the weather forecast and the likely changes during the planned session. The session leader should make the assessment for the safety and comfort of the group and is advised to cancel the activity should wind strength / sea state be excessive. Session leaders may make use of local sheltered areas during times of high wind although sufficient care must be taken not to expose the group to risk.

Group Size

The BCU guidelines recommend a staff to student ratio of 1:8 or less for 'Sheltered Tidal Waters' and 1:6 or less for 'Moderate Sea' covering most of our on-water activities. The staff includes the session leader, other (qualified) coaches and other experienced unqualified assistants. Coaches should follow the BCU guidelines.

Group Safety

Session leaders are required to carry certain items of equipment, depending on the nature of the activity. These should include a first aid kit, survival bag, tow line, spare clothing, and a means of contacting the emergency services whilst on the water. The need to carry such items will depend on the degree of exposure of the group and the difficulties of getting land-based support in good time.

The safety of any group on the water and on land is determined largely by the control that the session leader and his or her assistants exert over the group. It is essential that an appropriate level of discipline be maintained during club activities by leaders, assistants and group members for the safety of all. The session leader has the authority to make decisions on behalf of all present for their safety. The session leader is expected to make an assessment of the conditions at the time of the session and those forecast, in relation to the strength and stamina of each member of the group and the choice of paddle trip. The session leader is expected to plan for the safety of the group making allowance for the weakest members. He/she should establish likely 'escape' routes and contingency plans against any planned trip.

He/she can choose to cancel sessions, relocate trips to alternative (safer) locations and to eliminate from the group members who lack sufficient skills, strength or stamina for the conditions or who are improperly dressed (for the weather).

Session leaders should keep proper control over games in progress. He should consider the location of the game and associated risks of shallow water, drifting into hazards, pontoons and moored craft etc. Members involved in the games need to be instructed as to the risks of 'aggressive' play.

Behaviour

The session leader should keep an eye out for signs of inappropriate attention being given by coaches, helpers and others. He/she should especially look out for inappropriate physical contact to club members. The session leader also has to be very aware of his/her actions and the actions of the helpers to ensure that their actions, however 'appropriate in nature' cannot be misconstrued by others as inappropriate behaviour. Any evidence or suspicion of sexual abuse or inappropriate behaviour should be reported to the Club Leader, Chair and Welfare Officer.

At times there may be a need to provide supervision in the changing rooms. This should be kept to a minimum in general. It is inadvisable for male members of staff to enter the Ladies changing rooms and likewise for female members of staff to enter the Men's changing rooms to avoid the risk of charges of sexual abuse being raised. The session leader should ensure that all under 18's are clear of the changing rooms before leaving the area.

Hypothermia

The session leader should observe the group throughout the session for early signs of hypothermia. On cold, wet, windy days the risk of hypothermia is high. The session leader should review the suitability of each group member for any obvious health problems such as colds and flu in addition to their choice of clothing.

A second high-risk area is exposed on the event of an injury. The inactive time spent out of the water by the remaining group members allows them to get cold quickly. Session leaders need to be aware of this problem and plan for the safety (and evacuation) of these members. The provision of 'exposure' bags by members is critical for their own well being in this situation. Even on warm sunny days there is a risk of hypothermia.

Heat-stroke & Sunburn

If club members decide to take part in strenuous activities in wetsuits and other thermal clothing in hot conditions, they could then be exposed to the risk of heat stroke. The session leader should advise members as to the risks of heat stroke. Session leaders should advise paddlers to 'cover up' on hot sunny days and to make use of sun-screen products to protect their skin. As the effects of water splashing on group members can dilute the protection of sunscreens, then it is sensible to ensure their re-application during the session.

Slipping/Falling

Members should be warned at the beginning of each session as to any hazards relating to the wet conditions. The leader should take care over the slip-ways and advise the group accordingly of the hazards, or take steps to avoid areas of risk. Footwear is to be worn by all members to avoid cuts on the feet from the pontoon, slip-way or quayside.

Head Injury

The session leader should always consider the possibility of capsize and take steps to minimise the risk of injury. All Junior (under 18) and all members of introductory courses should wear safety helmets on the water. All other members are encouraged to wear helmets.

Other water users

Plymouth Sound is a busy area for shipping. Canoeing activities are to take place outside of the defined shipping lanes. When it is necessary to cross a shipping lane, then session leaders are encouraged to cross by a safe route (at right angles preferably) to ensure the lowest time in the lane. They should also take into account the speed of the group and the speed of any known shipping in the lane to ensure wide safety margin. In the event of a group crossing a large body of open water with oncoming vessels, the groups should be instructed to keep close together.

A significant hazard comes from sailing dinghies. This can present some difficulties for a group attempting to cross a section of water as the dinghies are often spread out. Good judgement is needed to cross their path (if that is necessary) of their speed and track.

Although they are manoeuvrable, they are reluctant to leave the 'racing line' to avoid canoes in their path. The session leader should always try and avoid such situations, noting that the group is strongest and safest if close together to minimise the chance of a dinghies 'cutting through' the group.

Jet-skis and water skiing are also a hazard on some club trips, care needs to be taken when they are in the vicinity. There are defined 'high-speed' areas in Jennycliffe Bay and in the Plym Estuary and other local estuaries the club uses. In such areas, groups need to keep close inshore when these activities are taking place.

