



## CLUB STANDARD OPERATING PROCEDURE

**Club Name: Hereford Kayak Club.**

**Affiliation Type: British Canoeing Member Club.**

**Club Chair Name: David Goldsmith.**

**Number of Club Members: Approximately 40.**

**Open to the Public: No.**

**Contact Details: Hereford Kayak Club  
Hereford Rowing Club  
37 Greyfriars Avenue  
HR4 0BE.**

**Hereford Rowing Club Tel Number: 01432 273915.**

**Club Email Address: [herefordkayakclub@outlook.com](mailto:herefordkayakclub@outlook.com)**

**Club Web Site: [www.herefordkayakclub.com](http://www.herefordkayakclub.com)**

### **1. Health & Safety.**

**Club Health & Safety Policy: Available to view on the Club Website.**

**Club Health & Safety Adviser: Lee Champ.**

**Club First Aid Kit: Located at the entrance to the Boat Shed.**

**First Aid Kit Maintenance: To be Maintained by First Aid Team.**

**Club Accident Book: Located in the Boat Shed.**

**Club First Aid Providers: Tony Spencer. Kay Spencer.  
Pete Jones. Alan Burgoyne.  
Mark Bellamy. John Jackson.  
John Cameron. Bob Balogh.  
Sue Wibmer. Andrew Wibmer.**

## **2. Fire & Evacuation.**

**Members using the boat shed, showering facility or the Rowing Club bar, on hearing the fire alarm, should make their way as quickly and safely to the car park, away from the building and report to the Rowing Club nominated fire warden.**

## **3. Incident or Accident Reporting.**

**Any incident or accident that involves a physical injury, equipment damage or an aggressive interaction between two members or a member and the general public, should be entered in the Club Accident Book (which can be found in the boat shed). The report should be completed by the member with the most knowledge of the incident / accident or his or her nominee.**

**All reported incidents / accidents will be reviewed by the committee at the next available meeting or if deemed more serious at a special meeting called to review the report.**

**If deemed appropriate the Club will advise British Canoeing of the incident / accident and their proposed action.**

**Each accident book will be held for a minimum of five years from the date of the last entry.**

## **4. Discipline.**

**The Club's policy regarding bad behavior or infringement of Club rules is set out in the following Club adopted policies:**

**The Club Constitution.  
The Club Health & Safety Policy.  
The Club Code of Conduct.  
The Club Equality Policy.  
The Club Safeguarding Children and Adults at Risk Policy.  
The Club Anti-bullying Policy.  
The Club Data Privacy Policy.**

**All the above policies can be viewed on the Club Website.**

## **5. Club Equipment & Boat Shed.**

**All members can use Club equipment during a designated Club event / session.**

**Members who are allocated a boat shed key, at the discretion of the committee, can paddle their own boat or a Club boat at any time when the river is deemed to be safe.**

**Members paddling Club boats should advise a committee member at the earliest opportunity of any boat damage, found before their paddle or incurred during a paddling session.**

**Club boats should not be taken off site without first obtaining permission from a committee member.**

**The boat shed should not be left unattended and unlocked.**

**The member locking up at the end of a session should ensure that no equipment has been left out and that all members have returned and are off the water.**

**The committee will arrange an annual Club equipment check and general shed clean out.**

## **6. Non-members / Visitors.**

**Non-members and visitors to the Club will be required to adhere to all Club Policies and procedures as a club member.**

## **7. Club Child Protection and Vulnerable Adults Policy.**

**The Club's Safeguarding Children and Adults at Risk Policy can be viewed on the Club's website.**

**Members who have any concerns about children or vulnerable adults within the Club should contact one of our two Welfare Officers and arrange to discuss their concerns with them at the earliest opportunity.**

**Club Welfare Officer Contact details:**

**Kay Spencer – 07875 470007 – [spencertony1951@gmail.com](mailto:spencertony1951@gmail.com)**

**Mark Bellamy – 07941 040013 – [mark@performt.com](mailto:mark@performt.com)**