



## Outside Meeting Statement Please read, sign and return a copy.

Whilst safety during our winter pool sessions is relatively easy to control and we have the added benefit of Lifeguard cover provide by the Sport Centre, **outside sessions and trips are a different matter.**

The club ensures that all **outside sessions publicised on our calendar** are run by experienced club supervisors who fully meet our 'outdoor activity supervisor' criteria for the conditions you will be paddling in.

Please also see our **Outside Operating Guidelines and Procedures** document for additional details.

The **calendar** will indicate the level of competence required for each location and the **float plan** will provide more details.

If the group supervisors consider at the start of the activity, that participants' abilities and the weather or water conditions pose an unacceptable risk, as highlighted on the 'activity specific' risk assessment sheet, the session will not take place.

The club has also prepared and will use the following documents to run the sessions:

- Outdoor Operating Guidelines and Procedures.
- Risk assessments, both generic and location based.
- A float plan for each location.
- Location specific briefing and specific risk assessment sheet.

Copies of all these documents are issued to all participants and are also available on the club website – **please read them.**

There will be an appointed bank or beach 'point of contact person' for each paddle and they will be in possession of a dedicated club mobile phone, members contact list and a club first aid kit.

Please remember that we **all** have a 'duty of care' towards other paddlers and members of the public using the water.

In addition to the above paperwork, we have these basic requirements to help safeguard our members during club events.

- Participants over 18 years old are responsible for their own personal safety.
- If any participant has concerns regarding safety or paddling conditions, they must raise them with the activity supervisor immediately. Please don't wait until it becomes a serious problem.
- Any under 18's wishing to take part must have received **prior** approval from the supervisors (not on the night) and be accompanied by a **competent senior member** who has agreed to take responsibility for their safety. The paddlers' parent(s) or guardian if not paddling, must also remain within sight/contact of the paddling group.
- All new club members wishing to paddle with us during the summer must have attended our "**summer ready**" pool sessions at the end of the winter season.
- All participants are responsible for the suitability of their boat, equipment and clothing - whether owned or borrowed. If you need any advice or help, please contact us.
- The **minimum** equipment you will require for any outside event is:
  - Kayak/Canoe in reasonable (and approved) condition, with buoyancy bags fitted or integral buoyancy.
  - Buoyancy aid
  - Spray deck
  - Paddle
  - Helmet
  - Wind proof cagoule, woolly hat and secure footwear (not flipflops!)
  - Warm and comfortable base layer
  - During the summer, sun cream and hat will also be required (hopefully).
  - Hand sanitiser

- Before going afloat, there will be a briefing and a run through of the float plan and risk assessments. The session does not start until the briefing and register has been completed.

**If you are late (and not informed us) and miss the briefing, you will not be able to join the session.**

A licence is required to paddle legally on our local inland, non-tidal waters.

Full membership of Paddle UK includes a licence for the inland water we paddle on. If you need a licence, please talk to us.

## **Paddle UK affiliation and insurance**

Our Paddle UK club affiliation remains in place during the summer 2026 calendar and we carefully select supervisors who are experienced in running these events in the locations, conditions and on water we will be paddling on.

Paddle UK (our sport's Governing body) have recently update/revised their leadership qualification requirements.

**As we don't currently meet all of their qualification standards this could, in the event of a claim for injury or damage, impact on our club's affiliation insurance cover.**

To mitigate this, we have been reviewing our safety framework structure over the past 18+ months and this summer seasons **Outside Meeting Statement, Operating Guidelines and Procedures, float plans** and **Risk Assessments** have been enhanced to ensure that all reasonable actions have been taken to provide a safe paddling environment for all our members.

If you have any concerns or issues with this, or would like more details, please talk to us.

Alternatively, feel free to give the summer paddling season a miss until we have more 'qualified' paddling members available within the club.

### **Please note:**

Any outside paddles arranged **directly between members and not part of the ACC calendar**, are undertaken at the paddlers own risk and are **definitely not** covered by our club affiliation.

## **..and finally,**

Before joining us on the water outside, every participating member is required to have read, signed and returned a copy of this document, confirming that they understand and accept this Outside Meeting Statement and associated documents.

It is a requirement that all participants of club sessions are members of Alton Canoe Club.

**I confirm that I have read, understood and accept the conditions indicated.**

I understand that the club and its individual participants may not be covered by the Paddle UK affiliation Third Party or Professional Indemnity insurance.

Signed .....

Name (capital letters) .....

Date .....

..and please also remember

**Canoeing & Kayaking are a 'Assumed Risk Water Contact Sport' that carry risks of injury and in very rare circumstances, death.**

**Participants should be aware of and accept these risks, and to be responsible for their own actions and involvement.**