In general, club activities should be kept inshore and in areas away from other water users where possible.

Getting Lost

Where trips are being run in remote and unfamiliar areas, it is essential that session leaders carry a map or chart and a compass.

Emergencies

On such trips that may be remote or some distance from public areas, it is necessary for session leaders to carry a means of communicating an emergency. Session leaders are encouraged to carry distress flares / mobile phone and VHF radio with them. The club has 2 x VHF radios for use by any suitably qualified club members

Tidal Flow and Overfalls

Session leaders should find out about any likely tidal flow, races or overfalls likely to be found on trips. They should be indicated to the members of the group along with the problems that they might create to the group. The session leader should take steps to carefully plan routes in such areas to minimise risks to members of the group.

White-water Trips

General

As elsewhere, members should be advised of the physical hazards and the dangers that they will face before embarking on the water. Techniques for avoiding problems (such as edging and leaning) should be demonstrated in preparation. The management of the risks associated with this type of paddling is the responsibility of the session leader. He makes the choices on the day as to which members paddle and who does not, based on safety of the group (every member).

The session leader should plan the trip taking into account the members of the group, their abilities, their stamina and their standards of attire to avoid problems with the cold. In addition, he should also plan out possible 'escape routes' such that their use is expedited should it become necessary.

The session leader's knowledge and experience (along with other experienced paddlers in the group) is paramount to the safety management of the trip. Where rapids are unknown or that conditions are unknown or uncertain, then the rapids will have to be scouted first. In some cases it will be necessary to deploy safety cover in the form of experienced paddlers or rescue throw-lines at strategic points to maximise the safety of the weaker members of the group. The weakest paddlers in a group may be asked to 'portage' a rapid for their own safety and confidence. At any time, members of the group should be given the opportunity to 'portage' rapids that they feel uncomfortable about paddling.

Group Size

The BCU guidelines recommend a staff to student ratio of 1:6 or less for 'Moderate' white-water trips. The staff includes the session leader, other (qualified) coaches and other experienced unqualified assistants.

Water Levels

Leaders for white-water should take into account the river level and grade as well as their local knowledge and experience to decide on the suitability of the chosen river. They should also take into account the skill levels of each member of the group as well as the skills and experience of the coaches and supporting assistants present for the trip. The experience and qualifications of the session leader is vital for the safety of the group. For this reason, session leaders for white-water will be at least L3 coaches. Or for club white water peer group trips the session leader should be a 4 Star Leader with an associated coaching award.

Skill Levels

The skills of the each member of the group on a white-water trip dictate the nature of the trip. A session leader should perform a quick 'what-if' analysis for each situation in order to minimise risk to the paddlers. The session leader should always be prepared to eliminate individuals from the trip, should he feel that the conditions, water grade etc preclude that person accompanying the trip in safety. If paddlers are inexperienced, in terms of the river, then leaders should anticipate a high number of 'swims' taken.

Equipment

All equipment used by members of the group should be suitable for purpose. The use of 'white water' specification boats is recommended. All boats are to be fitted with air bags. The suitability of member's equipment for use should be reviewed by the session leader prior to commencing the trip. The session leader should ensure that they carry a throw-line and that others are carried by experienced group members. Another important item to be carried is the 'survival bag'. All group members should be encouraged to carry this item.

Injury

The possibility of injury on white-water trips is small but significant. All paddlers must wear safety helmets on white-water trips. The session leader is First Aid trained as required by the BCU.

Entrapment

The session leader needs to be aware of the risks of entrapment in rocks and trees and have the practical skills and experience to avoid such hazards and enable a safe rescue should it become necessary. Where conditions and situations may have changed (fallen trees etc), the leader should take steps to ensure that all rapids are safe. This may require the scouting of rapids from the banks in advance. Attendance on a 'white water safety and rescue' course is required for session leaders and all regular club white water paddlers are encouraged to attend one.

Disease

The risk of contracting disease on rivers is small but the risk can be minimised by avoiding stagnant or very slowly moving waters. Members should be warned about the effects of Leptospirosis. Members should be advised to cover any open cuts before going on the water and to shower/wash afterwards wherever possible.

Concluding Remarks

The session leader is fundamentally responsible for the member's safety and should manage the activities in such a way to ensure minimum risk. It is their training and experience that underpins the safety of the group.

PPCA Session Register

2011

Session leaders MUST ensure that this register is used and returned to the Club Leader or wall pocket.

Session Type & Date:

Please fill out the Risk Assessment Form on the back

ALL persons attending the session MUST register on this before embarking on the water.

Name	Emergency Contact Tel Num	Activity (2*, 3*, Assistant Coach etc.)
1		Session Leader
2		
3		
4		
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Session Notes:

Incidents, mishaps, problems and anything specific that occurred during the session. Anything of note should be recorded to act as a 'memory jogger' at a future date. Accidents to be recorded in Accident Log

Risk Assessment Form

Risk	Details	Action Taken
High Tide		
Low Tide		
Weather		
Wind Direction		
Strength / Force		
Sea State		
Sun Set		
Training Area		
Has the group any form of emergency equipment i.e.		
Phone		
VHF Radio		
First aid kit		
Torch / lights		
Tow Line		
Check with group to see if there are any individual health concerns		
Launching Area		
Lifting Technique		
	Printed name	Signature
Session Leader		
Member doing check		

Port Of Plymouth Canoe Association

Introduction

The goal of safety management is to reduce the risk of harm by increasing awareness of possible hazards and through anticipation taking appropriate steps to reduce risk and the likelihood of an avoidable accident.

