



Club Standard Operating Procedures

Club Name: Stafford Canoeing and Watersports Club (SCWC)

Affiliation Type: British Canoeing April 2019

Club Chairman Name: Mike Twitchen, Appointed March 2019

Number of Club members: 30, as of March 2024

Open to the Public? Yes

Contact Details

Club Address: SCWC does not maintain a current postal address

Email: club@scwc.org.uk

Telephone: SCWC does not maintain a current telephone contact number

Health and Safety

Safety Policy

“Stafford Canoeing and Watersports Club is strongly committed to encouraging our members to take part in canoeing, kayaking and other watersports, but the health, well-being and safety of each individual is always our paramount concern. We recommend levels of training dependent on age and ability and expect our Full Members, Family Members and Friends of the Club to participate within these boundaries.”

See the current SCWC Health and Safety Policy document for further information.

First Aid & Accidents

The Club does not maintain any specific Club Premises, as it is a Members On the Water Club.

Personal First Aid Kits should therefore be carried by members during Club Events.

The Club Event organiser should explicitly carry a First Aid Kit

The Club Event organiser is the main Event contact for First Aid

The Club Event organiser is responsible for reporting Incident/Accidents during Club Events to the Club Secretary.



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

A: Accident forms are to be reviewed quarterly by the main Club Committee (Chairman , Treasurer, Secretary & their appointed deputies).

Q: How long are forms kept on record for within the Club?

A: Accident forms should be kept by the Club Secretary for period of 5 years

Q: In the event of a serious incident, what instructions are there with respect to dealing with the media?

A: Club Members must NOT discuss any event with the press or admit liability to any party

Discipline

Q: Please outline the Club's policy in regards to bad behaviour, infringement of the rules etc.?

A: The SCWC 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 Chairman. In some instances, it may be necessary to ban a Full Member, Family Member or Friend of the Club at the first infringement for the safety of Club members or in the interest of the Club's reputation.

A decision to ban a Full Member, Family Member or a Friend of the Club shall be taken by the main Club Committee (Chairman, Treasurer, Secretary & their appointed deputies), as per the "Discipline and appeals" process, defined in the Club Constitution.

Use of Club Premises

SCWC Club does not maintain any Club Premises as it is an On the Water Club, taking part in multiple watersports based activities on rivers, lakes & in the sea.

Responsibility for any Child during Club Events is the sole responsibility of the child's Parent/Guardian, specifically around how the Child changes from normal day clothing into appropriate watersports clothing and back again at the end of the Club Event.



Club Equipment

SCWC owns multiple items of equipment (canoes, kayaks, trailers etc).

These can be loaned to Members of the Club through the Club Secretary.

It is the responsibility of the Member using said equipment to ensure the equipment is fit for purpose for the Event (Club or private member event) the equipment is being used for.

It is the responsibility of the Member to ensure there is adequate insurance for the Equipment being used during the Event, as the Club does not insure its down equipment.

The SCWC Club does not warrant said equipment is fit for purpose for an Event.

Club Child Protection and Vulnerable Adults Policy

Q: Does the Club have a Child Welfare Officer? Yes

A: SCWC has a dedicated Child Welfare Officer. Responsibility for any Child during Club Events is the sole responsibility of the child's Parent/Guardian.

Any child welfare reporting should be addressed to the Welfare Officer following the processes as defined in the SCWC Child Protection policy.

Other Club Processes

SCWC Club maintains its own specific Club constitution, policies, procedures & templates, but where there is not a specific individual policy, process or template, the SCWC club utilises said policies, procedures & templates from British Canoeing which is currently the UK national governing body for canoeing and kayaking.

Current SCWC Club policies, processes & templates are:

- SCWC Club Constitution
- SCWC Standard Operating procedures (this document)
- SCWC Child Protection policy
- SCWC Health and Safety policy
- SCWC Risk Assessment – Paddle Sport
- SCWC Sports Equity policy



The SCWC documents, above, take precedence over any same document from British Canoeing.

British Canoeing Policies, Processes & Templates are available at:

<https://www.britishcanoeing.org.uk/guidance-resources/safeguarding/policies-guidance-and-templates>

The SCWC Club Committee are responsible to define what specific Club Policies, procedures & templates it needs rather than utilising the existing current equivalents from British Canoeing.

Policy Review

Q: How often is this Policy reviewed?

A: This policy is reviewed Annually at the start of the Club year.