



SAFETY POLICY

FOR ALL CLUB MEMBERS

Cuckmere based sessions:

- If you are bringing a junior member, please sign them in on the signup sheet at the start of the session (9.30 am) and sign them out at the end.
- All paddlers involved in programmed activities must be equipped with a kayak or canoe containing appropriate buoyancy and wear a buoyancy aid, helmet and suitable clothing as deemed necessary by the duty coach.
- The ratio of learners to coaches on the water must not exceed 8:1 including unqualified helpers. A coach may decide to delegate tasks to an unqualified adult club member but must remain on the water and in overall charge of the group.
- If a coach is not available to take responsibility for a programmed activity then the activity will be postponed.

Additional information concerning away trips:

- Before participating in a programmed activity members must give details of swimming ability and any relevant medical conditions to the trip organiser. Any medicine possibly required during a session must be carried by the member.
- A person under the age of 18 years who wishes to take part in a programmed activity without his/her parents must be accompanied by a 'nominated responsible adult' and appropriate forms completed. An exception is the attendance on river trips where a parent/guardian **must** be present either land based with clear line-of-sight or on the water (see section - Organisation on Club Trips).
- Activities not on the CVCC programme but involving club members are undertaken at their own risk.

GUIDELINES FOR COACHES

Before taking a group on the water you must brief them to ensure that they:

- know who the coaches are
- know what the boundaries of your activity are
- disclose any relevant medical conditions they may have
- remove any jewellery that may cause injury to them or others
- know what is expected from them in terms of behaviour on the water
- have all signed on to the coaching session form

The Cuckmere Meanders on a calm day are classed as **Very Sheltered Water** (VSW) (easy bank side access and less than 100m wide)

The Cuckmere River on a calm day with a slack tide could be classed as **Sheltered Inland Water** (SIW) This is gently moving water no more than 400m wide.

However conditions on this river can change rapidly: wind and current together with poor bank side access can create **Moderate Inland Water** MIW conditions outside the remit of all L1 coaches.

SITE SPECIFIC TERMS OR REFERENCE FOR COACHES

CVCC Programmed Activity	Site Example	Recommended Minimum level of Coach Cover
Taster sessions I Star training & assessment Paddle Power Start & Passport	Cuckmere Meanders VSW	Single BCU L1 Single UKCC L1 (Supervised by L2) Single UKCC L1 (with training)
'Loop' (simple journey)	Cuckmere Meanders & short section of Cuckmere river SIW changing to MIW	Two BCU L1 coaches SIW only Single UKCC L1 (Supervised by L2) Two UKCC L1 coaches, both with training. SIW only
Cuckmere River Mini Trip (Simple journey 3 km maximum)	Cuckmere Meanders & 3 km return journey on Cuckmere river SIW changing to MIW	Two BCU L1 coaches + helper* SIW only Single UKCC L1 (Supervised by L2) Two UKCC L1 coaches, with training + helper* SIW only
Alfriston Trip (Simple journey of 14 km)	Cuckmere Meanders and 14 km return journey on Cuckmere river (2 hours either side of high tide) SIW changing to MIW	One L2 coach + 2 L1 coaches (BCU or UKCC with training) + 2 Helpers* SIW only (This trip can attract large numbers) When MIW conditions are expected cover should be as above plus a L3 coach or L2 MW endorsed.
Paddlesport 2 Star Paddlepower Discover Skills training	Cuckmere Meanders and Cuckmere River mouth (incoming tide only) SIW and MIW	One L2 coach + L1 helper (BCU or UKCC with training)
CVCC Away Trip 3* Skills Training	River Adur or Symonds Yat Rapids, Dart (Loop & Lower). Grade 2(3) Moderate white water.	One BCU L3 coach + L2 (ratio 1:6) One UKCC L3 or L2 with MW and 4 star + L2 (ratio 1:6) UKCC 4 star Leader (Ratio 1:4, to lead only)

*a helper is not a coach but is a competent paddler who can assist with rescues.

If a L2 coach is considering a journey to the sea he/she must consult a L3 coach as to whether the conditions are safe.

