

Club Standard Operating Procedures

Club Name:

Affiliation Type:

Club Chair Name:

Number of club members:

Open to the Public? Yes/No

Contact Details

Club Address:

Postcode:

Email:

Telephone:

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?

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

Where can the contact be located?

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

Who else is responsible for providing First Aid?

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

Some clubs have a current list of first aiders and their photos on a notice board

Fire & Evacuation

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

Where is the location of fire extinguishers?

Who is responsible for maintenance of fire extinguishers?

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

Who is responsible for the role call, to ensure no one is missing? (Name/Position)

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

Many clubs keep an accessible spread sheet of all contact details in case of an emergency

Emergency Procedures

Actions

Do you complete Incident/Accident Forms? Yes/No

Who is responsible for completing the Incident/Accident Forms?

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

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

Name of designated British Canoeing expert to help with enquiries:

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

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

Use of Club Premises

Weekend Staff

Please provide the name of the employee/volunteer who remains at the club on a Saturday to meet new arrivals and assist juniors?

Kitchen

Please detail available kitchen hours?

Who can serve food?

Who is responsible for checking sell-by dates?

Please detail procedures with regards to electrical appliances:

Club Equipment

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

Who can use club equipment and when?

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

Can club equipment be taken off site for use?

How and where should equipment be stored?

How are faults reported and recorded?

Keys

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

Who locks up?

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

Where are keys kept?

Who has keys/access to keys? (*E.g. Captains, Coaches*)

Where are spare keys kept (if any)?

Where are the keys to equipment stores kept (if any)?

Non-members/ Visitors

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

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/No

If yes, please detail Name and Contact details:

How often is this Policy reviewed?

Many clubs review this Policy annually