Standard Operating Procedures

Brecon Canoe Club

Contents

Committee Endorsement

This document is to be endorsed by the Committee whenever it is changed – and shall be reviewed by the Committee in its entirety at least once every 3 years:

Date of most recent full review:	01/01/2025	Date by which full review next required:	31/12/2027
Date current version approved by Committee:		21/05/2025	

Introduction

This document explains the Standard Operating Procedures by which Brecon Canoe Club meets its 'duty of care' to conduct all activities in a safe manner, as specified by the Paddle UK Standards for Deployment Policy dated April 2024 and our internal Club policies.

This initial version covers only 'generic' procedures and those specifically needed for operating training sessions at Brecon Promenade and for running led club trips (and informal 'ad-hoc' activity conducted alongside such trips) – other activities and venues will be added in due course.

Health & Safety Policy and Responsibilities

1. Our policy is set out in Brecon Canoe Club Health and Safety Policy dated 18 Sep 2024.
2. The Club Trustees are responsible for ensuring that the Club meets its 'duty of care' and conducts all activities in a safe manner, in accordance with accepted 'good practice' as appropriate to the activity. To this end the Trustees shall:
    a. Appoint a Safety Officer, who shall be responsible for ensuring that all the Club's activities are managed in accordance with the procedures set out in this document;
    b. Require all the Club's activities to be authorised by a Committee acting on their behalf, under guidance from the Safety Officer;
    c. Adopt formally – and review annually – written risk assessments prepared by the Safety Officer and/or Club Coaches, which shall be used to update this document;

d. Require all activities to be supervised by an appropriately qualified / experienced Activity Leader, aged over 18 and operating within Terms of Reference authorised by the Committee; shall maintain a register of authorised Activity Leaders and their Terms of Reference; and shall require those Activity Leaders from time-to-time to acknowledge formally that they have read and agree to abide by appropriate Club policies including relevant risk assessments and these operating procedures; and

e. Require that authorisation be obtained for any events run by the Club on behalf of a Paddle Cymru or Paddle UK Discipline Committee or Development Team, such as Divisional slalom events, Hasler Canoe Marathon Races, Regional Tours, National Championships or Coaching Event – which are not considered to be 'Club events' and will require a full event risk assessment, Event Safety Management Plan and confirmation of status in writing by the Discipline Committee or Development Team.

3. The Safety Officer must:

   a. hold Associate Membership (or higher) of Paddle Cymru or the equivalent membership of another Paddle UK National Association;

   b. complete the British Canoeing Awarding Body Introduction to Safeguarding eLearning (or a higher-level approved course) every 3 years;

   c. complete the British Canoeing Awarding Body Risk Management and Risk Assessment eLearning module; and

   d. attend a Paddle UK National Association Event Safety Training course every 3 years.

Risk Assessment & Management

1. All Club activities should be covered by a formal, written Risk Assessment; either pre-existing or prepared by the Activity Leader specifically for the activity.
2. Activity Leaders must also conduct a dynamic risk assessment for each activity. Such dynamic risk assessments shall take precedence over formal, written risk assessments, but the Leader should take cognisance of these and be prepared to justify any decision to deviate from them.
3. For the avoidance of doubt the order of precedence for risk assessments for any activity shall be:

   1) the dynamic risk assessment conducted by the Leader on the day of the activity itself;

   2) a written risk assessment prepared specifically for that activity at the venue and on the day it takes place (e.g. "a Division 4 slalom race at Brecon Promenade on 4 August 2015");

   3) a written risk assessment for that activity at the venue it takes place (e.g. "Lightning racing at Brecon Promenade");

   4) a written risk assessment prepared for that activity at an unspecified venue (e.g. "Canoe Polo");

   5) a written risk assessment prepared for the venue at which it takes place (e.g. "canoeing and kayaking on the Monmouthshire & Brecon Canal"); and

   6) the Brecon Canoe Club Generic Risk Assessment for Paddlesport at any Location dated 22 Sep 2024.

