

AOAC CANOEING/KAYAKING ACTIVITY MANAGEMENT STANDARD OPERATING PROCEDURES (SOPS)

1 Introduction

- 1.1 The AOAC Canoeing SOPs are designed to ensure that canoeing activities carried out by AOAC members are done so with an appropriate duty of care and following the current best practice guidelines. Any questions relating to these SOPs should be directed to the Canoeing Sports Coordinator.

Canoeing SOPS are:

- Canoeing and Kayaking Activity Management (this procedure).
- Store and Equipment SOP
- Trailer SOP

2 General

- 2.1 All activities should be carried out following the guidelines of the British Canoe Union and the AOAC Management Documents.
- 2.2 All Coaches are to hold a current BCU / UKCC Coaching award and have sufficient experience at an appropriate level for the environment and conditions in which they are coaching. All Coaches and Leaders are to hold a current first aid certificate at the level appropriate to the intended environment / their qualification.
- 2.3 Coaches and Leaders may assist a higher level coach or be approved by a quorum of no fewer than three AOAC L3 or above coaches as being competent to operate independently in more challenging environments provided that they have sufficient personal experience. Where the Coach holds the BCU Moderate Water Endorsement or 5* they can operate independently within the remit of that award.

3 Risk Management

- 3.1 All Coach/Leaders must take reasonable and practicable steps to minimise risks in accordance with the AOAC - Generic canoeing risk assessments CAN1- CAN8, AOAC - Site canoeing risk assessments and undertake continuous dynamic risk assessments. Where an AOAC Site risk assessment is not available a new site risk assessment must be created prior to the site being used.
- 3.2 All Coach/Leaders must work within the AOAC Health and Safety Policy, which is available on the AOAC website http://www.aoac.co.uk/assets/docs/H&Spolicy_v3.pdf.
- 3.3 The following maximum Coach/Leader to student ratios are to be followed, under the environments as detailed (sea and surf equivalents). Competent assistant Leaders /

Coaches are in addition to the maximum student numbers but only to a number that the lead coach can retain overall management control of the whole group.

Coach/Leader to student ratios are not to exceed those stated except where specifically approved by a quorum of no fewer than three AOAC coaches.

Coach level	Maximum Environmental Challenge	Student / Peer Group No
L1 Coach (UKCC)	Very sheltered inland water grade I	8
L2 Coach (UKCC)	Very sheltered inland water grade I	8
L2 Coach (UKCC)	Easy inland water grade II - subject to approval as para 2.3	6
L3 Coach	Moderate water grade II / III	6
L4 / L5 Coach or L3 + 5*	Advanced water grade III / IV	4
4* Leader	May lead but not coach a group of peers on moderate water grade II(III)	4
5* Leader	May lead but not coach a group of peers on advanced water or may lead a competent group of 3* on moderate water or 4* on advanced water grade III / IV	4

3.4 The Coach / Leader has the absolute right to cancel, suspend or modify the event or to decline or curtail a person's participation in an event if, in their opinion, that person has insufficient experience to participate in the event to an acceptable level, or for any other reason as defined in the AOAC Health and Safety Policy, or AOAC Club Rules, or the aims of the event can no longer be achieved.

3.5 The Event Organiser be a different person from the person actually coaching or leading the event. It is vital that the Event Organiser is aware of any health and safety issues, or other restrictions or issues that must be taken into account and fall within the remit of the Event Organiser. The Coach / Leader must, where known, make the Event Organiser aware of such issues.

4 Record of Competence of Coaches / Leaders

4.1 The Canoeing Coordinator will maintain a list of all Coaches' and Leaders' qualifications and the grades / environments / conditions in which they have been deemed to be competent to coach / lead; this also includes people approved under para 2.3 , as if they have the qualification appropriate to the activity for which they are considered competent. The list will form part of the membership database and will be available to all Coaches.

5 Events

5.1 Activities which are considered as being carried out under the AOAC banner are those that are approved by the Activities Co-ordinator in accordance with the "How to Organise an Event" guidance available on the AOAC website.
<http://www.aoac.co.uk/organise-an-event.html>

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