

## **Duddon Canoe Club ----- Use of Dock base facilities**

**The facilities can not be used without a responsible user, 'RU' and coach / instructor (these may be the same person)**

### **Procedure for RU**

- 1) unlock facilities; attach locks to open doors.
- 2) start page in day log book.
- 3) record users of facilities. Identify RU, coach, 1<sup>st</sup> aider.
- 4) hand out any required equipment / record
- 5) inform harbour master of intended use.
- 6) check in equipment
- 7) record any damage/repairs/incidents etc
- 8) inform harbour master when off the water.
- 9) turn off all service supplies.
- 10) lock up facilities.

Only coaches / instructors and those under their remit may take groups on the water.

### **Coach / instructor**

- 1) A coach / instructor will be responsible for paddlers on the water
- 2) Keep to conditions of use placed on them by the club and **the Harbour Master**
- 3) Ensure all kit and boats used by their group are put away.
- 4) Report incidents, accidents and damage to equipment.

**Club members wishing to paddle independently during a club session will do so at their own risk and must keep to conditions laid down by club and Harbour Master. Coaches have a duty of care to advise them as to the risks.**

### **Harbour contact –**

Marine Control

VHF channel 12 call sign 'Barrow Port Radio'

Or tel. 822911 ext. 201 or 214

Or Mobile 07734 072248

**Each club paddler to pay a launch fee of £1**

## Duddon Canoe Club ----- Use of Dock base facilities

### **Summary of responsibilities.**

The responsibilities of the RU are :-

- 1) Inform the harbour master when starting and ending a session on the water.
- 2) Ensure the safe operation of the base.
- 3) open up and close the base.
- 4) record users.
- 5) check out / in kit.
- 6) record incidents / accidents
- 7) record damage / repairs to equipment.

The RU may or may not be a paddler.

### Coach / instructor.

A coach / instructor will be responsible for paddlers on the water and may or may not be a RU.

A coach / instructor

- 1) Will be a competent paddler (normally)
- 2) Be proficient at rescues.
- 3) Have basic 1<sup>st</sup> aid / CPR (or have such identified on site)
- 4) Have had an induction session as to conditions of use of the docks.
- 5) Keep to conditions of use placed on them by the club.
- 6) Ensure all kit and boats used by their group are put away.
- 7) Report incidents / accidents and damage to equipment.
- 8) Have a CRB check.( or operate under direct supervision of such a person).

### Daily Records

Names of all on the water will be recorded

A launch fee of £1 will be paid by each club paddler.

Records will show RU, coach / instructors and first aiders.

Non- members will pay £2 launch fee and may only use the base or pool 3 times per year.

Incident/ accidents and damage / repair books will be filled in as required.

Committee meeting 11/09/08

Scrutinising committee set up with 5 members, 3 votes are required for agreement with any decisions being fed back to the main committee.

Responsible for organising Dock Base and buying boats for dock use etc.

Members Simon Bird, John Pat, Brian Parkinson, John Sherwen, Gordon.

(Simon and Gordon no longer use the base so to be replaced by Andy and Scott)