

# BISHOPS STORTFORD CANOE CLUB



## Club Standard Operating Procedures

Club Name:	Bishops Stortford Canoe Club
Affiliation Type:	Senior with Registered Youth Section
Club Chair Name:	Kevin Short
Number of club members:	84
Open to the Public?	Yes

### Contact/Location Details

**Postal correspondence** – The postal address of the club is

Bishops Stortford Canoe Club  
Southmill Lock  
London Road  
Bishops Stortford CM23 3DT

**Phone** – (Club Secretary) 01279 755089

**Email** – [info@StortfordCanoe.org.uk](mailto:info@StortfordCanoe.org.uk)

**Sat Nav purposes** – The accurate postcode above is of no use for navigation purposes.

Those arriving by car during hours when the club is open should arrive via Stylemans Lane (off Hallingbury Road, A1060), Bishops Stortford CM22 7QJ

The full directions for visitors to the building can be seen on our website here:

[www.StortfordCanoe.org.uk/find-us.html](http://www.StortfordCanoe.org.uk/find-us.html)

### **For summoning the emergency services:**

Southmill Lock, via Styleman's Lane, Bishops Stortford CM22 7QJ

Styleman's Lane is west off Hallingbury Road (A1060).

Map Reference of the junction is TL496,201

What3Words: ///planet.deals.rare

## **HEALTH AND SAFETY**

### **Safety Policy**

BSCC Safety Policy is available on the club website (Members > Document Library).

### **First Aid & Accidents**

#### **Where are the first aid kit and accident book located?**

First Aid kit and accident book are on the open shelf at the back of the main club room.

#### **Who is the main contact for First Aid at the club?**

Safety Officer (Andrew Gurney)

#### **Where can the contact be located?**

Generally present at the club during main weekly club session. 07917 062305

#### **Who is responsible for the maintenance of the first aid box?**

The Safety Officer (Andrew Gurney)

#### **Who else is responsible for providing First Aid?**

Anne White and any certified first aider

#### **Is there a document in the club to detail who can provide First Aid?**

A list of currently certified first aiders is provided next to the first aid box.

### **Fire & Evacuation**

#### **Please detail the clubs fire and evacuation procedure (e.g. where is the fire exits, where should members meet once evacuated?)**

The fire exits are detailed in the Fire Risk Assessment.

The evacuation procedure is detailed in the Emergency Action Plan (on display in the clubhouse) including a map showing the location of the Fire Assembly Point (on the towpath below Southmill Lock)

#### **Where is the location of fire extinguishers?**

Locations are marked on the Fire Risk Assessment

#### **Who is responsible for maintenance of fire extinguishers?**

The Safety Officer (Andrew Gurney)

**Do you have a signing in sheet to record members inside the premises?**

No

**Where are the Emergency contact details (for all members) kept?**

The phone numbers and emergency phone numbers of all members are kept online in a Googledrive file to which selected Trustees and club officers have access: in particular team leaders, volunteer coordinator and Secretary.

Emergency contact details of those who have registered medical issues are also included on their medical form, also held on GoogleDrive, in a folder to which key firstaiders, senior coaches, the Welfare Officer and Secretary have access.

## **EMERGENCY PROCEDURES**

### **Actions**

**Do you complete Incident/Accident Forms?**

Yes - PUK and CRT forms as appropriate

**Who is responsible for completing the Incident/Accident Forms?**

The club official with most knowledge of the circumstances on any given occasion completes a paper form. This is passed to the Secretary for archiving (on GoogleDrive, with access restricted to selected parties). Details of reportable incidents are then transmitted through the respective online reporting forms to PUK/CRT as appropriate.

**How often are the Incident/Accident Forms reviewed? Who are these reviewed by?**

Incidents are reviewed by the Management Committee as a standing item at meetings and the key points of actions to avoid future similar incidents recorded.

*It is usually best practice for the forms to be reviewed by the Club Committee and copies should be forwarded to Paddle UK for insurance reasons*

**How long are forms kept on record for within the club?** *Forms should be kept in excess of 5 years*

Indefinitely

**In the event of a serious incident, what instructions are there with respect to dealing with the media?**

No club officials (Trustees/Committee Members/Coaches) should speak to the media. Guidance should be sought from Paddle UK.

