

Standard Operating Procedures.

Hastings and District Canoe Club.

The standard operating procedures are a set of guidelines to help the Competent Paddler and other participants, but it is no replacement for the experience, skill or judgement of the Competent Paddler, participants.

1. All participants (members and non members) must sign in as per Registration procedure.
2. CP (Competent Paddler) to be appointed
3. CP to make a dynamic risk assessment, in accordance to the clubs present risk assessment, taking into account any change of circumstances due to sea conditions or adverse weather conditions.
4. All new paddlers must complete the non-member form, and under 18's must complete a parental consent form signed by their parents.
5. CP to check how many participants are paddling and if they have any medical conditions.
6. CP to assign people to help kit out all beginners and non-members with boat, paddle, and buoyancy aid, helmet and spray deck (optional depending upon weather conditions) and check that appropriate clothing is being worn to suit the conditions. If beginners bring along their own equipment it should be inspected to check that it reaches CE approval.

7. CP should ensure all paddlers complete a warm up prior to paddling.
8. The CP should then pick up the first aid kit and phone and proceed down to the sea, and no person should get onto the water until the CP says.
9. All new paddlers to complete a successful swim from one groin to the next, and complete a successful capsize drill.
10. Cp to make sure all paddlers keep in a group and can recognise where they should stay within the groins.
11. Kit officers or some one appointed by the kit officers must check kit is put back correctly and paddlers borrowing equipment rinse and put back in correct place.
12. After the session is complete a debrief should be carried out by the CP, this will consist of any good or bad things that have happened so that we know what to do again and what doesn't work and should be changed, therefore promoting development of the sessions.

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