

ALTON CANOE CLUB



Operating guidelines and procedures

Winter indoor based sessions

The club meets at the pool in Alton Sports Centre and is split into two sessions the Juniors from 6.30pm to 7.20pm and the seniors from 7.20-8.30pm.

The club's responsibility extends only to the pool area and viewing area. The public changing area is the responsibility of the sports centre management (Everyone Active), together with the parents of members who are under 18.

Members who are under 18 must have a parent, guardian or approved responsible person present poolside during the session.

The sessions are supervised by at least 1 experienced senior club members plus a minimum of 2 poolside assistants who are deemed by the club to be competent to assist in running the club sessions.

The club pool supervisors are listed at the top of the sign in sheet.

Poolside assistants that are deemed competent to help in sessions under supervision, are also listed and will be reviewed periodically.

Everyone who is present at the session must sign the register and also tick to confirm their payment method. One of the supervisors will enlist a parent to help with the register if required.

If no supervisor is present, then the session is not to proceed.

Before each session begins, the session record sheet should be filled by the supervisor or an agreed assistant. Any concerns regarding competence, especially spray deck use, should be raised before the session starts or recorded if it comes to light during the session.

The Club's risk assessment sheet along with the Sports Centre Emergency Procedures are to be reviewed with session participants twice a season (September/November/January/March) and with any new members on their initial session.

Set-up

Junior session participants should congregate at the pool access gate in the viewing area and await the evenings supervisor. No water-based activity is to commence until the supervisor and assistants are present pool side.

Boats and equipment are only to be removed from storage by the poolside assistants. No other person should enter the storage area.

The swimming club's mobile storage units are to be moved from the store to a safe area on poolside **first** (do not obscure to pool rescue equipment).

Kayaks should be removed from the upper two levels of racks by two people to avoid injury or damage.

The integrity of the kayaks, helmets buoyancy aids and any other equipment will be assessed by those setting up whilst the kit is being removed from storage.

Session Rules

Before joining the session, everyone must be a club member or have completed a 'temporary membership' form. These forms outline the risks and responsibilities of the individual joining the session (see these details on the membership and temporary membership forms)

All new members must undertake capsize drill, and once they have performed this successfully, they can join the main session.

Only if they have completed a capsize drill using a spray deck, will they be allowed to use a spray deck during the session.

The ability to perform capsize with a spray deck must be assessed by one of the competent members of the club and reviewed by a supervisor. This is to be recorded on the pool register and sign in sheet.

When new paddlers are getting into the boats, one of the competent members must check that the spray decks are being used correctly.

The maximum capacity for the pool sessions is 16 boats afloat.

Unless part of a rescue, if someone capsizes and is swimming, they must make their way directly to the side. Other canoeists must stay away from the swimmer.

Any defective kit that is discovered during a pool session must be reported to the supervisor.

Accidents

Any accidents, injury or near misses will be entered on the Alton Canoe Club accident register sheet by the session supervisor and this shall be periodically reviewed.

All accidents or injury will also be recorded by the Sports Centre's duty manager.

Basic safety

During sessions, paddlers are taught and reminded regularly that:

- They should, while in their boats, stay away from swimmers.
- Stay a safe distance from the pool edge during activities which could result in capsizing, unless suitable protection equipment is being worn.
- The correct method of lifting boats to avoid injury.

End of session

The equipment will be returned to the storage area, along with the swimming clubs' equipment, following the same safety guidelines as for the set up.

Any safety or damage equipment concerns should be recorded on the session sheet.

Signed _____ Date _____ Chairman Name _____

October 2025

Supervisor

- Must have a minimum of 10 years paddling history and/or have a leader/coaching qualification and is deemed capable and suitable to act as a supervisor by the committee.
- Must have completed the 'introduction to safeguarding' eLearning course.

Competent poolside assistant

- Must have a minimum of 2 years paddling with the club or have an instructor or coaching qualification.
- Must be over the age of 15

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Bullet points

- Our area of responsibility is the pool and viewing area only (changing rooms not included).
- At start of session all meet in viewing area near pool access gate in for briefing by supervisor.
- No session is to start without a supervisor.
- Approved pool assistants only, are to set-up the session equipment and to check its condition.
- Session register is to be filled in before start of each session.
- Explain safety requirements to any new participants.
- Spray decks are only to be used once the individual has been signed off.
- Both sessions must have at least one supervisor present along with a minimum of two poolside assistants.
- Any injuries are to be reported immediately to the sports centre's duty manager and entered on the club record sheets.
- At the end of the senior session, all equipment is to be checked and returned to the storeroom safely.