Code of Conduct and Discipline

1. Brecon Canoe Club Code of Conduct dated Aug 2023 summarises how we expect all paddlers, volunteers, coaches/leaders and parents to show respect and understanding for each other and conduct themselves accordingly in their involvements with the Club.
2. Everyone involved with the Club (or, for under-18s, a parent/guardian) is required to confirm that they have read and agreed to abide by the Code of Conduct.

Safeguarding Policy

1. Our policy is set out in Brecon Canoe Club Safeguarding Policy dated 14 Sep 2024.
2. In accordance with this policy the Trustees shall appoint a Safeguarding Officer, whose role it is to deal with any issues concerning Safeguarding. The Safeguarding Officer must:
    a. hold Associate Membership (or higher) of Paddle Cymru or the equivalent membership of another Paddle UK National Association;
    b. complete the UK Coaching Safeguarding and Protecting Children Course *or* approved Designated Safeguarding Lead training and *either* the British Canoeing Awarding Body Safeguarding Refresher *or* the UK Coaching Safeguarding and Protecting Children Renewal every 3 years thereafter; and hold a current (within 3 years) enhanced DBS disclosure;
    c. complete the Time to Listen training course; and
    d. complete the British Canoeing Awarding Body eLearning, Code of Conduct for Coaching.
3. Everyone involved with the Club (or, for under-18s, a parent/guardian) is required to provide the Club (using an online Registration Form) with personal information that might be needed to keep them safe and well while undertaking Club Activity – including emergency contacts, medical and other needs – and to confirm whether they consent to photographs or video taken by authorised personnel for the purpose of coaching aids, record of events and/or publicity material.

Equality Policy

Our policy is set out in Canoe Wales Equality Policy dated July 2024.

Club Premises

The Club maintains a storage facility at Brecon Promenade comprising a shipping container (owned by the Club) and Portakabin store (owned by Powys County Council). Access to the stores is restricted to keyholders.

Club Equipment

1. Equipment owned by the Club (craft, paddles, PPE, etc.) is generally to be used only for Club Activity but may be loaned or hired to Club Members (e.g. for personal training / practice by Members competing on behalf of the Club) or external organisations (e.g. other Clubs, Scouting groups or commercial paddlesport providers) at the discretion of the trustees, where they are confident that the equipment will be looked after and used in connection with the Club's Charitable Objects ("the promotion of community participation in healthy recreation, in particular by the provision of facilities for all aspects of…paddle sports") [Link to hire conditions to be added, once written].
2. The trustees shall ensure that Personal Protective Equipment and First Aid equipment owned by the Club is maintained and inspected in accordance with accepted good practice, taking account of manufacturers' recommendations.
3. Club staff are responsible for ensuring that all participants have the appropriate equipment, correctly sized, for their session.
4. All participants must wear a Personal Flotation Device (PFD) on the water at Club sessions – and a helmet unless there is minimal risk of head injury (e.g. flat-water sessions not involving close-quarter games where capsizing in shallow water or close to other craft is not likely).
5. Our limited supply of cagoules and wetsuits should be issued only to those most likely to benefit from them.
6. Equipment issue and return should be overseen by Club staff, who should encourage participants to select and return their own equipment whenever possible.

7. Faulty equipment should be taken out of use immediately and marked clearly with yellow/green ‘quarantine tape’ and brought to staff attention.
8. All equipment should be returned after the session to where it came from; if at the Brecon Promenade storage facilities:
    a. Kayaks & paddles in the shipping container and left-hand store;
    b. All other equipment in the right-hand store:
    c. General-purpose PFDs, cagoules, wetsuits on hangers and rails;
    d. General-purpose spray-decks (yellow = small, red = medium-, blue = big deck) on hooks right of door;
    e. Helmets on bench or floor;
    f. Specialist equipment (hooded racing cagoules, slalom / polo decks & helmets, etc.) not normally used for general training sessions.