An assessment of risk is nothing more than a careful examination of what, during canoeing activity, could cause harm to people. This allows the 'weighing up' of the safety precautions taken and recommendations made. The aim is to ensure that no one gets hurt or becomes ill and the activity is completed in the safest possible way.

Terminology

Kayaks

Kayaks are usually 'closed cockpit' where the paddler sits 'in' the craft and propels it along using a two-bladed paddle. It is normal for the paddler to also be wearing a 'spraydeck'. The front deck of the kayak will usually extend over the paddler's legs. Most kayaks used by the club are 'singles' where the paddler is in sole control of the craft. The club also uses a 'double sea kayak at times.

Canoes

Club canoes are usually 'open' and are not covered by a rigid deck. They are usually propelled along using a single-bladed paddle on one side only, with the paddler kneeling or sitting on the thwarts. These craft are usually paddled solo or by 2 adults or several children.

Members

For the purposes of this document the term 'members', as referring to Port of Plymouth Canoeing Association, includes paid-up club members, guests of the club during the session and 'Introductory Members' on 1* training. Club membership is split into 'Full' for adults, 'Family' for family groups, 'Youth' for young people (12 to 17 years of age), 'Paddlepower' for children (9-11 years of age) and 'Introductory' for those new to the sport.

Public

The 'Public' is used to describe anyone other than the 'members' of the club and session guests, including relations of club members, the staff at Mount Batten and the general public including bystanders.

Base

With the exception of white water trips, most club activities start and finish at the Mount Batten Centre. Estuary and coastal trips may be based from other suitable launching points. In terms of communicating an emergency to the authorities, other 'bases' may be used that can offer the use of public telephones and support from members of the public.

BCU

The British Canoe Union (BCU) administers the coaching qualifications and training of coaches in canoes and kayaks in the United Kingdom. As the governing body for the sport, the BCU sets guidelines on the remit and operating limits of coaching, competition and recreational canoeing (to which the PPCA club adheres).

Session Leader

The session leader is the nominated leader and organiser of the activity. He/She has committed in advance, to run a particular club session with the Club Leader. Occasionally, when the appointed leader is not available, other qualified coaches may be asked to take responsibility for the session.

General

Accident Reporting

Risk Assessment Form to be completed before each session

All accidents and incidents ('near-misses') must be registered on a form in the 'Accident Book' (normally stored in Shed 1 at Mount Batten). They must also be reported to the Club Leader as soon as possible. If this is not immediately possible, then the report should go to the Chairman or Assistant Club Leader. The accident report form includes the following entries:-

Date of Accident

Brief Summary of Accident

Person(s) Injured (Full Details of name, address, tel. num. & d.o.b.)

Session Leader (name & signature)

Reported By ...

Witnesses (names and signatures)

Location

Full Details of Accident (Including diagrams)

Other Notes (e.g. Club Leader informed by telephone at 9.30pm 12/3/2009)

Other People Involved

Outcome (e.g. Taken to hospital, sent home, recommended to attend casualty, bandage applied, plasters applied etc.)

Post-Event Notes (Any follow-up information)

The form will then be collected and filed by the Club Leader or Chair

First Aid Provision

All qualified coaches are required to hold a valid First Aid certificate as part of their qualification. On club trips, session leaders must ensure that a first aid kit is available. In addition, there is a shore-based First Aid kit sited in the club shed no.1 at Mount Batten available for use.

Equipment

In line with BCU training and recommendations, session leaders are recommended to carry certain items of equipment, depending on the nature of the activity. These may include a First Aid Kit, a survival (exposure) bag, a tow line (or similar) and a means for calling for emergency assistance whilst on the water. The need to carry such items will depend on the degree of 'exposure' of the group and the difficulties of getting other support in good time.

All club equipment is subject to a yearly safety review by the equipment officer. Written records of this review are to be filed. Members using club kayaks are advised to ensure that the air bags fitted are suitably inflated and that equipment is serviceable.

Members are expected to maintain their own kayaking equipment to a sufficient standard for the planned activity. Buoyancy aids and boats will be subject to inspection by the session leader for suitability. Members should each be encouraged to carry an exposure bag at all times on the water.

Any club equipment found to be damaged or not found to be suitable for on-water usage should be marked accordingly and reported to the equipment officer as soon as possible.

