



Club Standard Operating Procedures

Club Name: Pathfinders Youth Canoe Club
Affiliation Type: Junior Club
Club Chair Name: Dave Surman
Number of club members: 40
Open to the Public? Yes

Contact Details

Club Address: PYCC shed, Wilsham Road, Abingdon
Postcode: OX14 5LD
Email: davidsurman@hotmail.com
Telephone: 01865 373115

Health and Safety

Safety Policy

Please detail your clubs Safety Policy and attach to this document There are three main headings recommended for a policy statement: General Statement of Policy, Organisation and responsibilities for carrying out the policy and Arrangements for ensuring safety and health of members

First Aid & Accidents

Where are the first aid kit and accident book located? In the PYCC and KCC sheds

Who is the main contact for First Aid at the club? Qualified first aiders- coaches and leaders

Where can the contact be located? Onsite on club nights

Who is responsible for the maintenance of the first aid box? Dave Surman and coaches

Who else is responsible for providing First Aid? All qualified coaches

Fire & Evacuation

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

Where is the location of fire extinguishers?

Who is responsible for maintenance of fire extinguishers?

Where are the Emergency contact details (for all members) kept? On site and on the website

Emergency Procedures

Actions

Do you complete Incident/Accident Forms? Yes

Who is responsible for completing the Incident/Accident Forms? The coach involved

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

How long are forms kept on record for within the club? 5-10 years

In the event of a serious incident, what instructions are there with respect to dealing with the media? Club coaches must NOT discuss any event with the press or admit liability to any party, take advice from BC representatives.

Discipline

Please outline the clubs policy in regards to bad behaviour, infringement of the rules etc.? Some clubs operate 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 Chair. In some instances it may be necessary to ban a

member at the first infringement for the safety of club members or in the interest of the clubs reputation. Discussions with individuals and referral to the committee if continuation.

Club Equipment

Please detail who is responsible for logging equipment and routinely safety checks? All coaches

Who can use club equipment and when? Members on club nights and by special arrangement

Can club equipment be taken off site for use? Yes with special arrangements

How and where should equipment be stored? IN the shed

How are faults reported and recorded? Reported on club nights to coaches and or leaders who then deal with the repair or inform the club staff of equipment needed

Keys

Who opens up? Keyholder (Dave Surman, Dave Mattingly, Dave Hodgkinson, Jen Clough)

Who locks up?

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

Where are keys kept? With individuals

Who has keys/access to keys? As mentioned above

Non-members/ Visitors

Children will not be permitted to leave the centre without the knowledge or permission of the Coach.

Unknown person(s) picking up a child should make themselves known to the Coach on arrival of dropping the child at the centre.

Club Child Protection and Vulnerable Adults Policy

Does the club have a Child Welfare Officer? Yes

If yes, please detail Name and Contact details: Kate Emeny 07795968338 k_emeny@yahoo.co.uk

How often is this Policy reviewed? Annually **August 2016**