First Aid and Emergency Equipment

The Club maintains both ‘on-water’ and ‘off-water’ first aid kits and these should be used for all Club Activities in preference to individually owned kits. Activity Leaders may use their own on-water first aid kits if these contain broadly the same items as the club kits (see below); are well-maintained; and their use has been agreed by the Safety Officer.

The Club first aid kits are normally kept in the storage unit at Brecon Promenade. Staff should report to the Activity Leader any items used from the kit, so they can arrange replenishment.

Brecon Canoe Club On-Water First Aid Kit Contents		
6 x nitrile gloves 1 x emergency care field dressing c.10x18cm 2 x M wound / No 1 ambulance dressing c.10x10 2 x L wound / No 2 ambulance dressing c. 15x15 2 x non-sterile triangular bandage	1 x crepe bandage 5cm 1 x crepe bandage 7.5cm 5 x sterile swabs 7.5x7.5cm c.20 x assorted fabric plasters 5 x low adherent dressing 5x5cm 5 x low adherent dressing 10x10cm 5 x alcohol free wipes	1 x CPR face mask 1 x shears 2 x pencil 2 x glo-stick 1 x electrical tape 2 x Casualty monitoring card 1 x Emergency Action Plan

Emergency Procedures & Incident Management

1. Activity Leaders should ensure that they have the means to contact, during each activity, the next of kin of all participants, the Club Chair, Safety Officer and Safeguarding Officer and Paddle Cymru Development and Safeguarding Officer. They could achieve this by carrying these details with them personally (e.g. using an Emergency Contact card format provided by the Club) or by ensuring that they are able to contact someone who will have these details to hand. They should specify in their ‘safety management plan’ for the activity how they will satisfy this requirement.
2. In the event of an incident requiring emergency services, the Leader should:
    1) Alert the appropriate rescue services;
    2) Alert the Club Chair (or, if the Chair cannot be contacted, the Club Safety Officer, Club Safeguarding Officer or Paddle Cymru Development or Safeguarding Officer) **and, if any children are involved**, the Club Safeguarding Officer – who will deal with any contact with the news media;
    3) Alert the next of kin of anyone involved; and
    4) Avoid making an admission of liability; or any comment to the news media.
3. Activity Leaders shall report to the Safety Officer and cc. the Safeguarding Officer, using the Club’s Accident/Near Miss Reporting Form, all incidents that either result in a fatal accident or an injury requiring medical attention (including basic first aid e.g. nosebleeds, small cuts &

grazes, minor burns, plant/animal stings) or involve threatened or actual abuse (either verbal or physical); cause damage to third party property; or could have resulted in such an incident (a 'near miss').

4. The Safety Officer shall maintain an 'Incident Book' containing copies of such reports and shall ensure that any injury involving referral to or actual hospital treatment[1] or third party damage is notified immediately to Paddle Cymru using its Incident Notification Form (available at Online Incident Reporting - Paddle UK) and to Paddle Cymru's insurance broker.
5. The Safety Officer shall review these reports periodically; shall recommend changes to the Club's policies, procedures, risk assessments and training where appropriate; and shall ensure that those involved in incidents are informed of the outcomes.

NB any allegations of libel/slander; any allegations of professional negligence i.e. arising out of tuition, coaching or advice given; any investigation under any child protection legislation; or any circumstance involving damage to third party property are also required to be reported to Paddle Cymru, but these are the responsibility of the Chair and/or Safeguarding Officer, as appropriate, rather than the Safety Officer.

Club Activities

Definition

Club Activity is defined as "any activity that has been assessed as part of the club's safety framework and promoted on the club calendar, website or noticeboard [either physical or online]".

Paddle Cymru suggests that 'formal' Club Activity – covered by the Club's insurance - may fall into one of several categories[2]:

NB these Standard Operating Procedures currently address only the categories of *Formal Club Coaching, Leading and/or Instructing*; and *Informal 'ad-hoc' activity conducted alongside led club trips*. Procedures for other categories will be added as and when a requirement arises.