Identified Risk	Countermeasures
Sexual Abuse	The session leader should look out for inappropriate physical contact or attention being paid to members. The session leader should be aware of his or her actions and the actions of their assistants and staff to ensure that their actions, however 'appropriate' can not be misconstrued by others as 'inappropriate' behaviour. Any evidence or suspicion of sexual abuse or inappropriate behaviour must be reported to the Club Leader or Chair.
Manual Handling	Members are instructed by coaches to lift loads safely and work within their lifting limit.
Cuts & Bruises	The session leader is required to ensure that a first aid kit is available at all times. Appropriate control and discipline of groups is required. Members are advised to wear adequate footwear.
Muscle Strain	Coaching staff should ensure that the correct techniques are taught for all paddle strokes and that members adhere to safe principles in their techniques.
Slipping/Falling	Members are advised not to run on the pontoons, slip-ways, quayside or sheds. Members will be warned at the beginning of each session as to any specific hazards. The leader should take care in the use of the slip-ways and advise the group of the hazards.
Drowning	The club does not undertake to run sessions in extreme weather conditions or on dangerous whitewater rivers. All coaches are required to hold a valid first aid certificate. All club sessions are led by qualified coaches. All members are required to wear a buoyancy aid or life jacket at all times on and near the water. All equipment used by members of the group should be suitable for purpose.
Entrapment	Supervised capsize 'drills' are practised during Introductory sessions to build confidence. Coaches are experienced in 'recovery' of capsized paddlers. Full members of the club are required to hold a 1* award or similar level of competence.
Head Injury	Launching, landing and activities in shallow water or near pontoons and moored craft are to be adequately supervised. All Junior (under 18) and Paddlepower courses are required to wear safety helmets on and off the water. Adult members are encouraged to wear safety helmets. Members engaged in 'rock-hopping' where there is a risk of capsize, must wear safety helmets. Session leaders should apply control and 'veto' on locations for 'rock-hopping' and each paddlers abilities.
Shoulder Dislocation	Coaches need to know the correct body postures required for each paddle skill to minimise the risk of injury. Coaches must ensure that the paddler holds the paddle in front of their body at all times, and not let the paddle move to a position over of behind their head at any time during training of sculling and recovery strokes.

Identified Risk	Countermeasures
Stamina	<p>Leaders of paddling trips should take into account the stamina and technique of group members and select the route and running-speed to suit the weaker members of the group.</p> <p>Session leaders must consider the carrying of a tow-line on any trip.</p> <p>All coaches and competent paddlers are encouraged to carry tow-lines.</p>
Heat-stroke & Sunburn	<p>The session leader will advise members how to avoid heat stroke in the event of an extended period of exertion.</p> <p>Session leaders will advise paddlers to 'cover up' on hot sunny days and to make use of sun-screen products to protect their skin.</p>
Hypothermia	<p>The suitability of clothing worn by members is assessed by the session leader prior to embarkation.</p> <p>The session leader may 'bar' members joining the trip on safety grounds.</p> <p>The session leader consider the need to carry a survival bag or similar.</p> <p>The session leader must take into account weather conditions and each member's stamina.</p> <p>The session leader must consider the need to carry a 'means for communicating an emergency' when operating away from land-based support.</p> <p>The session leader must plan for likely 'escape' routes in cold conditions.</p>
Shipping Collision	<p>Session leaders should read the 'Notices to Mariners' and QHM 'Water Events Diary' to check for activities occurring in Plymouth Sound.</p> <p>Session leaders are required to base activities away from other craft and outside shipping lanes.</p> <p>Where possible, groups should keep close inshore.</p> <p>Session leaders are encouraged to cross shipping lanes by the safest route taking account of relative speeds of other craft.</p> <p>Groups should be kept close together when crossing shipping lanes and areas of water where other craft are operating.</p> <p>Session leaders should observe 'racing lines' of sailing dinghies and their start lines and not cause obstruction.</p> <p>Session leaders must be aware of high-speed boats operating in areas such as Jennycliff Bay and the Plym Estuary.</p> <p>Session leaders should not lead groups out in the fog. Should fog develop during a session, the group should stay close together and move inshore wherever possible.</p>
Tidal Streams and Overfalls	<p>Session leaders should find out about any likely tidal currents, races or overfalls likely to be found on recreational trips.</p> <p>These should be communicated to the group members.</p>
Weather	<p>When planning and running activities and trips, the session leader must take into account the weather forecast to ensure the safety and comfort of the group.</p>
Darkness	<p>All paddlers must carry a whistle and white light. These must be able to survive a capsize and swim for an extended period.</p> <p>All paddling groups must show an all round white light whilst on the water.</p> <p>Groups should be highly disciplined and well organised with a higher than minimum staff-student ratio.</p> <p>All members must be competent on the water. A minimum standard would be BCU 2* award or equivalent</p> <p>Such sessions should take especial consideration of weather forecast and should only take place in calm conditions.</p>
Getting Lost	<p>Where trips are being run in remote and unfamiliar areas, session leaders should carry a map or chart and a compass.</p>

Identified Risk	Countermeasures
Contaminated Water	Due care should be taken when operating in areas likely to contain contaminated water. Session leaders may cancel or move the group to a cleaner environment.
Equipment Storage & Retrieval	No craft to be suspended from the roof of storage shed. All stored kayaks and canoes are prevented from slipping off horizontal racks by cords, bungees or 'stop' pins. Vertically stored craft are to be restrained to prevent falling. Storage and removal of club boats is done under supervision of the coaching staff and nominated assistants. Members are advised how to manage the member's storage in a safe manner.
Other Unidentified Emergencies	On trips that are remote from public areas, session leaders should carry a means of communicating an emergency. (e.g. Mobile phone, two-way VHF Radio, Distress Flares)

