

# University of Ulster Jordanstown Canoe Club

## Operating Procedures Manual (2011-2012)

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### **1.0 Introduction**

1.1 Being committed to the safety of its members, the University of Ulster Canoe Club (UUJCC) will operate so far as reasonably practicable, in accordance with the following; its risk assessment, the University of Ulster Sports Union rules and current NGB guidelines.

1.2 The club is affiliated to the University of Ulster Sports Union (UUSU) and to the recognised National Governing Body for our sport, the Canoe Association Northern Ireland (CANI), a regional body under the British Canoe Union (BCU):

Canoe Association of Northern Ireland (CANI)

Unit 2, Rivers Edge  
13 - 15 Ravenhill Rd  
Belfast  
BT6 8DN  
Tel: 02890738884

British Canoe Union HQ

18 Market Place  
Bingham  
Nottingham  
NG13 8AP  
Tel: 0845 370 9500 or 0300 0119 500  
Fax: 0845 370 9501

1.3 It is the responsibility of the Secretary to ensure that club membership is paid to CANI at the end of November each year and any information on new or current “Best Practice” requested. A copy of the club affiliation will be sent to the Sports Union.

1.4 The club will appoint a new committee to serve from 8th week of 2nd term; the committee will serve for one complete year.

1.5 It is the responsibility of any club member to bring to the attention of the committee any known medical condition or previous injuries that may affect their or other Club member’s safe participation within the sport. If the issue is of a sensitive nature then this MUST be raised via the Sports Union office.

1.6 The Club shall maintain a webpage which must display the current Constitution, Code of Practice and Risk Assessment.

## 2 Club Activities

2.1 The club activities shall be as defined by the club constitution and operating procedures manual and a separate list of the proposed activities for the year will be maintained by the committee and supplied to the Sports Union Office along with the Code of Conduct each year.

## 3 Specialist Officers

3.1 The club officers and their roles shall be as defined in the club constitution and the document ‘UUJCC - Duties of Committee Members’.

3.2 For 2011/2012 year the Club Committee will consist of the following officers who shall be fully matriculated members of the University:

<b>POSITION</b>	<b>NAME</b>	<b>E-MAIL</b>
President	Jonny Greig	jonny_greig@hotmail.com
Vice President / Secretary	Donal Rogan	rogan.donal@email.ulster.ac.uk
Treasurer	Kevin McCabe	mccabekev@hotmail.com
Health & Safety	Emma Thompson	emmat963@gmail.com

3.3 Further Officers will be elected from the fully paid up members of the club

## 4 Event Organiser and Activity Leaders

4.1 The Event Organiser is the person responsible for the overall planning of a Club activity, and although they may delegate tasks, it is up to them to ensure that all requirements are fulfilled, in order that the activity can run safely, efficiently, and successfully. In addition to an Event Organiser we will appoint a number of “Activity Leaders” who will lead club members on trips and training sessions. Activity Leaders will be experienced members of our club who are selected at a meeting of the club Key Members Sub Committee after submitting a comprehensive resume of their experience and/or qualifications. The Activity Leaders and Event Organiser will ultimately make all decisions on trips regarding safety.

4.1.1 NGB recommended, or recognised “Good Practice” ratios MUST be applied in each activity.

4.1.2 The attendance of a suitably experienced or qualified Activity Leader will be a requirement of ANY activity that involves ‘**novice**’ members.

4.1.3 Event Organisers and Activity Leaders must fully understand that undertaking these roles increases their "Duty of Care" and they are accepting a level of responsibility in line with BCU guidance which is posted on the BCU website.

4.1.4 It is the responsibility of the key members sub committee to maintain an up to date list of club members who have sufficient experience and/or ability to fill the roles of Event Organiser and Activity Leader. The current list will form an appendix to this document and each update will be sent to the Sports Union Office.

4.1.5 For each club trip it is the responsibility of the committee to decide who shall be Event Organiser and where appropriate appoint Activity Leaders for the trip.

4.2 The Event Organiser is responsible for the following:

4.2.1 Completing the Trip Registration forms within the required time.

4.2.2 Ensuring that all aspects of the trip's planning has been covered: This includes transport and drivers, first aiders, activity leaders, equipment, itinerary, accommodation (where necessary), and emergency procedures.

4.2.3 Providing the Club Committee with comprehensive details of the proposed activity, in order that they can fulfil their duties, (Refer to point above.)

4.2.4 Working in conjunction with the Activity Leaders and the Health & Safety Officer, to provide all participants with sufficient information to ensure that they are in no doubt as to the nature of the trip, and their personal responsibilities and requirements. Including the participant's duty to inform the Activity Leaders of any relevant medical conditions.

4.2.5 Encouraging all participants to respect the Club guidelines, and not bring the Club into disrepute.

4.2.6 Filing a report with the Club Secretary, that covers all aspects of the trip and will be of use to the Club when planning subsequent visits to that area.

4.2.7 If an incident or "near miss" occurs, the Event Organiser MUST file an incident report form with the Sports Union Office within 24 hours of the completion of the activity, or as far as reasonably practical in the circumstances.

4.2.8 All participants must be made aware who the Event Organiser is, as this will give members a name to refer to when seeking information concerning an activity.

4.3 The Event Organiser MUST be a member of the party while the Club is away from the University. In the event of an emergency, the Event Organiser and Activity Leaders must ensure they have the University of Ulster Sports Union Emergency Contact phone number available at all times. The Emergency number for the Sports Union is 07808138335 (David Flynn - Sports Union President). This number is available at all times (24/7).