SUMMARY OF CVCC GUIDELINES CONCERNING THE SEA

Site Conditions	Minimum Coach Cover
Sheltered tidal water and sea: a warm calm day at Cuckmere Haven (no offshore wind)	Two BCU L 2 coaches Two UKCC L2 coaches
Sheltered tidal water and sea: Cuckmere Haven with onshore wind Beaufort scale 3 or less. Surf height no greater than 0.5m trough to crest.	BCU L3 Coach (Ratio 1:6)
Moderate sea: breezy day at Cuckmere Haven. Surf up to 1.5 m trough to crest. Preferably 2 hours either side of low tide.	BCU L3 surf coach (Ratio 1:6) UKCC 4 star surf leader (Ratio down to 1:4, to lead only)

Great caution must be exercised whenever the lightest of offshore breezes is blowing, or river flood conditions create a rip.

ORGANISATION ON SUNDAY MORNINGS

The coach on duty should:

- Meet briefly with other coaches to agree a format for the day
- Present the format for the day on the sign-up sheet
- Ensure they are carrying a suitable First Aid kit and preferably a mobile phone as means to contact emergency services

If there is a shortage of coaches:

- **The ratio of learners to coaches must still not exceed 8:1**
- Some paddlers will be asked to stay on land and await their turn to paddle

On the River Cuckmere:

- Competent paddlers should be at the front and back of the group to prevent the group getting too spread out.
- The group must be stopped when they reach the beach and told to get out of the water for a briefing and risk assessment by the coach before a decision to go to sea is made.

Before going to the sea:

- The group must be stopped when they reach the beach and told to get out of the water for a briefing and risk assessment by the coach before a decision to go to sea is made.
- The whole group should be involved in the decision making

ORGANISATION ON CLUB TRIPS

Club trips are classified as those that are advertised on the club website in the events programme or identified as club trips on the club notice board, and must indicate clearly the MINIMUM skill level (BC Paddlesport / Paddlepower skill level) for interested paddlers, AND must identify any other pre-requisites e.g. White water safety and rescue training, previous trip experience etc.

The coach/river leader organising the trip should:

- Select a trip location that does not exceed the conditions of their BC coaching level remit (see Terms of Reference above and/or discuss with the Coaching coordinator, Events coordinator and Welfare Officer)
- Be sure that the choice of location is suitable for the paddlers it has been advertised to, is likely to be safe for the trip duration, has no access restrictions in place, and that suitable emergency and contingency plans are in place and understood by all taking part
- Ensure that those taking part in the trip have the necessary canoe safety skills and water confidence to participate in all aspects of the trip
- Meet briefly with all others going on the trip and brief them on safe journeying to the access point, river access, equipment requirements, emergency contacts and other appropriate information to bring club members to a river
- Ensure that any junior paddlers are accompanied by a parent/guardian who may be land-based as long as they can maintain line of sight during the trip and/or at appropriate points where decisions may need to be made on continuation on the trip. Also, ensure that all juniors are escorted by a parent/guardian at all times when bank based or in transit. (See Club Trips and Young Persons Policy on CVCC website)
- Ensure that, on trips away with juniors whose parents or guardians are not attending, obtain a completed 'CVCC Nominated Responsible Adult Form' and read British Canoeing Paddle Away Trips G9 (doc-23).
- Collect and maintain suitable contacts of all paddlers prior to the trip so that changes can be communicated effectively
- Register the trip plan and contacts details with a home-based member of the club and with the Events coordinator.

The coach/river leader on the day of the trip should:

- Arrive in plenty of time to allow suitable and timely preparation for the paddling team
- Meet briefly with other coaches and suitably experienced paddlers to agree a format for the trip and assign roles if not already carried out in the planning stage, and ensure all coaches are carrying first aid kits and means to make contact with emergency services and each other.
- Present the format for the trip to all members taking part and include a briefing on river safety, team working, communications, emergency exits and river character/duration/ etc.
- Ensure that a clearly advertised deputy is available to take control of the trip if the coach/river leader is incapacitated (e.g. sudden illness).
- Maintain all safe coaching and journeying principles throughout the duration of the trip on the water and to/from the location, and abide by Club Rules and BC Rules as applicable at all times