Swimming Pool

Identified Risk	
Slipping	Members should not run when in the pool area and should adhere to the pool rules
Drowning	Members should be able to swim 25mts and be able to exit an upside down kayak Any instructor coaching in the deep end should be wearing a Buoyancy aid There must be a Lifeguard on duty when the club uses a pool for practicing
Entrapment	All Members should be able to swim without an buoyancy aid and be able to exit a kayak if upside down If a member cant roll or prevent a capsize then there will be one to one ratio or one to two ratio with and instruction
Cuts	All cuts will be covered by a first aid plaster
Head Injury	There will be no rolling in shallow water or near the side of the pool unless an instructor has checked the water depth.
Launching of Kayak	Members should ask for help in launching the kayak in the pool this is to stop the kayak moving when entering the kayak
Manual Handling	Members are instructed by coaches to lift loads safely and work within their lifting limit. If a capsize kayak is full of water then two members will be required to empty the kayak safely.
Tripping / Falling	Ensure all kayaks /paddles equipment is stored away from exits and escape routes and placed around wall of pool area

Whitewater-Specific Hazards	
Identified Risk	Countermeasures
General	<p>The management of the risks associated with this type of paddling is the responsibility of the session leader. Session leaders must have attended a whitewater safety course. All coaches are encouraged to attend such a course. The experience and qualifications of the session leader is vital for the safety of the group. For this reason, session leaders for whitewater will be at least qualified to Level 3. Or 4 Star leader for Peer paddles.</p> <p>The river sections used for whitewater trips are subject to review by the Club Leader for safety and suitability. Session leaders for whitewater should take into account the river level with local knowledge and experience to decide on the suitability of the chosen river before proceeding on to the water. They should also take into account the skill levels of each member of the group as well as the skills and experience of the coaches and supporting assistants present for the trip. The session leader should plan the trip taking into account the members of the group, their abilities, their stamina and their standards of attire to avoid problems with the cold. In addition, he should also plan out possible 'escape routes' should they become necessary. The session leader should always be prepared to eliminate individuals from the trip, should he feel that the level of difficulty precludes that person accompanying the trip in safety. Where rapids are unknown or those conditions are unknown or uncertain, then the rapids will have to be scouted first. In some cases it will be necessary to deploy safety cover in the form of experienced paddlers or rescue throw-lines at strategic points to maximise the safety of the weaker members of the group. If paddlers are inexperienced, in terms of the river, then leaders should anticipate a high number of 'swims' taken. Members will be advised of the physical hazards and the dangers that they will face before embarking on the water. Techniques for avoiding problems (such as edging and leaning) should be demonstrated in preparation.</p>
Injury	<p>All paddlers must wear safety helmets on whitewater trips. The session leader is trained in First Aid as required by the BCU.</p>
Entrapment	<p>The session leader must be aware of the risks of entrapment in rocks and trees and have the practical skills and experience to plan a safe rescue should it become necessary.</p>
Disease	<p>Members should be warned about the effects of Weil's disease and advised to cover any open cuts before going on the water and to shower/wash afterwards wherever possible to avoid infection & disease.</p>

Section 3

Club Constitution and Club rules

CONSTITUTION

Port of Plymouth Canoeing Association

RULE 1. NAME

This organisation shall be known as the 'Port of Plymouth Canoeing Association', hereinafter referred to as the 'PPCA' and shall be affiliated as a club with the British Canoe Union.

RULE 2. AIMS

The aims of the PPCA are:

- a. To promote paddle-sport through the association of a community of like minded individuals.
- b. To encourage skills development, and promote current best practice.
- c. To offer recreational activities that provide a safe, enjoyable and enlightening experience for members.

RULE 3. MEMBERSHIP

Membership of the PPCA is open to those interested in the aims of the club and the sport in general.

RULE 4. SUBSCRIPTIONS

- a. The club treasurer, acting as an elected representative of the members of PPCA, will recommend the amount due for membership subscriptions on the basis of accounts and will adopt a figure only after formal approval of the club committee.
- b. Details of the accounting process will be available at each AGM.
- c. PPCA membership shall fall into one of the following categories;

- i. Honorary
- ii. Family
- iii. Adult
- iv. Youth
- v. Introductory
- vi. Paddlepower

d. All annual subscriptions shall be due 12 calendar months from the date of the last payment. Members who have not paid their annual subscription one month after this date shall be deemed to have resigned and will not be entitled to enjoy the benefits of the club. Only members aged 16 years or more, at the time of an AGM, are entitled to vote.

RULE 5. SUSPENSION OR EXPULSION

Any person acting in a manner prejudicial to the interests of the club may be expelled by the chairman, vice chairman or club leader. Any member so expelled shall have the right to appeal. Such notice of appeal shall be handed to the club chairman within one week of receiving notice of expulsion. The chairman will bring the matter to the notice of the committee at the earliest opportunity. In the period while the appeal is under consideration by the committee, the member involved will have membership rights suspended. The decision of the committee to expel a member is final.

RULE 6. CONSTITUTIONAL AMENDMENTS

Constitutional rules shall not be added to or altered except upon a motion for amendment signed by not less than ten members and delivered to the chairman one month prior to the AGM. The Chairman will ensure that such proposed revised versions of the constitution will be supplied to the members no later than one week before the appropriate AGM. A motion for change will be put to the vote at the AGM, and shall be carried only on the basis of a majority in favour of change.

RULE 7. CLUB RULES

Club rules will be determined by the committee, on the basis of considered proposals from committee members or club coaches. Such rules will be publicised in the club news letter and shall also be available from the club leader.