4.4 The Activity Leaders are responsible for the following:

4.4.1 The safety of all activity participants.

4.4.2 Ensuring that Club guidelines are followed at all times.

4.4.3 Providing the highest standard of leadership and instruction as is reasonable in all of the circumstances.

4.4.4 The inclusion of appropriate safety equipment for the proposed activity, as recommended by the NGB, or what would be seen to be "Good Practice".

4.4.5 Ensuring that participants are aware of the relevant parts of the Country Code, local agreements, wildlife restrictions etc (when in place). It is unacceptable for any of these to be violated.

4.4.6 Providing the Sports Union Office with a written report (via the Event Leader) of any incident or "near miss" that occurs during a Club Activity. This MUST be done within 24 hours of the completion of the activity, or as far as reasonably practical in the circumstances.

4.4.7 The Club should maintain a record of any accident and/or incident forms for future reference.

4.4.8 The Activity Leaders have the authority to make final decisions on disputed issues. With that authority comes responsibility, the Club President and Key Members Sub Committee should ensure that all prospective Activity Leaders understand, and accept the degree of responsibility that they are undertaking.

4.4.9 The Activity Leaders must ensure that all participants are suitably equipped before the activity starts. Members without the necessary gear requirements should not be allowed to participate until the situation is positively resolved. The Activity Leaders' checks should include both personal and Club equipment. It will also be necessary to advise novices on the safety equipment that they will be required to carry, and physically check that it is suitable, as they may not be sure themselves.

4.4.10 Activity Leaders should also be aware that although participants are accepting a certain amount of risk themselves, many lack the necessary experience to undertake reliable assessment of the risks involved, and therefore have to rely on the Activity Leaders' judgement which is based on their own personal experience and knowledge.

4.4.11 It should also be remembered that participants are often in a new environment, and the Activity Leaders cannot expect that apparently obvious precautions will be taken.

4.4.12 A "Duty of Care" will exist.

4.5 To ensure that participants are aware of their responsibilities, and the risks they are exposing themselves to, the Activity Leaders must work in conjunction with the President and the Coaching Officer (having responsibilities concerning novice members), to complete the following tasks:

4.5.1 Issue a written equipment list for each activity; and be able to clarify requirements verbally when necessary.

4.5.2 Ensure that all participants are aware of the nature of the activity, (i.e. suitable for advanced, novice etc.)

4.5.3 Advise participants on their own ability level.

4.5.4. Brief and de-brief participants at the start and finish of each activity.

4.6 Activity participants: although Activity Leaders are responsible for informing participants about the exact nature of an activity, participants should be aware that they are responsible for their own actions, especially if they choose to disregard advice given by an Activity Leader or Event Organiser. The Activity Leaders will have the final say if they believe an individual member has insufficient experience, skill or judgement to paddle a particular stretch of water. This decision is final.

#### 5.0. University Sports Club Activities

5.1. The University of Ulster Jordanstown Canoe Club will undertake its activities as outlined in the Club Code of Practice guidelines (Appendix 1 to this document).

#### 6.0. Activity Registration

6.1. Sports Union policies on registering trips must be followed.

#### 7.0. First Aid

7.1. The University of Ulster Jordanstown Canoe Club will follow the guidelines on First Aid protocol from University of Ulster Sports Union & our NGB.

7.2. The club committee will maintain an up to date list of club members trained and/or qualified First Aiders for the year. The current list will form an appendix to this document.

#### 8.0. Accident and Emergency Procedures

8.1. The University of Ulster Jordanstown Canoe Club will follow the UUSU/NGB Accident and Emergency Procedures, and will complete detailed accident and near miss forms as soon as possible after incident

#### 9.0. Training Courses

9.1. In an effort to promote the highest standards of instruction, training and safety, the University of Ulster Jordanstown Canoe Club actively encourages it's members to partake in training courses, gain experience or undertake formal assessment in our sport.

9.2. The Club will arrange with the Club Development Officer of the Canoe Association of Northern Ireland to run their Safety & Rescue Course for our members on an annual basis.

#### 10.0 Clubs Complaints Procedure

10.1. The Club operates a procedure that allows Club members to raise complaints about issues, which might include the following:

- The safety of Club activities.
- Poor standards of instruction or leadership.
- The standard of equipment used for Club activities.
- Poor Club Administration.
- The lack of suitable activities for their level of participation.

10.2. Complaints concerning Club safety or operational matters should initially be addressed to the Club President. If this does not prove satisfactory a written complaint should be made to the Sports Union

President. If this reply is unsatisfactory then a written complaint should be made to the Students Union Overall President.

#### 11.0. Governing Body Recommendations

The University of Ulster Jordanstown Canoe Club will operate so far as reasonably practicable, in accordance with our current NGB guidelines.

#### 12.0. Declaration (All officers must sign)

As a Club Official I am aware of my moral and legal obligations to my fellow Club members. I have read and understand, agree to abide by, and enforce the rules of the Club Constitution, Code of Practice (including Appendix 1), Risk Assessment and Office to which I hold.

POSITION	NAME	SIGNATURE
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President		
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Vice President		
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Secretary		
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Treasurer		
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Health & Safety Officer		
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Communications Officer		
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Club Development Officer		
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Equipment Officer		
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Coaching Officer		
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