(a) Formal Club Coaching, Leading and/or Instructing, where the activity has a specific focus on and responsibility for instruction, coaching or leading others (e.g. taster sessions, coached sessions. led club trips);

(b) Supervised Club Activity, where the activity has a designated 'supervisor' but is not formal coaching, leading or instructing (e.g. supervised pool or 'park and play' session, supervised opportunities for practice, supervised training session without coaching);

(c) Collaborative Club Activity (only applicable to those aged 18 or above), where there is no designated 'person in charge', and participants are deemed capable of being independent within the scope of the activity (e.g. buddy groups at club/ training sessions or on trips);

(d) Club Events, designed for members and/or non-members (e.g. local river tours open to non-club members, competitive events organised by the Club, recreational events such as a symposium, inter-club events[3]);

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[1] An injury in this instance is defined as any head injury that requires medical treatment by a doctor or hospital; any fracture other than to fingers, thumbs or toes; any amputation, dislocation of the shoulder, hip, knee or spine; loss of sight, whether temporary or permanent; any injury resulting from electrical shock or burn, leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours; any other injury leading to hypothermia, heat induced illness or to unconsciousness which requires resuscitation or admittance to hospital for more than 24 hours; or loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.

[2] Types of Club Activity are defined in Appendix 1 of Canoe Wales Standards for Deployment Guidance for Affiliated Clubs dated Mar 2024

[3] Club activities can also include inter-club activities (involving no more than 4 clubs), providing all clubs involved recognise it as part of their official club activities. In this case, one club (host club) is responsible for risk assessment, management of the activity, and sharing this information with the other clubs who take part.

(e) External Activity Sanctioned by the Club, which is facilitated or promoted by the club and delivered by an external provider (e.g. Club members participating at a private symposium; an externally delivered first aid course, a non-affiliated competition such as the Devizes and Westminster race, or activity delivered by a coach/leader/mentor who is not a qualified member of a Paddle UK association);

whereas 'informal' Club Activity – which would not be covered by the Club's insurance – may fall into two further categories. While such activities may take place alongside other Club Activity; or be promoted by the Club (e.g. via its website or calendar), they are considered to be undertaken at the participants' own risk, with participants being fully responsible for decision-making and their own (and others') safety on the water.

(f) Informal ad-hoc club activity, involving only members who are considered 'independent' in the chosen environment (e.g. 'I'm going paddling this evening, does anyone want to join me?", litter picking/river clean-ups), but may involve provision of advice and guidance by the Club or use of club equipment – and where a 'float plan' has been prepared to document the planned activity; and

(g) Club Members involvement in Independent Activity, where members are involved in independent activity that is not organised or delivered by the club (e.g. fully independent activity alongside club sessions or opting out during a session/ trip, fully independent activity from the club jetty/premises, peer paddle arrangements among members).

NB for the avoidance of doubt, all activities organised by the Club which include at least one Activity Leader operating within their approved Terms of Reference should be regarded as being 'formally led' (and could even be considered so if the Activity Leader/s are operating beyond their approved remit). This is because, regardless of the activity type 'intended', those members with qualifications and experience would likely be deemed to have a 'higher duty of care' over others, so this needs to be considered to adequately protect everyone involved – for this reason it seems ~~unlikely~~ possible that ~~any~~ no group containing qualified leaders could be deemed truly 'collaborative'.

Generic Procedures for Formal Club Coaching, Leading and/or Instructing Activity

Approval

1. Prior to any activity, the Activity Leader shall submit in writing to the Safety Officer, giving reasonable advance notice, an activity/events management plan (AEMP), which must address:
    - Responsibilities for safety management and First Aid Provision;
    - Risk Assessment & Management; and
    - Incident Management.
2. Once submitted, the AEMP will be reviewed by the Safety Officer and a reply sent to the Leader within 48 hours. At this stage the Safeguarding Officer and Club Chair should be copied into the e-mail chain or contacted to advise them of the planned activity.
3. If no reply is received from the Safety Officer within 48 hours, then the Club Chair should be contacted to request a reply.
4. If no response is received from the Club Chair by the Leader within 48 hours, then the activity must be considered NOT authorised until such time as the AEMP has been approved by the Committee.
5. The Safety Officer shall assess whether the proposed AEMP is appropriate to the activity and shall recommend to the Committee that the activity should either:
    f. Be authorised as planned;
    g. Not be authorised (which would be exceptional and might be the case where, for example, insufficient time was available before the activity to satisfy safety concerns); or
    h. Be authorised subject to additional measures being taken by the Leader – which the Leader would then be required to agree to.

