

NOMAD KAYAK CLUB – PADDLING POLICY

The Club arranges its insurance through British Canoeing. The insurance only provides cover for Club Activity which is defined by British Canoeing as:

“Any activity that has been assessed as part of the Club’s safety framework and promoted on the Club calendar, website or noticeboard. Club Activities also include inter-club activities where the responsibility for risk assessment and management is carried out and then shared between all participating clubs.”

The Club Committee have defined the following occasions to be Club Activity.

Section	Description	Season	Day and Time	Method of Promotion	Supervised/Led by?	Record of Session Leader
Canoe Polo	General Session	All year	Sunday 10am	Website	Session Leader from authorised Canoe Polo Leaders	Session attendance record
Canoe Polo	General Session	Summer	Wednesday 6pm	Website	Session Leader from authorised Canoe Polo Leaders	Session attendance record
Canoe Polo	Squad Training Session	All year	Specific dates	Website/ Newsletter	Session Leader from authorised Canoe Polo Leaders	Session attendance record
Canoe Polo	Inter Club Training Session	All year	Specific dates	Website/ Newsletter	Event Organiser/ Team Managers	Session attendance record
Canoe Polo	Pool Session	Winter	Specific Dates	Website/ Newsletter	Pool Session Leader from authorised Pool Session Leaders	Session attendance record

Section	Description	Season	Day and Time	Method of Promotion	Supervised/Led by?	Record of Session Leader
Recreational	General Session	All year	Sunday 10am	Website	Session Leader from authorised Recreational Leaders	Session attendance record
Recreational	General Session	Summer	Wednesday 6pm	Website	Session Leader from authorised Recreational Leaders	Session attendance record
Recreational	Pool Session	Winter	Specific Dates	Website/ Newsletter	Pool Session Leader from authorised Pool Session Leaders	Session attendance record
Recreational	Club Trips	All year	Specific Dates	Website/ Newsletter	Trip Leader from authorised Trip Leaders	Trip attendance record

Section	Description	Season	Day and Time	Method of Promotion	Supervised/Led by?	Record of Session Leader
Club	Coaching Courses – Introductory	All year	Specific Dates	Website	Allocated Coach for course	Course attendance record
Club	Coaching Courses – Intermediate and above	All year	Specific Dates	Website/ Newsletter	Allocated Coach for course	Course attendance record
Club	Coaching Courses – using external provider	All year	Specific Dates	Website/ Newsletter	External Coach	Course attendance record

The Committee has a duty of care to ensure that any Club led activity takes place within a safety framework that incorporates appropriate risk management. This includes the assessment of the competence of those permitted to lead sessions regardless of whether coaches and leaders have British Canoeing qualifications.

As a minimum, session leaders will have the following training:

- First Aid Training
- FSRT (Foundation Safety & Rescue Training)
- Safeguarding Training
- NKC Site Specific Training

Authorised Canoe Polo Leaders, Recreational Leaders, Trip Leaders and Pool Leaders will be assessed as to the remit within which they can operate.

What needs to be assessed: Personal skills and paddling ability, Rescue of self and others, Leadership of groups and individuals, Experience of operating in different environments and conditions, Knowledge of environment, participants, equipment etc.

How is competence evaluated? A test or assessment, Self-evaluation, References from experienced competent persons, Frequent and regular observations of the other coaches/leaders, Previous experience.

Full details of the process will be documented in the Operating Procedure for Coaches and Leaders.

Home waters

For home waters, using the 'BCAB Environmental Definitions and Deployment Guidance for Instructors, Coaches and Leaders' as guidance, the following ratios will be adopted at NKC for coaching and leadership of Club sessions. All coaches/leaders & peer groups are to paddle in accordance with the Club Health & Safety Policy and Club Risk Assessments.

