

## **Club Standard Operating Procedures**

Club Name: Dorset Disabled Canoe Unit

Affiliation Type: Affiliated

Club Chair Name: Mike Holgate

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: ddcu.enquiry@gmail.com

Telephone: 07410 123412

### **Health and Safety Policy**

See associated documents:

1. Health and Safety Policy Statement
2. Safeguarding Policy
3. Coaches and Officials Code of Conduct
4. Protecting Children and Young people with Disabilities Policy

### **First Aid & Accidents**

Where are the first aid kit and accident book located - Club Container

Who is the main contact for First Aid at the club – Mike Holgate

Where can the contact be located – 07410 123412

Who is responsible for the maintenance of the first aid box – Paula Lyle

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 exits, 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 role 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.

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 Hinvers.

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**

## **Discipline**

Please outline the clubs policy in regards 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 or Trip Leader is in attendance.

## **Club Equipment**

Please detail who is responsible for logging equipment and routinely safety checks?  
Mike Holgate.

Who can use club equipment and when? Club members when Coach and/or Trip Leader is in attendance.

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 Chairman.

How and where should equipment be stored? In Club Container

How are faults reported and recorded? Report to Chairman

## **Keys**

Who opens up? Officials, Who locks up? Officials

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

Where are the keys to equipment stores kept (if any)? N/A

## **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.

Children will not be permitted to leave the centre without the knowledge or permission of the Coach.

Unknown person(s) picking up a child should make themselves known to the Coach on arrival of dropping the child at the centre.

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

## **Club Child Protection and Vulnerable Adults Policy**

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

If yes, please detail Name and Contact details: Mike Holgate – 07410 123412

How often is this Policy reviewed? Annually.