

## **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.