

Leader Guidance

Leaders must ensure that they have up to date first aid, safeguarding training and PVG and that they operate within the current SCA/BCU remit guidelines.

There are two types of club trips:-

- 1) Calendar Trips as agreed at the leaders meeting.
- 2) Ad Hoc club trips, not in the calendar, organised by the leader as a club trip.

Principles For Club Trips

For each club trip there is one designated leader. The leaders contact details are advertised with the trip.

The leader must be a club member and recognised by the club as a leader.

The trip leader alone has responsibility for all aspects of the trip and the full authority to take all decisions relating to the trip such as venue, risk assessment, who paddles, cancelation, communication etc.

If the trip leader chooses to invite assistance from another leader or leaders the original leader retains responsibility for the trip, however naturally all leaders present on the water cooperate and share the responsibility for safety on the trip. The legal responsibility has not been tested in the courts yet, but a safe assumption is that all leaders present should make the best use of the resources available to them in an incident.

If the trip leader can not run the trip they may choose to invite an alternative leader to run the trip, in this case the alternate leader takes on full responsibility for the trip.

All trips must be known to the club before they happen (sign on sheet). The purpose is so if an incident happens on a trip the club is in position of knowing there was an event happening, who the leader is, who the paddlers are and the venue.

The sign-on sheet is completed and emailed to the club before the event and be taken on the trip to be available if there is an incident to the leader on the water and the club.

The leader should ensure that the paddlers have appropriate safety equipment, adjusted correctly.

The leader should bring all the safety and rescue equipment appropriate for the trip, as a minimum a first aid kit and a sling are required.

Calendar Trips

The leaders meeting puts trips in the calendar with at least date and trip leader with leaders contact details. The calendar is published on the club website and upcoming events may be advertised on the clubs Facebook page. If there are any changes to trip information the trip leader is responsible to ensure that is communicated to the people that need to know.

Ad Hoc Trips

The opportunity to quickly set up a club trip to react to a leaders availability is a great benefit however it must meet the conditions of a club trip:-

Leader with suitable qualification and up to date PVG , safeguarding, and first aid.

Sign on sheet completed before the event and emailed to the club so that it is available during the trip if an issue arises.

Sign on sheet taken on the trip in some form so that it is available on the water.

Sign On Sheet

There are two methods:-

- 1) Paper Based
- 2) Online Form

Paper Based

Fill in before the event, take a photo of it and email it to aboynecanoecub@gmail.com then either take it or the photo on the trip in a waterproof container.

Online Form

This requires a smartphone with internet access. The leader uses the smartphone to enter the responses for each paddler on the trip form which is linked to the club trip spreadsheet. This is done and submitted prior to getting on the water. The paddlers entries are name, emergency number, and photo permission. There is also part of the form for the leader, name, qualification and venue.

https://docs.google.com/forms/d/e/1FAIpQLSedcLU-2s_e6B2YTLQ9Yok9ii95zHBYcTEqQd57bC-aoJpiA/viewform?usp=sf_link

Children and Teenagers on trips

The ideal is that the child / teenager is accompanied on the water by a parent or guardian, the next best option is the parent or guardian follows the paddle with bank access. The leader decides what is appropriate on any trip and should consult the clubs safeguarding officer if in doubt. The club is not a drop off club, it is expected that the parent / guardian will be available during the trip if any issues arise.

At the discretion of the leader, and with parent/guardian and child's consent there can be some flexibility.

Under 16

Venues suitable for U16 without a paddling parent/guardian are those with good bank access.

For detailed advice consult the safeguarding officer – or chair.

Under 18

If the leader is in agreement and the parents/guardians of an under 18 are also in agreement the leader may choose to act 'in loco parentis'. The parents/guardians not present may nominate an adult present on the trip to act 'in loco parentis' with the agreement of the leader in advance.

The safeguarding officer should be informed and advice sought.

No one adult should ever be alone with a child unless they are acting 'in loco parentis'. This should be considered by the leader in planning shuttles etc.

Non Club Trips

If leaders run trips other than club trips it should be made clear to the participants that it is not a club trip. Non club trips, such as 'peer paddles' should not be advertised or promoted on the club Facebook or club website, before the event.

Equipment

Leaders may borrow club equipment for use once these conditions are met.

- The equipment is used within remit or on a course.
- Equipment can be borrowed after the chair has been asked.
- The chair keeps a register of borrowed equipment.
- The leader should inform the chair when the equipment is returned, the chair updates the register.
- Borrowed club equipment should be stored appropriately and securely.