



Worcester Canoe Club

Club Standard Operating Procedures

Club Name: **Worcester Canoe Club**

Affiliation Type: **BCU Member Club**

Club Chair Name: **Dave Pedlar**

Number of club members: **approx. 150**

Open to the Public? **No**

Contact Details

Club Address: **Worcester Canoe Club, Grandstand Road, Worcester, Worcestershire**

Postcode: **WR1 3EJ**

Email: **worcestercc@yahoo.co.uk**

Telephone: **N/A**

Health and Safety Policy: available on website

First Aid & Accidents

Where are the first aid kit and accident book located? **In the club house kitchen area**

Who is the main contact for First Aid at the club? **Michael Docherty – Safety Officer**

Where can the contact be located? **Michael Docherty** <micmatt313@gmail.com>

Who is responsible for the maintenance of the first aid box? **Jurgen Bauer – Committee member**

Who else is responsible for providing First Aid? All club members with first aid training: Sue Hawthorn, Dave Pedlar, Robin Welford, Julian Harris, Julian Harris, Mike Hawthorn, Sue Hawthorn, , Jayne Moran, , George Parker, Paul Teer, Robin Welford, Emma Woolaston, Nick Fowler, Claudia Chester + others

Fire & Evacuation

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

Fire exits are located at the north east corner of the Alice Lounge and the south entrance to the club. The boat-house doors at the north end of the clubhouse can also be used as a exit, although these doors require two bolts to be released to open each door).

Evacuated members to meet in the carpark area outside the main boathouse doors of the rowing club.

Where is the location of fire extinguishers?

North west corner of the Boat House, the Gym Area, Kitchen, Alice Lounge x2. Entrance of the Mens Changing Rooms

Who is responsible for maintenance of fire extinguishers?

Michael Docherty – Safety Officer

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

No

Who is responsible for the roll call, to ensure no one is missing? (Name/Position)

We do not have a roll call, as we have no means of knowing who is on the premises.

Where are the Emergency contact details (for all members) kept? Many clubs keep an accessible spread sheet of all contact details in case of an emergency

The member's contact details are kept in the online database to which only the membership secretary, chairperson and coaching coordinator(s) have access to. A printed list will be kept in a sealed envelope in the club, and by the Chairman and Membership secretary at home.

Emergency Procedures

Actions

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

Who is responsible for completing the Incident/Accident Forms?

All club members

How often are the Incident/Accident Forms reviewed? Who are these reviewed by? It is usually best practice for the forms to be reviewed by the Club Committee and copies should be forwarded to British Canoeing for insurance reasons

The Incident/Accident log book is reviewed monthly by the club committee. Serious incidents are acted on and recorded in the minutes of the monthly committee meetings.

Club Standard Operating Procedures

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

A minimum of 5 Years.

Name of designated British Canoeing expert to help with enquiries:

Unknown.

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. The club chairman and directors will be responsible for communicating with the media, after consulting with the committee.

Discipline

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

The procedures outlined below are taken from the WCC Bye Laws document - last updated 30/04/2019

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary or Chairman.

The Committee or sub-committee nominated and agreed by the Committee will make the relevant parties aware of the complaint against them on a confidential basis. They have the right to submit their account of the dispute to the Secretary within 14 days.

The Committee or nominated sub-committee will meet to hear complaints within 21 days of a complaint being lodged. The Committee or nominated sub-committee has the power to take appropriate disciplinary action including the termination of membership

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.

There will be the right of appeal to the Board of Directors following disciplinary action being announced. The Board of Directors should consider the appeal within 14 days of the Secretary receiving the appeal. The Directors decision is final and binding on all parties.

Where the dispute / allegation or complaint is raised by or relates to a person involved in this process that person should not take part in the process except as a witness to the events.

Use of Club Premises

Weekend Staff

Please provide the name of the employee/volunteer who remains at the club on a Saturday to meet new arrivals and assist juniors?

N/A

Kitchen

Please detail available kitchen hours?

Only used on an ad hoc basis – mostly for catering for racing and social events.

Who can serve food?

Jayne Moran – holds current certificate

Who is responsible for checking sell-by dates?

Mick Moran and Jayne Moran

Please detail procedures with regards to electrical appliances:

Checking electrical items - mandatory PAT testing carried out at specified periods. Any necessary repairs or replacements made promptly.

Club Equipment

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

Michael Docherty – **Safety Officer**

Who can use club equipment and when?

All members. Only over 16s to be able to use the Gym equipment without supervision.

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

With permission of the committee.

Can club equipment be taken off site for use?

Yes, with permission of the committee.

How and where should equipment be stored?

Club boats to be stored on club boat racks (Generally at the river-side of the boat house). Gym equipment to be left tidy after use.

How are faults reported and recorded?

There is a book to record damage and breakages to club Equipment within the club house. Reviewed by Tony Nolan and necessary repairs either carried out or sub contracted to recognised equipment suppliers.

Keys

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

All members with a club key. Prospective key holders may, by applying to the committee, become keyholders subject to the Committee's decision.

Who locks up?

The last member to leave the building – all members are responsible.

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

Physical check to ensure that no equipment has been left outside,

Physical check to ensure that no persons have been left on the premises,

Physical check to ensure all personnel have returned off the river,

Physical check to ensure closure and locking of all doors and windows.

Physical check to ensure all switchable lights are turned off,

Physical check to ensure all switchable electrical and gas appliances are off and safe,

Physical check to ensure all running water has been turned off.

Where are keys kept?

With the designated club members.

Who has keys/access to keys? (E.g. Captains, Coaches)

All members with a club key. Prospective key holders may, by applying to the committee, become keyholders subject to the Committee's decision.

Where are spare keys kept (if any)?

With Andy Nevitt, general member of the committee.

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

N/A

Non-members/ Visitors

What are the club's policies regarding non-members or visitors in the changing room facilities?

The policy is the same for both members and non-members.

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.

Club Child Protection and Vulnerable Adults Policy

Does the club have a Child Welfare Officer? **Yes**

If yes, please detail Name and Contact details:

Sarah Whitelaw

Contact details : Sarah Whitelaw 07754799484

How often is this Policy reviewed? Many clubs review this Policy annually

Annually