RULE 8. ACCOUNTS

All accounts of financial transactions as kept by the PPCA treasurer shall be audited at least once each year, by two other committee members, to ascertain the correctness of income and expenditure accounts and the balance sheet. A copy of the club accounts shall be made available to all members attending the AGM. Another copy shall be posted in the member's boathouse.

RULE 9. CLUB COMMITTEE

a. The honorary club president is not elected, but appointed by the club committee, and holds office for two years. The club president may be re-appointed by club committee at the end of each term.

b. The following honorary officers shall be elected annually at the AGM, and shall form the club committee, this committee is responsible for the overall management of the club.

Chair

Vice Chair

Club Leader

Treasurer

Secretary

Publicity officer

Equipment Officer

Membership Secretary

Welfare Officer

Youth Development Officer

Ordinary Member

c. The club leader will select an assistant from the body of the membership, the assistant club leader will then become a co-opted member of the committee.

d. No one may hold more than one post on the committee.

RULE 10. COMMITTEE MEETINGS

The committee will aim to hold monthly meetings, all committee members are expected to make every effort to attend. At least two thirds of the elected committee are to be present, as a quorum, for issues requiring formal committee approval.

RULE 11. CO-OPTION OF MEMBERS

To deal with extra-ordinary issues, the committee shall have the authority to co-opt club members, with their agreement, to working groups as necessary and according to their talents.

RULE 12. ANNUAL GENERAL MEETINGS

The PPCA will hold an AGM, and shall give members at least one month's notice of the venue, date and time of the meeting. No less than two thirds of the club committee and 6 ordinary members constitute an AGM quorum.

RULE 13. EXTRA-ORDINARY GENERAL MEETINGS

An EGM shall be held within 6 weeks of a requisition presented, in writing, by not less than 15 members, or should the committee deem it necessary. Such a requisition shall state the business to be raised and the names of the signatories. Notice of the date, time and venue for any EGM, and the topic raised shall be communicated to all members at least 3 weeks before that meeting. A committee quorum and no less than 6 ordinary members shall form a quorum for any EGM.

RULE 14. WINDING UP CLUB ASSETS

The committee will be responsible for orderly winding up of clubs affairs. After settling all liabilities of the club, the committee shall dispose of the net assets of the club remaining to one or more of the following:

To another club or clubs with similar sports purposes.

To the clubs governing body for the use by them for related community sports.

To another club or clubs with similar sports purposes which is a registered with the "CASC " Community Amateur Sports Clubs.

RULE 15. VOTING

All members over the age of 16 may vote. Family memberships have a maximum entitlement of two votes.

RULE 16. SAFETY RULES

Club activities will follow British Canoe Union safety guidelines, members must also comply with club rules. Ignorance of club rules shall not be taken as an excuse for any breach thereof.

ADULT CLUB RULES

These rules apply to any member of the Port of Plymouth Canoeing Association 18 years old or older.

Rule 1: Behaviour

- Any member acting in a manner prejudicial to the interests of the club will be subject to disciplinary action.
- Any member found abusing club equipment or using club/member's equipment without approval would be subject to disciplinary action. Such disciplinary action can include suspension or expulsion as seen fit by the committee.
- The Club will not tolerate any foul language to any member of the PPCA or any member of the public when at a club meeting and will not tolerate any racist or homophobic remarks. All members will respect other members of the club whatever their ethnicity, cultural, religious beliefs or faith.
- You should not be alone with any junior club member apart from a member of your family.

Rule 2: BCU

- Members will comply with all British Canoe Union rules and regulations.
- Club activities are open to all members provided he / she holds a BCU 1 Star certificate or has satisfied the club leader as to their proficiency. Any member that does not satisfy this requirement is limited to introductory sessions only.

Rule 3: Restrictions and Bye-Laws

- Members will comply with the restrictions and byelaws of the Queen's Harbour Master in Plymouth Sound, the Coastguard and any other such authority.

Rule 4: Session Leaders

- All PPCA official sessions will be led by qualified coaches.
- The session leader has the authority to cancel the session, restrict the numbers or set a minimum standard level of ability of those attending.

Rule 5: Use of Safety Equipment

- Session leaders will insist on the use of safety equipment appropriate to the activity. Failure to comply will prevent an individual or group from participating in that activity.
- A correctly-fitting buoyancy aid will be worn at all times during activities on or near the water.
- Helmets will be worn where there is a significant risk of injury from capsize or collision at speed and on all club whitewater, surfing or rock hopping trips.

Rule 6: Club Activities

- These rules apply to all PPCA activities.
- All other paddling activities are "private paddling trips" where the PPCA has no responsibility/liability.

Rule 7: Session Registration

- All participants attending sessions must fill in the registration forms before the session start, and report any health concerns at the start of the sessions to the session leader.
- Participants must report all injuries and incidents to the session leader at the end of the session.

Rule 8: Use of Club Equipment

- No club equipment is to be used for white water paddling or rock-hopping unless agreed by the committee.
- All club equipment used for private paddling is to be booked through the Equipment Officer. The Club Leader or Chair must be consulted if the person wishing to use club Sea kayaks does not hold a 'New' BCU 3 star (Sea) or 'Old' BCU 4 star (Sea).
- Any damage must be reported immediately to the Equipment Officer or a committee member to maintain the safe state of all club equipment.