Adult Paddlers

	Coached Group (Ratio 1:8) ⁽⁴⁾	Leader Led Group (Ratio 1:6)	Peer Group (minimum 3 paddlers)
Sheltered Training Area/Polo Pitch	Coach/Paddlesport Instructor ⁽¹⁾ All paddlers not yet achieving the Paddle Explore Award (formerly 2 star).	Leader ⁽²⁾ : Paddle Explore Award (formerly 2 star ⁽³⁾), Safeguarding, First Aid, FSRT & site specific training. Paddlers: must hold the Paddle Discover Award (formerly 1 star)	All paddlers must hold Paddle Explore Award (formerly 2 star ⁽³⁾).
Canal	Coach/Paddlesport Instructor ⁽¹⁾ All paddlers not yet achieving the Paddle Explore Award (formerly 2 star).	Leader ⁽²⁾ : Touring Award or White Water Award (formerly 3 star ⁽³⁾), Safeguarding, First Aid, FSRT & site specific training. Paddlers: must hold the Paddle Discover Award (formerly 1 star).	All paddlers must hold Paddle Explore Award (formerly 2 star ⁽³⁾).
Bury Lake	Coach/Paddlesport Instructor ⁽¹⁾ All paddlers not yet achieving the Paddle Explore Award (formerly 2 star).	Leader ⁽²⁾ : Touring Award or White Water Award (formerly 3 star ⁽³⁾), Safeguarding, First Aid, FSRT & site specific training. Paddlers: must hold the Paddle Discover Award (formerly 1 star).	All paddlers must hold Paddle Explore Award (formerly 2 star ⁽³⁾).
River Colne/Fisheries	Coach All paddlers not yet achieving the Paddle Explore Award (formerly 2 star).	Leader ⁽²⁾ : Touring Award or White Water Award (formerly 3 star ⁽³⁾), Safeguarding, First Aid, FSRT & NKC site specific training. (Ratio 1:3) Paddlers: must hold the Paddle Explore Award (formerly 2 star ⁽³⁾)	Coach or Leader Led Only

- (1) Paddlesport Instructors must have First Aid training, Safeguarding and NKC site specific training
- (2) As assessed & approved by the committee in accordance with the Operating Procedures for Coaches and Leaders
- (3) Or be assessed as having equivalent experience. *Note: the BCU 2 star award covers both canoe & kayak. It is recognised that paddlers may achieve the required standard in one discipline prior to gaining the award.*
- (4) This ratio may be exceeded on condition that the coach is assisted by at least one other experienced paddler.

Youth Paddlers

Members of the Club who are under 16 must paddle with a Club coach or their parent/guardian.

Paddlers 16 or over and under 18 may be permitted to paddle on home waters as part of a leader led/peer group i.e. not under the supervision of a coach but must hold the Paddle Explore Award (formerly 2 star) or be assessed as having equivalent experience. Their parents / guardians must understand and accept the assumed risks associated with this policy and give their permission for the young person to paddle without a coach present.



Trips

For Paddling away from home waters the following will be used as the basis of assessment for remit of Trip Leaders.

Category	Paddling Skills	BC Appropriate Award	Remit/Scope of Activities	Coaches Kit Required
Canal / placid water leader	BC Explore	BC Paddlesport Leader	Sheltered Water (1) Trip Leading	First aid kit Mobile phone
Local weirs leader	BC White Water Award	BC Paddlesport Touring Leader	Slow moving water Trip Leading	First aid kit Mobile phone Towline & Throwline
Touring and open water kayak leader	BC Open Water Touring Award	BC Paddlesport Touring Leader	Moderate water (1) Inland and slow moving rivers Leading Trips	First aid kit Mobile phone Towline Knife Spare paddles
Grade 2 / 3 white water kayak leader	BC Progressive White Water Award	BC White Water Leader or BC White Water Coach	Moderate White Water (1) Leading Trips	First aid kit Mobile phone Throwlines Sling and karabiner Knife Spare paddles
Grade 3 / 4 white water kayak leader	BC Advanced White Water Award	BC Advanced White Water Leader or BC Advanced White Water Coach	Advanced White Water (1) Leading Trips	First aid kit Mobile phone Throwlines Sling and karabiner Knife Spare paddles

Refer to table below for definition of Water Condition Classifications.



WATER CONDITION CLASSIFICATIONS

Extract from British Canoeing Environmental Definitions and Deployment Guidance for Instructors, Coaches and Leaders November 2021

Description	Definition	Examples accepted by Nomad Kayak Club as within the definition, subject to weather condition
Very sheltered water Coach/Leader to participant ratio 1:8	Quiet canals with easy bankside access and egress; small lakes, which are not large enough and do not have difficult landing, where problems could occur if there is a sudden change in conditions; gentle, slow moving rivers. The definition implies weather conditions that are not in themselves likely to cause problems. At any point, the paddler should not be more than 50 metres from the bank. Enclosed swimming pools are also defined as very sheltered water environments. Note: The definition implies normal conditions and care is advised when water and air temperatures are low.	<ul style="list-style-type: none">• Grand Union Canal – Stockers Lock to Harefield Lock• Grand Union Canal – Stockers Lock to Lot Mead Lock• Bury Lake Sheltered Training Facility/Polo Pitch
Sheltered water Coach/Leader to participant ratio 1:8	Ungraded sections of slow moving rivers where the group could paddle upstream against the flow (not involving the shooting of, or playing on, weirs or running rapids). Areas of open water (e.g. lakes and lochs) where the paddlers are no more than 200 metres offshore and the wind strength does not exceed Beaufort force 3, avoiding the group being swept/blown out of the safe working area. Slow moving estuaries (less than 0.5 Knots).	<ul style="list-style-type: none">• Bury Lake• Local trip canal and Gade loop Croxley Moor• River Colne (Grand Union Canal to Withey Beds)• River Colne Loop• River Chess (Chess basin upstream to St Joan of Arc)• Thames, St Patrick's stream and/or Hennerton Backwater• Thames Wargrave to Aston Slip (portaging locks/weirs)• River Lee at Hoddesden• River Lee at Hertford (portaging weirs)• Wey Navigation and river Wey loop Addlestone• Cherwell at Oxford• Cam at Cambridge• Grove Mill Watford to Aquadrome via Gade in Cassiobury Park• Thames Boulton Lock to Cliveden and back• Middle Wye Glasbury to Hay on Wye



