

Bromley Canoe Club Activity Protocol

Chipstead Lake

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1. Scope and alignment

As a club affiliated to Paddle UK (PUK), Bromley Canoe Club (BCC, the Club) is required to meet the PUK Paddle UK Standards for Deployment Policy (2024) (SfD) as published on [Standards For Deployment | Paddle UK](#).

This protocol details the Club's approach to the SfD in line with the Club's safety framework. It covers the roles that must be in place to run the Club activity, including attendance by Leaders, Coaches, Helpers, Safety Officers and Committee Members.

2. Deployment standards for a club organised activity

2.1. Environmental Classification and Ratios

Chipstead Lake meets the PUK environmental classification for 'Sheltered Inland Water'¹, where paddlers are less than 200Meters offshore and the wind is under Beaufort 3 with calm lake conditions.

When organised as a formal club activity (i.e. advertised and booked via JustGo) the paddling activity type (see Club Safety Framework Overview) may include:

- **Formally coached or led**
- **Supervised Club Activity**
- **Collaborative paddling .**

To meet the SfD, the ratios of Club approved leader/coach/ supervisor for the lake are therefore:

- Solo Craft 1:8
- Crew Craft 1:12

2.2. Leaders/Coaches/Supervisors

Each leader, coach or supervisor must be approved through the Club approval process.

¹ See PUK Environmental definitions 4Jan23 at [Standards For Deployment | Paddle UK](#)

The requirements for coaches and leaders are set by Paddle UK and supervisor standards are detailed in the Club Safety Framework.

2.3. Paddler competencies

In line with the club safety framework, club paddlers can be deemed as competent to paddle in a collaborative group or competent to be a member of a supervised group.

Competence of individual paddlers will be recorded against their JustGo profile.

All individuals that do not meet the standards for a club assessed competency must be led or coached.

For the avoidance of doubt, minors (those under the age of 18) must be led /coached or supervised on the water by a club approved coach / leader or supervisor.

2.4. Operating the activity

For each session a 'Duty Paddlesport Leader' (DPL) will be appointed. They will be responsible for:

- Prior to the session
 - Ensuring that there are enough Club approved Leaders / Coaches / Supervisors to meet the required ratios
 - Ensuring that at least one person is a current coach or leader (to the minimum standard)
 - Confirm with the qualified leaders / coaches that the environmental condition as are suitable for 'sheltered water' definition. If they are not then agree what modifications to 'normal groupings' may be required. Examples of modifications may include: new paddlers are restricted to near club house or only paddle upwind of the clubhouse.
 - Taking account of and reviewing the risk assessment (available on the club website)
 - Ensuring that paddlers are logged onto the lake, have initialled to say they have read the Chipstead rules and that payment is recorded
 - Ensuring that an appropriate briefing has taken place based on the abilities of the group, weather conditions, expected hazards and expected sunset. This should include any modifications to normal practice due to the environmental conditions.
- After the session
 - Ensuring all paddlers are signed off the water
 - Equipment is put away safely and securely

The first aid kit is available and is stored in the shed for use if required.

Any injury or incident must be reported to the Secretary and the incident log updated and Safety Officer consulted.

Groups should be organised with a minimum of 3 craft. The different types of groups may include any of:

- Coached / led groups: Any paddler that does not have competency recorded in their JustGo profile must be in a group led by a qualified coach or leader.
- Supervised groups: paddlers who have supervised paddler competence recorded in their JustGo profile may be in a supervised group but must not be in a collaborative group.
- Collaborative group: paddlers who have competence to paddle at Chipstead without supervision recorded in their JustGo profile. The groups should not be less than 3 craft. Under 18s may not be part of this group.

2.5. Equipment that must be available

All paddlers must have:

- A buoyancy aid or life jacket
- Appropriate footwear
- Appropriate clothing for the weather conditions and time of year

3. Deployment standards for a collaborative paddle at Chipstead

Chipstead may be available to Club members at other times, subject to the following procedure:

- A member must inform the Executive Committee of the intended paddle at least 72 hours beforehand, including providing a list of individuals who are wishing to paddle
- Once agreed, the list must not be added to without further agreement with the Committee member
- A member of the Executive Committee, working with the agreed paddler competency framework, must ensure that all paddlers have reached the appropriate level of competency to paddle
- All paddlers who are taking part must have competence to paddle as part of a group in a collaborative recorded against their Just Go profile)
- The Executive Committee member will liaise with the sailing secretary at Chipstead Sailing Club to ensure that the proposed time is not going to conflict with other activities. If there is no conflict then they will then inform the member that the paddle can go ahead.
- A list of all paddlers must be provided to the Executive Committee member and an event created in JustGo to record attendance
- Members under 18 and members that have only met the supervised paddler competency may only join the paddle if a Club approved supervisor / coach / leader has agreed to attend and supervise them.

4. Associated policies and guidance

The following guidance is to be read alongside this protocol:

- Chipstead Lake rules
- Chipstead Lake risk assessment
- Club safety framework
- Paddler competency assessment

5. Review and monitoring

This document will be reviewed as and when new standards are announced or updated by PUK, or every 2 years, as and when required.

Bromley Canoe Club