Rule 9: PPCA Equipment storage shed. (Shed No. 1)

- Access to a key for this shed is restricted to session leaders only.
- The shed is to be kept clean, tidy and safe at all times by all members.
- Equipment and boats should be moved in a safe manner as directed by the session leader.

Rule 10: Members storage shed. (Shed No. 2)

- Club members are entitled to store one kayak (per member) in shed number 2 subject to available space.
- All boats are to be stored upright leaning against the wall in a slot or on the trolley and tied off for safety.
- Applications for the storage of all boats must to be approved by the Membership Secretary.
- All personal equipment must be identified.
- The shed is to be kept clean, tidy and safe at all times.
- Personal access to this shed is restricted to adults only. Keys are available at the discretion of the Membership Secretary.
- The shed is to be secured correctly when not in use.
- No PPCA club equipment is to be stored in the members shed.

Rule 11: Personal Equipment

- All personal equipment used during club activities shall be 'fit for purpose'
- All boats will be fitted with adequate buoyancy; end grabs/toggles and be sea worthy.
- Paddles should be free from sharp edges etc.

Rule 12: Termination of Membership

- Members wishing to terminate (or failing to renew) membership will be required to remove all personal kayak/canoe & other equipment stored in the members shed within 4 weeks of the end of the membership or from the date indicated by the member to terminate and return any keys issued.
- Any member whose membership is terminated by the committee will be required to remove any personal kayak/canoe & other equipment stored in the members shed immediately and return any keys issued.
- The PPCA reserve the right to dispose of any equipment left in the club sheds by a lapsed member. Any proceeds from such disposal will be used for club funds.

JUNIOR CLUB RULES

These rules apply to any member of the Port of Plymouth Canoeing Association under the age of 18 years.

Rule 1: Session Leaders

- All PPCA official sessions will be led by qualified Level 2 or Level 3 or level 4 coaches as appropriate.
- The session leader has the authority to cancel the session, restrict the numbers or set a minimum standard level of ability of those attending.

Rule 2: Use of Safety Equipment

- Session leaders will insist on the use of safety equipment appropriate to the activity. Failure to comply will prevent an individual or group from participating in that activity.
- A correctly fitting buoyancy aid will be worn at all times during activities on or near the water.
- A safety helmet will be worn by all under-18's.

Rule 3: Behaviour

- All members must respect their coaches and their decisions.
- Any member acting in a manner prejudicial to the interests of the club will be subject to disciplinary action.
- Any member found abusing club equipment or using club/member's equipment without approval would be subject to disciplinary action. Such disciplinary action can include suspension or expulsion as seen fit by the committee.
- There will be no jumping from any object into the water, unless the session coach has assessed the water depth to see if it's safe to do so.
- Kayak paddles are to be carried or placed into the kayak when taking it to the waters edge.
- You should not be alone with any adult apart from your own family.
- The Club will not tolerate any foul language to any member of the PPCA or any member of the public when at a club meeting and will not tolerate any racist's or homophobic remarks. All members will respect other members of the club whatever their ethnicity, cultural, religious beliefs or faith.

Rule 4: Use of Club Equipment

Members should pair up with another member, parent / helper to carry the kayaks to the waters edge.

No club equipment is to be used for white water paddling or rock-hopping unless agreed by the committee.

Any damage must be reported immediately to the Equipment Officer or a committee member to maintain the safe state of all club equipment.

Rule 5: BCU

Members will comply with all British Canoe Union rules and regulations.

Members are entitled to attend all club activities provided that he / she holds a BCU 1 Star certificate or has satisfied the club leader as to their proficiency, and are aged 12 years or more. Any member that does not satisfy either of these requirements will be restricted to attend either Rainbow or Paddle Power sessions, depending on their membership status.

Rule 6: Personal Equipment

- All personal equipment used during club activities shall be 'fit for purpose'.
- All boats will be fitted with adequate buoyancy, end grabs/toggles and be sea worthy. Paddles should be free from sharp edges etc.

Rule 7: Session Registration

- All participants attending sessions must fill in the registration forms before the session start and report any health concerns at the start of the session to the session leader.
- Participants must report all injuries, cuts & bruises and any incidents to the session leader which have been sustained during the session before leaving the centre.

Rule 8: Members storage shed. (Shed No. 2)

- Members are entitled to store one kayak (per member) in shed number 2 subject to available space.
- All boats are to be stored upright leaning against the wall in a slot or on the trolley and tied off for safety.
- Applications for the storage of all boats must to be approved by the Membership Secretary.
- All personal equipment must be clearly identified.
- The shed is to be kept clean, tidy and safe at all times.
- Personal access to this shed is restricted to adults only.
- No PPCA club equipment is to be stored in the members shed.

Rule 9: Club Activities

- These rules apply to all PPCA activities.
- All other paddling activities are "private paddling trips" where the PPCA has no responsibility/liability.

Rule 10: Termination of Membership

- Members wishing to terminate (or failing to renew) membership will be required to remove all personal kayak/canoe & other equipment stored in the members shed within 4 weeks and return any keys issued.
- Any member who has their membership terminated by the committee will be required to remove any personal kayak/canoe & other equipment stored in the members shed immediately and return any keys issued.
- The PPCA reserve the right to dispose of any equipment left in the club sheds by a lapsed member. Any proceeds from such disposal will be used for club funds.