6. The Safety Officer's recommendations may be made to the Committee by e-mail or verbally at a Committee Meeting. The Safety Officer shall keep a record of all e-mail correspondence and Committee minutes relevant to the authorisation of activities.

Responsibilities

1. The Activity Leader shall be responsible for the overall operation of each activity including the management of other staff, participants and observers and the safe condition and use of equipment.
2. The Activity Leader and all other coaches, leaders and instructors delivering activity unsupervised must:
    a. hold On the Water Membership of Paddle Cymru or the equivalent membership of another Paddle UK National Association;
    b. if aged over 18 and working with children, complete the UK Coaching Safeguarding and Protecting Children Course and *either* the British Canoeing Awarding Body Safeguarding Refresher *or* the UK Coaching Safeguarding and Protecting Children Renewal every 3 years thereafter; and hold a current (within 3 years) enhanced DBS disclosure;
    c. if aged under 18 or not working with children, complete the British Canoeing Awarding Body Introduction to Safeguarding eLearning (or a higher-level approved course) every 3 years;
    d. complete the British Canoeing Awarding Body eLearning, Code of Conduct for Coaching;
    e. hold an appropriate first aid certificate for the environment in which the activity takes place[4];
    f. hold (and operate within the remit of) a British Canoeing Awarding Body Instructor (with site or session specific training and assessment), Coach or Leader qualification relevant to the environment in which the activity takes place;
    g. *either* operate within the remit of their qualifications *or* undertake a robust and detailed risk assessment and a recorded and current skills verification to operate beyond the remit of their qualifications, which must be approved by the Committee, having gained assurances from experienced coaches/leaders who themselves hold an appropriate qualification within the discipline and environment;
    h. operate within the maximum ratios approved by the Committee; ~~and~~
    i. maintain Continuing Professional Development gaining 20 National Association points over a 3-year period; and
    ~~i.~~j. be familiar with and comply with all Club Risk Assessments relating to the activity they are leading.
3. The Activity Leader may authorise unqualified Club members (e.g. aspirant coaches or instructors) to deliver coaching, leadership or instructing activity, provided that they remain within the ratios and sight of a qualified coach or leader acting in a supervisory capacity.

First Aid Provision

The Activity Leader shall ensure that sufficient first aiders and sufficient, appropriately located and equipped first aid kits are available for each activity.

[4] Environmental Conditions used within this document are defined in British Canoeing Awarding Body Environmental Definitions & Deployment Guidance for Instructors, Coaches & Leaders/V2-7Apr25.

Training Sessions at Brecon Promenade

Staffing

1. The Club's Coaching & Development Officer is responsible for deploying adequate staff to lead activities at each training session and shall nominate an Activity Leader for each session.
2. If adequate staff are not available to lead the activity with the number of participants present, within their authorised Terms of Reference, the Activity Leader will need to either adjust the activity (e.g. conduct land-based training) or send some participants home.

Environmental Conditions

1. This venue is reasonably accessible to road-going ambulances, so a minimum 8-hour first aid certificate is considered sufficient for all coaches, leaders and instructors delivering activity unsupervised.

Area	Criteria	Environment
Weir and downstream of weir	All conditions	Not to be used
Upstream of weir to foot of first rocky rapid	Little current and/or wind – no risk of paddlers working hard to maintain position or being pushed towards weir (almost 'still')	Very Sheltered Water
	Moderate current and/or wind – group capable of paddling upstream	Sheltered Water
	Strong current and/or wind – group unable to paddle upstream	Not to be used
Tail of rapids	All conditions	Grade 1 White Water

2. If conditions are unsuitable for the participants or staff, the Activity Leader will need to either re-locate the activity (e.g. to the canal) or send some or all participants home.