***Club coaches must NOT discuss any event with the press or admit liability to any party***

## **DISCIPLINE**

### **Please outline the clubs policy in regards to bad behaviour, infringement of the rules etc.?**

The club has a set of Rules, various policies, and a Code of Conduct covering the behaviour of Members, Junior Members' parents, and Coaches. How infringements would be dealt with would depend on the severity of the incident, and its impact on other members and members of the public, in terms of personal safety and distress, damage to property, financial loss, and reputational damage to the club and the sport. All these aspects and the context of the specific case would have to be considered by the Trustees.

In very extreme cases, members can be expelled at the discretion of the Trustees. A procedure and timescale for this is laid down in the Constitution (clause 9.4.b).

## USE OF CLUB PREMISES

### **Please provide the name of the volunteer meets new arrivals and assist juniors?**

The coaches in charge of the session assisted by the Secretary or any committee members present.

### **Kitchen**

#### **Please detail available kitchen hours?**

Members may use the kitchen facilities to make hot drinks or heat up their own food at any time they visit.

#### **Who can serve food?**

Members of the Social Committee may serve food to others.

#### **Who is responsible for checking sell-by dates?**

The members of the Social Committee serving the food.

#### **Please detail procedures with regards to electrical appliances:**

The Safety Officer will ensure that electrical items undergo inspection at least every 5 years as required for the club's building insurance.

### **Club Equipment**

**Please detail who is responsible for logging equipment and routine safety checks?** Director of Canoeing (Joe Fitzpatrick) assisted by the Quartermaster (David Gurney)

#### **Who can use club equipment and when?**

Club members may use club equipment when approved by a club coach.

#### **What are the requirements for non-members using the equipment? (E.g. school groups)**

Guests may only use club equipment under the supervision of or after assessment by a Club Coach.

#### **Can club equipment be taken off site for use?**

Club equipment may be taken offsite for use with the knowledge of the Team Leader for a competition the club is attending or the Quartermaster at other times.

#### **How and where should equipment be stored?**

Equipment must be stored as advised by the Quartermaster.

#### **How are faults reported and recorded?**

Faults should be reported in writing to the Quartermaster.

## **Keys**

**Who opens up?** (E.g. Officials, Club members)

Any keyholder

**Who locks up?**

The last keyholder to leave

What are the rules for locking the Club at the end of the day?

It is the responsibility of the last key holder to leave to ensure that the premises are locked.

**Where are keys kept?**

The only keys kept on site are in code-protected keysafes in the hall

**Who has keys/access to keys?**

Keys and key codes are issued to coaches, committee members and senior boat owners on a need basis

**Where are spare keys kept (if any)?**

Spare keys are kept by the Quartermaster

## **NON-MEMBERS/ VISITORS**

**What are the clubs policies regarding non-members or visitors in the changing room facilities?**

Strictly single-sex changing rooms. Under normal circumstances non-paddlers should not need to enter the changing rooms.

**Under 14s**

*Children-should not leave the-club premises without the knowledge or permission of their Coach. Unknown person(s) picking up a child should make themselves known to the Coach on arrival at the session*

Parents/guardians of under-14s must remain on site during club sessions unless they have confirmed with their child's coach that they may leave. The club has no arrangements in place to supervise children once they are off the water, so if parents/guardians do leave, they must arrange for another adult present to be responsible for their child in case child has to get off the water for any reason. They must also ensure that their contact phone number for the day is left with a club official.

## **CLUB CHILD PROTECTION AND VULNERABLE ADULTS POLICY**

**Does the club have a Child Welfare Officer?** Yes, available on the club website and on posters at the clubhouse

**Name and Contact details:** Club Welfare Officer: Mick Hussey.

[Mick@StortfordCanoe.org.uk](mailto:Mick@StortfordCanoe.org.uk) / 07837 274660

**How often is this Policy reviewed?**

Annually