Section 4

Club policies

HEALTH AND SAFETY POLICY

Port of Plymouth Canoeing Association

It is the intention of the PPCA to ensure its activities are carried out in accordance with the British Canoe Union guidelines and recommendations.

The PPCA will take all reasonably practicable steps to ensure the safety and welfare of its members and other persons affected by its day to day activities, to ensure a safe environment the club will provide the following:

Safe equipment

Adequate instruction and coaching to its members.

A safe and healthy environment including safe access and egress to its activities.

Minimize the risk to its members in handling, storage of equipment used in its activities.

Only use qualified and updated coaches relevant to their experience.

Encourage discussion in any matters regarding health and safety.

All the coaches are responsible for monitoring health and safety in the club and it is their duty to follow BCU guidelines when employed on a club activity, reporting back to the club leader as appropriate.

Risk assessments have been carried out and are available to all coaches as well as being displayed in the club shed. A copy of this health and safety policy will also be displayed in the club shed.

All members are expected to observe the following:

Take reasonable care for the health and safety of themselves and others.

Co-operate with the club committee and its officers.

Inform an officer of the club or coach of any breach of health and safety.

The club encourages all forms of training to its coaches and members.

All equipment will be maintained in a serviceable and working manner and be fit for the purpose it was designed for, also complying with the relevant British standards. The club sheds are to be kept in a reasonable and tidy manner, all boats stored in the correct way and restrained as required.

It is the policy of the club to operate within the child protection guidelines as laid down by the BCU a copy of which is to be displayed in the club shed.

This policy will be reviewed on a regular basis and updated to include any change in BCU guidelines. This policy will be displayed in the club shed for all members to have access to and it will be deemed to have been read by all members, it needs full co-operation of the members for it to be implemented. All Club policies, rules and procedures are combined in the Club Operating Policy document. A copy is available in the Club shed or on the club website www.pcca-canoe-club.org.uk/

EQUITY POLICY STATEMENT

Port of Plymouth Canoeing Association

This club is fully committed to the principles of equality of opportunity and aims to ensure that everyone has a genuine and equal opportunity to participate in Paddle sport at all levels and in all roles of our sport, irrespective of their age, gender, ability, disability, religion, race, ethnic origin, nationality, colour, social status or sexual orientation. This includes members, volunteers, participants, supporters and coaches.

The Club recognises that discrimination is unacceptable and will not tolerate direct or indirect discrimination.

The Club will take, or support, positive action to eliminate individual and institutional discrimination:

The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport.

The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, victimisation, harassment and abuse.

All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity and the club's management committee is responsible for implementing, maintaining and dealing with any breaches of this policy.

The Club regards any incidence of discriminatory behaviour as serious misconduct and will deal with this according to club disciplinary procedures. 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 the 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.

CHILD PROTECTION AND HARRASSMENT POLICY

Port of Plymouth Canoeing Association

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.

We believe that taking part in Paddlesport should be a positive and enjoyable part of children's lives and to achieve this have the following aims:

Club Coaches and Helpers should follow the BCU Code of Conduct.

Club Coaches and Helpers should read and adhere to the BCU Child Protection and Harassment Policy. The Club will follow the guidance of the policy in the event of any concerns or allegations.

The Club will ensure that anyone working with young people undertake a screening procedure.

All Club Coaches and Helpers are made aware of the Club Code of Conduct (displayed in the Club shed).

The Club will obtain medical details of all paddlers which will be made known to Coaches where appropriate.

Only qualified updated Coaches will be responsible for the running of sessions, Helpers will be able to work along Coaches. The PPCA actively encourage Helpers to gain qualifications and assist Coaches to stay updated.

The Club has appointed a Welfare Officer to be responsible for dealing with any issues concerning Child Protection, if the Welfare Officer is not available then the Club Leader should be contacted.

The Club will adopt and regularly review a Health and Safety Policy.

CODE OF CONDUCT FOR CLUB COACHES AND HELPERS

Port of Plymouth Canoeing Association

By following these guidelines you will help protect both the children in our sport and our coaches, helpers from wrongful allegations:

Coaches and Helpers must respect the rights, dignity and worth of every person and treat everyone equally.

Coaches and Helpers must develop an appropriate working relationship with participants, especially children, based on mutual trust and respect. Coaches and Helpers must not exert undue influence to obtain personal benefit or reward.

Coaches and Helpers must encourage and guide participants to accept responsibility for their own behaviour.

Coaches should hold up to date nationally recognised BCU coaching qualifications.

Coaches must ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.

Coaches should clarify with the participants, and where appropriate their parents, exactly what is expected of them and what participants are entitled to expect from the coach.

Coaches and Helpers should always promote the positive aspects of their sport e.g. fair play and never condone rule violations or the use of prohibited substances.

Coaches and Helpers should not be under the influence of drink, drugs or any substance.

Coaches and Helpers must consistently display high standards of behaviour and appearance.

Coaches and Helpers should be aware of the power that a coach develops with participants and avoid any intimacy (sexual or otherwise).

Coaches and Helpers should be aware of situations with participants that could be construed as compromising and actions that others could perceive as being outside the coaching role.

Coaches and Helpers should report any concerns within the area of Child Protection in confidence and without delay to the appropriate person.