Arrival Routine

1. The first member of staff to arrive (and other staff as they arrive) should:
    a. Greet any participants and observers and ask them to gather in an appropriate place (e.g. near the storage unit) once they are 'ready to go' – don't allow parents etc. to depart immediately;
    b. If club equipment is being issued, ~~Open~~ open the shipping container and:
        i. store the padlock (without key) on the rail by the key-hook (right hand wall);
        ii. extract the keys to the storage unit and the orange key-safe padlock – hang this temporarily on the outside of the container door; then
    c. Open the 2 end doors of the storage unit (leave the key in the door); and
    d. Start issuing equipment (see the Club Equipment section earlier in this document) to participants who know what they need / members of their own group.
2. When the Activity Leader arrives, they should also:
    e. Check environmental conditions and revise plans if required;
    f. Confirm attendance and emergency contact information for all participants; and
    g. Confirm arrangements with parents etc. as required (see below).

Parents & Observers

1. Children must not be left unaccompanied during Club sessions – a parent or other responsible adult must remain nearby in case children need to leave the water early.
2. Where children are left in the care of an adult other than their parent, that adult must have acknowledged that they are acting 'in loco parentis' and the Activity Leader should have been informed.
3. Staff should encourage parents and observers to help wherever possible and appropriate, e.g. kitting-up children (their own and others), fitting and carrying boats, etc.

Toilets and Changing

1. The toilet block may be open during Club sessions (20p entry). If Club staff provide entry to children, they should ensure the door is properly closed after use.
2. Parents – not Club staff – are responsible for overseeing their children changing.
3. Neither the Club container not storage unit should be used for changing.
4. Participants / parents may use the toilets for changing 'at their own risk' and should make sure they do not leave any belongings inside.

Getting on the Water

1. The last member of staff leaving the storage area for the river should:
    a. Ensure all unused equipment is returned to the stores;
    b. Lock the storage unit doors;
    c. Place the storage unit keys in the orange key-safe padlock; and
    d. Close the shipping container and lock it using the orange key-safe padlock.
2. Staff should check the correct fit and operation of all Personal Protective Equipment (PFDs, helmets and footwear) before getting on the water.
3. Boats should be carried (not dragged) to-and-from launch areas.
4. Staff should ensure that good manual-handling practices are used to carry boats.
5. Boats may be launched and landed directly from the bankside below the stores (beware mud and nettles etc.) or from the platform at the lower car park.

Activity on the Water

1. Staff are responsible for managing their groups on the water, within their authorised Terms of Reference and using appropriate, dynamic risk assessment.

Getting on and off the Water

1. The first member of staff returning to the storage area from the river (and other staff as they arrive) should:
    a. Open the orange key-safe padlock and retrieve the storage unit keys;
    b. Open the 2 end doors of the storage unit (leave the key in the door); and
    c. Start storing equipment from their own group.

Departure Routine

1. Staff must ensure a clear hand-over of children to parents at the end of each session and should be aware of when each participant in their group has departed. They should encourage participants to remain on site until all equipment has been stored.
2. Before departing, staff must ensure that the last member of staff has a key for the shipping container padlock and will not be left in sole charge of a single child.
3. The last member of staff to depart should:
    d. Check the area and store any equipment that has been left out;
    e. Lock the storage unit doors and return the key to the shipping container key-hook (right wall); and
    f. Return the orange key-safe padlock to the rail by the key-hook;
    g. Lock the storage container; and
    h. Wait to depart until all children are in the company of a parent before departing.

Day Trips (All Environments)

NB unaccompanied children are welcome on Club trips only when the Activity Leader(s) agree to take responsibility 'in loco parentis' and act in accordance with the Club's Safeguarding Policy and guidelines.

