

The Paddle Peak Club Operating Procedures

11th November 2024

British Canoeing Senior Club with Youth Section

Club Chairman: Peter Astles

Number of club members as of todays date: 5

Open to the Public? Yes

Contact Details

Club Address: c/o The Stables, Mill Road, Cromford. Derbyshire. Postcode: DE4 5JY

Email: info@paddlepeak.org

Website: www.paddlepeak.org

Telephone: 07713 485159

1. Health and Safety

Every member has an individual responsibility to behave sensibly, act with common-sense and co-operate with the Club's operating and safety guidelines issued by the Club, to keep up to date with policy changes and develop a safety aware culture at the Club.

Club Safety / Health & Safety Officer: Peter Montgomery

Event Safety training completed 2016

Paddle Peak's Health & Safety Policy will be distributed by email to members and will be posted on Paddle Peak's club website.

2. First Aid & Accidents

First Aid Kit: Each nominated head coach or river clean leader will have a first aid kit on site at every session.

The first aid kits and their contents are the responsibility of our Safety Officer.

Accident / Incident Reporting: A pdf accident / incident report form is available on our website and from any coaches / river clean leaders. To be completed and returned to our Club Safety Officer.

First Aiders:

Head: Club Safety Officer. Peter Montgomery.

Chair: Peter Astles. Work place first aider.

Trustees: Peter Astles. Andrew Whiting. Alan Mellor. Gary Edwards. Peter Montgomery

3. Coaches, Leaders and Paddlesport Activity Assistants

The clubs standard operation procedures, risks assessments and health and safety policies will be sent by email to all coaches, leaders and paddlesport activity assistants. There will also be a copy in the members area of the Paddle Peak club website.

Coaches and Paddlesport Activity Assistants need to be familiar with the clubs Standard Operating Procedures and Risk Assessments.

References and DBS check where applicable will be carried out for any unknown coaches and paddlesports assistants.

4. Emergency Procedures

Any accidents / incidents are detailed on a Paddle Peak accident / incident form. Coaches and leaders will have forms available. You can also download them from the Paddle Peak club website. These forms will be reviewed as problems occur by the club safety officer, then reported where necessary to the club committee. Any action required will then be taken such as reporting back to Paddle UK.

The accident / incident forms are kept on file for ten years.

5. Risk Assessments

Risk assessments will be carried out for all paddling session types, groups and venues.

Risk assessments will be carried out for river cleans, based on venue and river conditions.

These risk assessments will be made available to all coaches, assistants and rivers cleaners. They will be available to view on the Paddle Peak Club website.

6. Club Code of Conduct

It is the policy of Paddle Peak Club that all paddlers, volunteers, coaches and parents show respect and understanding for each other and conduct themselves in a way that reflects the principles of the Club. The aim is for all paddlers to improve performance and to have fun.

Everyone involved in the Club should abide by the Club Rules and Policies.

Paddle Peak Code of Conduct:

- a. Take care of all property belonging to the club or club members.
- b. Treat other club members with respect at all times on and off the water, treating other paddlers as you would want to be treated yourself.
- c. Control tempers and avoid behaviour which may affect or upset others. Co-operate and listen to your coach or club officials.
- d. Always wear appropriate clothing for paddlesports. Consider the weather and conditions.
- e. Always wear a life jacket. Always wear a helmet on whitewater.

- f. Never go out on the water alone.
- g. Do not go out in conditions beyond your ability.
- h. Try your best and have fun!

Club Officials, Coaches and Volunteers must do the following:

- a. Consider the wellbeing and safety of paddlers before the development of performance.
- b. Develop an appropriate working relationship with performers, based on mutual trust and respect.
- c. Make sure all activities are appropriate to the age, ability and experience of those taking part.
- d. Display consistently high standards of behaviour and appearance. Be an inspiration and lead by example.
- e. Follow British Canoeing's club guidelines and policies.
- f. Hold the appropriate, up to date qualifications and insurance.
- g. Encourage paddlers to value their performance and effort, not just their results.
- h. Never condone the use of prohibited substances.

Parents / Guardians

- a. Help your child to recognise good performance, not just results.
- b. Never force your child to take part in sport.
- c. Never punish or belittle a child for losing or making mistakes.
- d. Publicly accept official's judgements.
- e. Support your child's involvement and help them to enjoy the sport.
- f. Use correct and proper language at all times.
- g. Set a good example by applauding good performance and effort of all paddlers.

7. Use of Club Premises

Currently Paddle Peak has no premises therefore people attending sessions are to arrive in suitable clothing, ready for paddling, and bring a towel, change of clothes and (hot) drink for after the session.

8. Club Equipment

Club Equipment Officer: Peter Astles

Anyone taking part in a Paddle Peak activity may use the clubs equipment.

Non-members may use the clubs equipment during come and try it sessions, but always under supervision of a nominated coach or leader.

Club equipment is stored at the Peak UK factory, checked, cleaned and hung after use. Any faulty or tired equipment is repaired or replaced.

Access to the clubs equipment is by arrangement with Peter Astles.

9. Discipline and appeals procedure:

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young or vulnerable people will be recorded and responded to swiftly and appropriately. The Club Welfare Officer is the lead contact for all members in the event of any protection concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Club Welfare Officer and Chairperson.

The Paddle Peak Committee will meet to hear complaints within 14 days of a complaint being lodged. The 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 Paddle Peak Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the receiving the appeal.

10. Club Safeguarding, Child Protection and Vulnerable Adults Policy Club

Welfare Officer: Mark Proctor. penkmarkd@gmail.com. t: 07817310766

Paddle Peak Chair: Peter Astles. info@paddlepeak.org t: 07713 485159

Paddle UK: safeguarding@paddleuk.org.uk

Paddle Peak is fully committed to safeguarding the well-being of its members. All members should show respect and understanding for the rights, safety and welfare of others, and conduct themselves in a way that reflects the principles of the Club as defined in this document.

Paddle Peak believes that taking part in Paddlesport should be a positive and enjoyable part of children and vulnerable adults lives. The Club will actively encourage and promote the following:

Paddle Peak coaches, helpers and officials working with young people should read and adhere to the British Canoeing's Child Protection and Harassment Policy. The Club will follow the guidance of the policy in the event of any concerns or

allegations. A copy of the policy is available to download on the Paddle Peak club website.

Paddle Peak will ensure that anyone working with young people undertake a screening procedure.

Paddle Peak will obtain written Medical details of young paddlers which will be made known to coaches where deemed appropriate and/or necessary.

Paddle Peaks club welfare officer is to deal with any issues concerning Child Protection and Harassment. Anyone with concerns with respect to Child Abuse or Harassment should contact that person. If that person is unavailable they can contact the Club Chairman or Paddle UK's Child Protection/Harassment Officer. Details are above.

Paddle Peak will review this Child Protection Policy / Safeguarding at least annually or at any time if required.

11. Unaccompanied children

Any child under the age of 16 must be accompanied by their parent, guardian or a responsible known adult.

Any vulnerable adult must be accompanied by their carer.

All items enclosed within this document will be reviewed and updated by the club committee at least annually, or as necessary.

Peter Astles. Chair. 11th November 2024