

Salisbury Canoe Club Operating Procedures for Leaders

Club Operating Procedures for Leaders

(In this document, SCC defines 'leader' as any paddler with qualifications to lead, coach or instruct on a session)

Requirement for Club leaders

- Be a paid-up member of Salisbury Canoe Club
- Be a current "On the Water" member of British Canoeing
- Hold a current 2 day (or greater) first aid certificate
- Have a DBS check if required to do so by the club welfare officer
- If required to have a DBS check then to also have an in date PaddleUK safeguarding training - every three years.
- If a qualified British Canoeing Awarding Body leader, then have complied with the requirements of the BCAB Update Scheme.
- Carry a first aid kit on all trips and paddling sessions away from the clubhouse
- Have access to a method of communication to enable contact with the emergency services and emergency contacts while on the water.
- Have leadership skills and knowledge appropriate to the session.
- Demonstrate current paddling and leading experience for the level of session proposed.
- Have details of the participants' emergency contact details. This information can be obtained from the Membership Secretary, alternatively this information is held securely within Spond Club
- Ensure that all participants on the session are members of Salisbury Canoe Club.

Additional requirement for Club leaders

- Have the welfare of the group as the primary focus of the leader. Put the needs of the paddlers above the wishes of the leader.
- Regularly paddles and practises rescues in conditions that are higher than the level of the proposed session for which they are the leader, so that the leader is fully confident and competent to manage paddling incidents that may arise in the session that they are leading.
- Leaders for sessions need to be able to demonstrate what measures they would have in place to deal with the situation where they, as leader, were incapacitated.
- If in doubt with regards to a proposed session due to conditions or group ability the leader is encouraged to consult the Standards For Deployment Policy, Risk Assessment, and/or another leader before continuing the session.

Club Leaders

Category	Paddling Skills	PaddleUK Minimum Appropriate Award	Local Remit/Scope of Activities	Kit required (can be spread across group)
Canal / placid water / swimming pool leader	PaddleUK Explore	PaddleUK Paddlesport Leader	Sheltered Water Trip leading	First aid kit Mobile phone
Local weirs leader including The Old Mill at Harnham	PaddleUK White Water Award (or equivalent)	PaddleUK Paddlesport Leader and site specific training	Slow moving water Trip leading	First aid kit Mobile phone Towline and throwline
Grade 2(3) white water kayak leader including River Park Rapids	PaddleUK Progressive White Water Award (or equivalent)	PaddleUK White Water Leader	Moderate White Water Leading trips	First aid kit Mobile phone Throwlines Sling and karabiner Knife Spare paddles
Grade 3 + 4 white water kayak leader	PaddleUK Advanced White Water Award (or equivalent)	PaddleUK Advanced White Water Leader	Advanced White Water Leading trips	First aid kit Mobile phone Throwlines Sling and karabiner Knife Spare paddles
Touring and open water canoe leader	PaddleUK Open Water Touring Award (or equivalent)	PaddleUK Paddlesport Touring Leader	Moderate Open Water Leading trips	First aid kit Mobile phone Towline
Grade 2(3) white water canoe leader	PaddleUK Progressive Canoe Award (or equivalent)	PaddleUK White Water Canoe Leader	Moderate White Water Leading Trips	First aid kit Mobile phone Throwlines Sling and karabiner Knife

				Spare paddles
Grade 3(4) white water canoe leader	PaddleUK Advanced Canoe Award (or equivalent)	PaddleUK Advanced White Water Canoe Leader	Advanced White Water Leading Trips	First Aid Mobile Phone Throwlines Sling and karabiner Knife Spare paddles
Grade 2(3) white water SUP leader including River Park Rapids	PaddleUK Progressive White Water Award (or equivalent)	PaddleUK White Water SUP Leader	Moderate White Water Leading trips	First aid kit Mobile phone Throwlines Sling and karabiner Knife Spare paddles (if appropriate)
Touring and open water kayak leader	PaddleUK Open Water Touring Award (or equivalent)	PaddleUK Paddlesport Touring Leader	Moderate water inland and slow moving rivers Leading Trips	First Aid Mobile Phone Towline Knife Spare paddles

Remits and gradings are based on the British Canoeing document Environmental Definitions and Deployment Guidance for Instructors, Coaches and Leaders

<https://www.britishcanoeingawarding.org.uk/guidance-documents/>

LEADERS

Leaders' qualifications

Paddle UK provides a qualification framework for leaders who lead groups on water. SCC's Standards For Deployment policy sets out the requirements for club leaders.

Acting as a club

The club appreciates the effort and commitment made by its club leaders. The club follows Paddle UK policies and for leader this includes the requirements to

- Be an updated leader. The requirements are:
 - have attended a Safeguarding and Protecting Children course or equivalent, within the last three years
 - be considered to be updated by Paddle UK by having attended some training within the last three years.
 - It is also necessary for the leader to ensure that Paddle UK has all these certificates recorded on the PaddleUK database (demonstrated by forwarding these certificates to the Paddle UK).

Leading Procedures

1. Leaders should check that the paddlers have the necessary experience to undertake the paddling session or trip in the prevailing weather conditions.
2. Leaders should abide by SCC's Standards for Deployment
3. Leaders should check all paddling and safety kit visually on each paddling session or trip to ensure that it is fit for the paddle being undertaken. Any damage to club equipment should be reported to the quartermaster and the equipment quarantined
4. Leaders should ask the paddlers for any changes to any medical conditions that may be relevant, giving them an opportunity to disclose these privately.
5. Leaders should ensure that they have access to the emergency contact details for club members which are located on Spond Club.

6. If an incident occurs (including any use of any first aid kit) on a paddling session or trip the leader should follow the Emergency Procedures.
7. Leaders should ensure that they have the appropriate discipline specific experience for their paddling sessions.
8. Leaders should advise a land based contact of the trip that is to be paddled and the expected time off the water. It is important to send revised information if the trip is changed. The leader should advise the contact what action to take if the group does not report back by an allotted time.

Site specific training

The club provides site specific training for its leaders as follows

- Location of first aid boxes
- Location of emergency contact list
- Location of fire extinguishers and fire assembly point
- Water quality, places to avoid when practising rescues, wash hands after paddling, shower after swimming or rolling
- Check, Clean Dry
- Manual handling of boats

Leader Development Programme

Volunteers provide the vast majority of the club's leading for its members. The club appreciates the significant efforts put in by the volunteer leaders and provides support to its existing and prospective paddlers who are volunteering regularly for the club

Leaders who are assisted with financial support from the club are expected to lead during one set of Introductory Courses during the following year or lead three club trips away from the club. They are also requested to assist with the administration that backs up the club and also with the Paddle UK administration process.

Leaders are encouraged to maintain currency in their CPD, for example by completing e-learning that could help them in their role.

Version History

Date	Change
06/03/2025	First version of document
18/03/2026	Updated to reference Standards For Deployment