



Club Standard Operating Procedures

Club Name:	Bishops Stortford Canoe Club
Affiliation Type:	Senior with Registered Youth Section
Club Chair Name:	Kevin Short
Number of club members:	93
Open to the Public?	Yes

Contact/Location Details

Postal correspondence – The clubhouse has no letter box and is not recognised as a building by the Post Office. Postal correspondence should therefore generally be addressed to the Secretary

c/o Mrs Angela Aldam (BSCC Club Secretary),
14 Chantry Road, Bishops Stortford CM23 2SF

Phone – 01279 755089

Email – info@StortfordCanoe.org.uk

Actual location – (e.g. for grants, NOT post or navigation) cite it as:
BSCC Clubhouse (no mailbox), Southmill Lock, River Stort, CM23 3DT

Sat Nav purposes – The accurate postcode above takes people to the wrong side of the river. Therefore, for navigation use

Stylemans Lane (off Hallingbury Road, A1060), Bishops Stortford CM22 7QJ

The full directions for visitors to the building can be seen on our website here:

www.StortfordCanoe.org.uk/find-us.html

For summoning the emergency services:

Southmill Lock, Styleman's Lane, Bishops Stortford CM22 7QJ

Styleman's Lane is west off Hallingbury Road (A1060).

Map Reference of the junction is TL496,201

Health and Safety

Safety Policy

BSCC Safety Policy is available on the club website (Members > Document Library).

First Aid & Accidents

Where are the first aid kit and accident book located?

First Aid kit and accident book are on the open shelf at the back of the main club room.

Who is the main contact for First Aid at the club?

Safety Officer (Andrew Gurney)

Where can the contact be located?

Generally present at the club during main weekly club session.

Safety@StortfordCanoe.org.uk / 07917 062305

Who is responsible for the maintenance of the first aid box?

The Safety Officer (Andrew Gurney)

Who else is responsible for providing First Aid?

Anne White and any certified first aider

Is there a document in the club to detail who can provide First Aid?

A list of currently certified first aiders is provided next to the first aid box.

Fire & Evacuation

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

The fire exits are detailed in the Fire Risk Assessment.

The evacuation procedure is detailed in the Emergency Action Plan (on display in the clubhouse) including a map showing the location of the Fire Assembly Point (on the towpath below Southmill Lock)

Where is the location of fire extinguishers?

Locations are marked on the Fire Risk Assessment

Who is responsible for maintenance of fire extinguishers?

The Safety Officer (Andrew Gurney)

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

No

Where are the Emergency contact details (for all members) kept?

In a locked smash-glass-to-access box beside the light switch in the paddlestore.

Emergency Procedures

Actions

Do you complete Incident/Accident Forms?

Yes - BC and CRT forms as appropriate

Who is responsible for completing the Incident/Accident Forms?

The club official with most knowledge of the circumstances on any given occasion.

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

They will be reviewed by the committee as a standing item at meetings.

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

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

Indefinitely

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

No club officials (Committee Members/Coaches) should speak to the media. Guidance should be sought from British Canoeing.

Club coaches must NOT discuss any event with the press or admit liability to any party

Discipline

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

This is covered in the constitution item 9.6: "Any member violating any rule of the Club or behaving inappropriately may be expelled by the Management Committee. An appeal against such decision may be heard at a special General Meeting if supported by 20% of the members."

Use of Club Premises

Please provide the name of the volunteer meets new arrivals and assist juniors?

The coaches in charge of the session (usually Jacque Cayford, Dave Cayford or Mick Hussey for introductory sessions) assisted by the Secretary (Angela Aldam) or any committee members present.

Kitchen

Please detail available kitchen hours?

Members may use the kitchen facilities to make hot drinks or heat up their own food at any time they visit.

Who can serve food?

Members of the Social Committee may serve food to others.

Who is responsible for checking sell-by dates?

The members of the Social Committee serving the food.

Please detail procedures with regards to electrical appliances:

The Safety Officer will ensure that electrical items undergo inspection at least every 5 years as required for the club's building insurance.

Club Equipment

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

Quartermaster (Joe Fitzpatrick)

Who can use club equipment and when?

Club members may use club equipment when approved by a club coach.

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

Guests may only use club equipment under the supervision of or after assessment by a Club Coach.

Can club equipment be taken off site for use?

Club equipment may be taken offsite for use with the knowledge of the Team Leader for a competition the club is attending or the Quartermaster at other times.

How and where should equipment be stored?

Equipment must be stored as advised by the Quartermaster.

How are faults reported and recorded?

Faults should be reported in writing to the Quartermaster.

Keys

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

Any keyholder

Who locks up?

The last keyholder to leave

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

It is the responsibility of the last key holder to leave to ensure that the premises are locked.

Where are keys kept?

The only keys kept on site are in code-protected keysafes in the hall

Who has keys/access to keys?

Keys and key codes are issued to coaches, committee members and senior boat owners on a need basis

Where are spare keys kept (if any)?

Spare keys are kept by the Quartermaster

Non-members/ Visitors

What are the clubs policies regarding non-members or visitors in the changing room facilities?

Strictly single-sex changing rooms. Under normal circumstances non-paddlers should not need to enter the changing rooms.

Under 14s

Children-should not leave the-club premises without the knowledge or permission of their Coach. Unknown person(s) picking up a child should make themselves known to the Coach on arrival at the session

Parents/guardians of under-14s must remain on site during club sessions unless they have confirmed with their child's coach that they may leave. The club has no arrangements in place to supervise children once they are off the water, so if parents/guardians do leave, they must arrange for another adult present to be responsible for their child in case child has to get off the water for any reason. They must also ensure that their contact phone number for the day is left with a club official.

Club Child Protection and Vulnerable Adults Policy

Does the club have a Child Welfare Officer? Yes, available on the club website

Name and Contact details: Club Welfare Officer: Mick Hussey,
Mick@StortfordCanoe.org.uk / 07837 274660

How often is this Policy reviewed?

Annually