

# HCC – Trip Policy

## General Risk Control Measures:

- (a) All Coaches must hold the relevant and current SCA/BC coaching qualification.
- (b) All Leaders must hold a current SCA/BC qualification **or** be appointed at an appropriate level following audit of experience, skills, intent and currency. The second category may have conditions imposed by the appointing committee and will be reviewed annually. All Leaders must have safeguarding training.
- (c) In-house courses which are essentially training/practice of safety techniques and procedures (e.g. sea kayak safety, navigation) are not deemed to be leading or coaching but would be committee approved in any case.
- (d) All Coaches/Leaders must plan to operate within their particular remit as in the SCA Terms of Reference.
- (e) All Coaches/Leaders must equip themselves with appropriate knowledge of a venue and be satisfied that those they are leading are able to undertake the activity.
- (f) All Coaches/Leaders must have planned for emergency situations and know what procedure should be followed.
- (g) All members should acquaint themselves with the club generic risk assessments and observe contents. (see separate paper)
- (h) All Coaches/Leaders must carry out a site/trip specific risk assessment and an ongoing dynamic RA during the activity/trip.
- (i) All activities/trips must commence with a group briefing covering all necessary participant information.
- (j) All trips shall consist of a minimum of 3 people
- (k) Trips undertaken by basic skills participants during the course will be under the control and remit of the course coach and shall have a minimum of 2 assistant leaders.
- (l) Club trips will be programmed and approved by the appropriate convener on authority of the committee. The convener will take proposals for trips from the membership when offered.
- (m) Peer group trips are those organised by individuals out with the remit of the club. They may include paddlers who are not members of the club but club members may use club equipment. For such trips the club:
  - a. Requires that the trips are clearly stated as peer group trips.
  - b. Expects that the trips are organised and run in a manner consistent with the club's Trip policy and guidance notes.
  - c. Expects that Peer groups do not include under 18s unless accompanied by parent or guardian.
  - d. Considers that the suitability of group members for Peer Paddling is the responsibility of the individual arranging the activity.
  - e. Considers that as advised by the SCA, the most senior/qualified paddler by default becomes group leader.
  - f. Considers that Responsibility for appropriate boats and safety equipment rests with the peer group members.
  - g. Recommends that all participants should have completed an FSRT or the in-house sea kayak safety course.

Definitions:

- I. Coaching is defined as teaching of skills in accordance with an SCA/BC syllabus.
- II. Leading is taking charge of a group of paddlers on a trip, exercising overall control for all aspects.

This Trip Policy should be read in conjunction with club generic risk assessments and any instructions specific to specialisations.

HM 1 December 2019