

Fife Sea kayak Club – Standard Operating Procedure

1. Club Details:

Fife Sea Kayak Club

Club Address: C/O 20 Portland Gardens, Kirkcaldy, Fife KY2 6XY

Types of Club Activities

Collaborative Paddling, supporting members personal development, led paddles and supervised activity

Committee Roles:

Chair: Louise Robb

Secretary: Dave Wishart

Treasurer: Sandy Olm McRae

Safety Officer: Dave Wishart

Safeguarding Officer: Celia Gray

2. Risk Assessments

<https://fskc.groups.io/g/main/files/General%20Club%20Documents/Health%20and%20Safety/FSKC%20Sea%20Kayaking%20Activities%20Risk%20Assessment%202025-6.docx>

3. Activity-specific Operating Procedures

All FSKC activities are carried out in accordance with the FSKC Operating Principles

<https://fskc.groups.io/g/main/files/General%20Club%20Documents/New%20Member%20Information/Fife%20Sea%20Kayak%20Club%20guiding%20principles%202025.docx> and the Risk Assessment linked above.

Group size, and where appropriate Leader to Group ratios will be managed taking account of the members paddling, the conditions expected on the day and the nature of the paddle.

Formally led paddles will normally operate on a 1-6 to 8 ratio depending on conditions; any increase in these ratios must be risk based and agreed with the club safety officer.

Collaborative paddles will not be dissimilar; group sizes will be determined by the overall number of people paddling and the range of skills and experience within each group. It is imperative that the skills and experience across the group collectively is capable of dealing with the activity planned, taking account of the weather, tides, distance and any other relevant environmental factors.

The key difference between the type of activities is that responsibility for the group lies with the Leader/ Coach/ Instructor in a FORMAL activity, whereas that responsibility is shared amongst the group for COLLABORATIVE/ INFORMAL activity.

A briefing, or group discussion and agreement will **always** take place before each paddle; the nature and detail of which will again depend on the criteria set out above. As a minimum, it will include the planned route, identify safety equipment carried within the group (and the ability to use it) and the emergency procedures to be adopted in case of an incident including first aid.

4. Equipment Maintenance and Checks

The club Equipment Officer is responsible for all equipment owned by the club, their detailed role and responsibilities are set out in

<https://fskc.groups.io/g/main/files/General%20Club%20Documents/FSKC%20Committee%20Roles%20and%20Responsibilities/FSKC%20Equipment%20Officer.pdf>

5. First Aid Provision

Formally led activities will, by their nature, have a suitably qualified first aider present. For collaborative and informal activities, the provision of first aid will be discussed as part of the pre-activity discussion and each paddler will be expected to carry a simple first aid kit for personal use. The club provides subsidised first aid training over the year and is unlikely that any group will not have appropriate first aid provision.

6. Communication

The club uses a number of communication channels, with the primary one being the FSKC Main i.o. group which allows free communication to and from all members of the club. Sub groups will be set up from time to time to allow more targeted communication; for example, where a small number of members are taking part in a specific activity.

Generally, planned club paddles and other activities will be communicated using the main group in the first instance. The sub group described above and on occasion a WhatsApp group may be set up for effective communication within that smaller group. The description of the planned activity should indicate what level of paddler the activity would be suitable for, in line with the club operating principles.

7. New Member Procedures

The process for members joining, participating, communicating within and leaving the club are set out in:

<https://fskc.groups.io/g/Committee/files/FSKC%20Membership%20Process%20Map%20v1.docx>

New members of the club will identify what level they can reasonably paddle at; this may include any formal qualifications they hold, and every member must update this self-assessment as part of the membership renewal process.

8. Medicals, Shore Contact and ICE Cards

Before any paddle, any paddler should share any **relevant** medical information with the leader / coach/ instructor in the case of a FORMAL activity, and with at least one other member of the group in the case of collaborative paddles.

Each paddler should carry an ICE (In case of emergency) card on their person during club paddles, the location of this should be identified during the pre-activity brief / discussion.

9. Use of Club Premises

FSKC operates with a “virtual” clubhouse and as such has no premises to consider

10. Non-members and Visitors

A visiting member shall be any person who takes part in a Club activity and is not a member of the Club.

Any person attending as a visiting member may only do so for a maximum of 3 club activities; they must thereafter become a full member of the club.

All members and visiting members shall accept the terms of this constitution and any policies and procedures from time to time adopted by the Club.

11. Emergency and ‘Late Back’ Procedures

The process followed should reflect the nature of the activity.

In the event of a formal activity taking place, the leader/ coach/ instructor will make arrangements with an appropriate shore contact to firstly investigate and if appropriate raise the alarm should contact be lost.

In the event of an informal activity taking place, a common-sense approach should be taken.

12. Incident reporting

All incidents should be reported here:

<https://www.paddlescotland.org.uk/report-a-paddling-incident>