Environmental Conditions

The Activity Leader is responsible for:

a. assessing the expected environmental conditions for the proposed trip (e.g. using the table below – covering environments for which the Club currently has authorised leaders) and the actual conditions on the day (which may exceed the expected conditions because of e.g. water levels or wind strength or direction);

b. ensuring that the trip is within the capabilities of those participating; and

c. ensuring adequate staff to lead the trip within their authorised Terms of Reference.

If the Activity Leader deems the trip beyond the capabilities of some participants; or adequate staff are not available; they should either adjust the activity (e.g. choose a different venue with a simpler environment) or decline to take some participants. Although wherever possible they should aim to meet the needs of all participants, they should not feel under pressure to operate outside their own or participants' comfort zones.

Most venues used for club trips (even the Monmouthshire & Brecon Canal) are 'remote' (i.e. not reasonably accessible to road-going ambulances), so a 16-hour first aid certificate is considered appropriate (and essential for anything above Sheltered Water) for all coaches, leaders and instructors.

Environment	**Definition**[4] ("normal conditions")	**Examples**
Very Sheltered Canal	Quiet canals with easy bankside access and egress	Monmouthshire & Brecon Canal
Very Sheltered Lake	Small lakes, which are not large enough and do not have difficult landing, where problems could occur if there is a sudden change in conditions. At any point, the paddler should not be more than 50 metres from the bank.	Llandrindod Wells Lake in winds up to Force 2
Very Sheltered River	Gentle, slow-moving rivers. At any point, the paddler should not be more than 50 metres from the bank.	Usk at Brecon Promenade – with little current and/or wind
Sheltered Lake	Open water where the paddlers are no more than 200 metres offshore and the wind strength does not exceed Beaufort force 3, avoiding the group being swept/blown out of the safe working area.	Beacons, Pentwyn, Ponsticill, Usk Reservoirs; Llangors Lake; Llyn Clywedog – in winds up to Force 3
Sheltered River	Ungraded sections of slow-moving rivers where the group could paddle upstream against the flow (not involving the shooting of, or playing on, weirs or running rapids).	Usk at Brecon Promenade; Wye at Glasbury (Llynfi confluence to bridge), Monmouth (long 'straight' above bridge) – with moderate current and/or wind
Sheltered Tidal	Small enclosed bays, enclosed harbours, defined beaches with easy places to land throughout, no tide races, overfalls or surf - no more than 200 metres offshore and the wind strength does not exceed Beaufort force 3, avoiding the group being swept/blown out of the safe working area. Slow moving estuaries (less than 0.5 Knots).	Solva Harbour, Porthclais Harbour

Environment	Definition[4] ("normal conditions")	Examples
Moderate Lake	Large areas of open water that exceed the sheltered water definition, where the paddlers are no more than 500 metres offshore and in wind strengths that do not exceed Beaufort force 4.	Ponsticill, Usk Reservoirs; Llangors Lake; Llyn Clywedog – in winds Force 4
Grade 1(2) River	As defined in recognised guidebooks or equivalent e.g. *The Welsh Rivers 2nd Edition*.	Usk Brecon to Talybont; Wye Boughrood (below Llyswen rapid) to Bigsweir; Severn from Newtown
Moderate White Water	Grade 2(3) white water or equivalent weirs, as defined in recognised guidebooks or equivalent e.g. *The Welsh Rivers 2nd Edition*.	Usk Pantysgallog to Brecon, Talybont to Crickhowell; Wye Llangurig to Boughrood; Lower Tryweryn
Moderate Sea	A stretch of coastline with some areas where it is not easy to land but there will always be straightforward land points a maximum of two nautical miles apart. Crossings not exceeding two nautical miles. Up to 2 Knots of tide (but not involving tide race or overfalls). Wind strengths do not exceed Beaufort force 4. Launching and landing through surf (up to 1 metre, trough to crest height).	TBA
Advanced White Water	Grade 3(4) white water for canoe. Rivers up to and including grade 4 for kayak, as defined in recognised guidebooks or equivalent e.g. *The Welsh Rivers 2nd Edition*.	TBA

Preparation and Transport

The Activity Leader is responsible for ensuring that:

a. participants have the information they need to decide whether the trip is suitable for them; and logistical information including venues, timing, toilet and changing facilities (or lack of!) and what they need to bring;

b. participants are able to hire, collect and return Club equipment where necessary.

