



## Club Standard Operating Procedures

**Club Name:** Dorset Disabled Canoe Unit

**Affiliation Type:** Affiliated

**Club Chair Name:** Liz Watkins

**Number of club members:** approx. 40

**Open to the Public?** Yes

### Contact Details

**Club Address:** Sea Cadets Site "Phoebe", Rugby Club Car Park, Iford Lane, Christchurch. BH6 5NF

**Email:** info@ddcu.co.uk

**Telephone:** 07754 964684

### Health and Safety Policy

See associated documents:

1. Health and Safety Policy Statement
2. Safeguarding Policy
3. Code of Conduct
4. DDCU Action plan. This details the requirements for all members attending a paddling session.

### First Aid & Accidents

Where are the first aid kit and accident book located? - **Club Container** First Aid kits are always carried by the instructor/coach when on the water

Who is the main contact for First Aid at the club – Safety Officer

Where can the contact be located – in the Container and in the list of club contacts circulated to all members



Who is responsible for the maintenance of the first aid box – Safety Officer

Who else is responsible for providing First Aid? **See First Aid List.**

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

## **Fire & Evacuation**

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

**leave by main gate and congregate on path to the left-hand side of the gate.**

Where is the location of fire extinguishers? **There are no fire extinguishers for container.**

Who is responsible for maintenance of fire extinguishers? **N/A**

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

Who is responsible for the roll call, to ensure no one is missing? **Coach/Trip Leader on the day.**

Where are the Emergency contact details (for all members) kept? **Brown folder in Container.**

## **Emergency Procedures**

Actions

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

Who is responsible for completing the Incident/Accident Forms? **Coach/Trip Leader on the day.**

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

**On a regular basis by the committee. Copies to be sent to British Canoeing as per the Insurance policy.**

How long are forms kept on record for within the club?

**Forms should be kept in excess of 5 years**



Name of designated British Canoeing expert to help with enquiries: **James Hives**.

In the event of a serious incident, what instructions are there with respect to dealing with the media?  
**Club coaches must NOT discuss any event with the press or admit liability to any party. Any enquiries to be referred to the Chairperson.**

## **Discipline**

Please outline the club's policy with regard to bad behaviour, infringement of the rules etc.?

The club operates a three-strikes-and-you're-out response. In these cases, the individual or parent/guardian shall be informed of each strike in writing from the Club Chair. In some instances, it may be necessary to ban a member at the first infringement for the safety of club members or in the interest of the clubs reputation.

## **Use of Club Premises**

Only when Coach/Trip Leader is in attendance or with the approval of the committee (e.g. for peer paddles amongst volunteers) .

## **Club Equipment**

Please detail who is responsible for logging equipment and routine safety checks? **Noel Coates?**

Who can use club equipment and when?

**Club members when Coach and/or Trip Leader is in attendance or with the agreement of coaches/leaders.**

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

Can club equipment be taken off site for use? **Yes if agreed by Chairperson.**



How and where should equipment be stored? **In Club Container or secured by padlocks with the compound which is itself secured by gates with padlocks.**

How are faults reported and recorded? They should be recorded in the incident book and reported to the Chairperson and committee who will need to agree any necessary action to be taken.

## Keys

Who opens up? **approved key-holders** Who locks up? **approved key holders**

What are the rules for locking the Club at the end of the day. **Container and all of site is locked unless in use by other site users.**

Where are keys kept? **With approved keyholders.**

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

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

Where are the keys to equipment stores kept (if any) With **approved key holders.**

## Non-members/ Visitors

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

**There are currently no changing room facilities.** There is access to a disabled toilet in the Rugby Club building which will be open on our paddling dates.

**Non-members must register and pay for BC insurance before being allowed out on the water.**

## Club Safeguarding Policy

Does the club have a Welfare Officer? Yes/No **YES**

If yes, please detail Name and Contact details: **Liz Watkins**

How often is this Policy reviewed? **Annually at the AGM.**

Charity Number - 1187830  
Created - August 2022  
Reviewed- September 2022  
Approved AGM March 2023