Description	Definition	Examples accepted by Nomad Kayak Club as within the definition, subject to weather condition
<p>Moderate water</p> <p>Coach/Leader to participant ratio 1:6</p>	<p>Inland: Large areas of open water that exceed the sheltered water definition, where the paddlers are no more than 500 metres offshore and in wind strengths that do not exceed Beaufort force 4.</p> <p>White Water: Grade 2(3) white water or equivalent weirs.</p> <p>Sea: A stretch of coastline with some areas where it is not easy to land but there will always be straightforward land points a maximum of two nautical miles apart. Crossings not exceeding two nautical miles. Up to 2 Knots of tide (but not involving tide race or overfalls). Wind strengths do not exceed Beaufort force 4. Launching and landing through surf (up to 1 metre, trough to crest height).</p> <p>Surf: Sections of sandy beaches free from significant hazard (e.g. rocks and strong rips) and easy access. Gentle, sloping and spilling waves, preferably peeling. Not pitching or dumping. Wave height should be no more than double overhead when seated in a kayak in the trough of the wave (head high for a stand up surfer).</p>	<ul style="list-style-type: none"> • Ivel • Symonds Yat Kern Bridge to rapids and rapids • Abingdon Thames and Swift Ditch • Great Ouse at Bedford • Medway estuary and wrecks at Queensborough • Middle Wye Built to Glasbury • Middle Wye Newbridge to Built • Thames and Abbey Stream loop at Laleham • Croyde Bay surfing calm conditions • Colne from Aquadrome to Denham Country park out of fishing season (must shoot weirs + low bridge)
<p>Advanced water</p> <p>Coach/Leader to participant ratio 1:4</p>	<p>Inland: Large areas of open water which exceed Moderate Inland Water and/or have winds in excess of Beaufort force 4.</p> <p>White Water: Grade 3(4) white water for canoe. Rivers up to and including grade 4 for kayak.</p> <p>Sea: Any journey on the sea where tidal races, overfalls or open crossings may be encountered and cannot be avoided; sections of coastline where landings may not be possible or are difficult; winds above Beaufort force 4; launching and landing through surf (up to 1.5 metres trough to crest height).</p> <p>Surf: Reefs, points, offshore breaks and sandy beaches, which may have significant hazards (e.g. rocks, strong rips, etc.) and may be remote and/or have difficult access. Waves may be powerful, steep, pitching, fast, hollow and heavy. Up to and above double overhead when seated in a kayak in the trough of the wave (or head high and above for a stand up surfer).</p>	<ul style="list-style-type: none"> • Tryweryn lower and/or upper • Lower Dart • Dee at Llangollen



RIVER GRADES

Extract from British Canoeing Environmental Definitions and Deployment Guidance for Instructors, Coaches and Leaders November 2021

Ungraded	Ungraded sections of slow moving rivers where the group could paddle upstream against the flow (not involving the shooting of, or playing on, weirs or running rapids).
Grade 1	Moving water with occasional small rapids. Few or no obstacles to negotiate.
Grade 2	Small rapids featuring regular waves. Some manoeuvring required.
Grade 2(3)	The overall standard of the run is grade 2, but there may be a few (normally one or two) grade 3 rapids that can be portaged if required.
Grade 3	Most rapids will have irregular waves and hazards that need avoiding. More difficult manoeuvring will be required but routes are normally obvious. Scouting from shore is occasionally necessary to maintain line of sight.
Grade 4	Large rapids that require careful manoeuvring. Scouting from the shore is often necessary and rescue is usually difficult. Kayakers should be able to roll before tackling these rapids. In the event of a mishap, there is significant risk of loss, damage and/or injury.
Grade 4(5)	The overall standard of the run is grade 4, but there may be a few (normally one or two) grade 5 rapids that can be portaged if required.
Grade 5	Extremely difficult – long and very violent rapids with severe hazards. Continuous, powerful, confused water makes route finding difficult and scouting from the shore is essential. Precise manoeuvring is critical and for kayakers, rolling ability needs to be 100%. Rescue is very difficult or impossible and, in the event of a mishap, there is significant hazard to life.