Participants are responsible for transporting themselves and their equipment to and from the meeting place. Car-sharing is to be encouraged (and will generally be necessary for trip shuttle arrangements) but should be regarded as a 'private arrangement' between participants, rather than something laid on by the Club (even when offered by the Activity Leader(s) or when cost-sharing is facilitated through the Club's accounts); with the driver and passengers using the vehicle at their own risk and the driver responsible for maintaining, insuring and operating the vehicle appropriately for this use.

In accordance with the Club's Safeguarding policy and guidance, Club staff (including Activity Leaders and Trustees) must never (except in emergency) allow themselves to be alone in a vehicle with a single child (other than their own child) when transporting others to, from or during club activities. For the avoidance of doubt this includes family friends, even with their parents' permission.

Activity on the Water

Staff are responsible for managing their groups on the water, within their authorised Terms of Reference and using appropriate, dynamic risk assessment.

Residential Trips (All Environments)

For residential trips, the following procedures will apply in addition to those for day trips:

NB all under-18s must be accompanied by their parents or guardians on residential trips unless one or more Club staff have agreed to act as their 'chaperone' and take full responsibility 'in loco parentis' for both on-water and off-water activity.

'Off Water' Activity

Participants (and parents / guardians of children) are responsible for all 'off-water' activity including accommodation and eating arrangements. Collaborative arrangements are to be encouraged but should be regarded as a 'private arrangement' between participants, rather than something laid on by the Club (even when offered by the Activity Leader(s) or when cost-sharing is facilitated through the Club's accounts).

In accordance with the Club's Safeguarding policy and guidance, Club staff (including Activity Leaders and Trustees) must never (except in emergency) allow themselves to be alone in a room with a single child (other than their own child) even when acting as their official 'chaperone'.

Generic Procedures for Supervised Club Activity

To be added…

Generic Procedures for Collaborative Club Activity

To be added…

Generic Procedures for Club Events

To be added…

Generic Procedures for External Activity Sanctioned by the Club

To be added…

Generic Procedures for Informal Ad-Hoc Club Activity

All participants in this type of activity must be made aware that it is not covered by the Club's insurance; that it is undertaken at the participants' own risk; and that they are fully responsible for their own decision-making and their own (and others') safety on the water ; and that they should not conduct themselves in a way that could bring the Club into disrepute. Any under-18s must be accompanied by a parent or guardian who will take on this responsibility for their child(ren).

A 'float plan' for the activity (including details of the participants, their intended route, timings and emergency action plan) must be lodged with the Club.

Informal Ad-Hoc activity alongside led Club Trips

On occasion, club members may elect to undertake informal 'peer paddling' (without an Activity Leader) alongside 'organised' club events – for example a group on a residential Club trip may decide on one day to paddle separately from any led trip(s). On such occasions:

i. The group should seek advice from the Activity Leader(s) and take account of this in their decision-making;

ii. The group should lodge their 'float plan' with the trip Activity Leader(s);

iii. The Activity Leader(s) should be prepared to take appropriate emergency action if the group does not return as expected in their 'float plan'~~expect to assist the group in the event of emergency~~; and

iv. If these requirements are not met, the activity will be regarded as 'Independent Activity' for which the Club shall take no responsibility.

Generic Procedures for Club Members involvement in Independent Activity

All participants in this type of activity must be made aware that it is not covered by the Club's insurance; that it is undertaken at the participants' own risk; that they are fully responsible for their own decision-making and their own (and others') safety both on and off the water; and that they should not conduct themselves in a way that could bring the Club into disrepute.

Since this type of activity is considered to be entirely outside the Club's control, it is neither possible nor appropriate to define Club Operating Procedures for it.