

# Bromley Canoe Club Activity Protocol

## General Club Paddling Activities

|                                           |                                        |
|-------------------------------------------|----------------------------------------|
| Version:                                  | 1.0                                    |
| Approved by:                              | Club Committee                         |
| Date approved:                            | 10 <sup>th</sup> December 2025         |
| Name of originator/author:                | Standards for Deployment Working Group |
| Name of responsible committee/individual: | Club Committee                         |
| Date issued:                              | 11 <sup>th</sup> December 2025         |
| Next review date:                         | 10 <sup>th</sup> December 2027         |

### 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.

Stadium Paddling, Swimming Pool and Chipstead Lake sessions are covered by separate documents.

### 2. Deployment standards for a club organised activity

#### 2.1. Environmental Classification and Ratios

Bromley Canoe Club will paddle various environments ranging from Very Sheltered through to Advanced White Water<sup>1</sup>.

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

- **Coached or Led;**
- **Supervised Club Activity;** and
- **Collaborative paddling (peers).**

To meet the SfD, the ratios of leader/coach/club approved supervisor are recommended as:

Very Sheltered Water and Sheltered Water

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

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

Moderate Water (Grade 2(3) White Water or equivalent weirs)

- Solo Craft 1:6
- Crew Craft 1:10

Progressive Water (Grade 3(4) Canoe, up to and including Grade 4 Kayak)

- Solo Craft 1:4
- Crew Craft 1:4

Advanced Water (White water grade 4/5).

- Ratios to be determined by coach / leader / supervisor approved to work at this level.

## 2.2. Leaders/Coaches/Supervisors

Each leader, coach or supervisor must be approved through the Club approval process for the environment being paddled.

## 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. Each environment has a specific set of criteria and approval is for the paddler in that level of environment and all environments at a lower level.

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 activity (which for the avoidance of doubt is any activity other than a Chipstead, Stadium White Water or Pool session, including day trips, ad-hoc lake sessions other than Chipstead and weekend activities) a Lead Paddler and Activity Organiser will be appointed. They will be responsible for:

- Prior to the activity
  - Ensuring that there are enough Leaders/Coaches/Club approved leaders to meet the required ratios.
  - Ensuring a member of the committee (or alternative) has agreed to act as the remote contact in the event of an emergency. This person must not be on the trip.

- Completing the activity pre-assessment form, and
  - Ensuring that the moving water risk assessment section is completed taking into account the standard risk assessment (available on the club website).
  - Ensuring that the welfare and safety officers have been given the opportunity to comment **prior** to the trip.
- Ensuring that at least one person is a current coach or leader (to the minimum standard). Exceptions to this requirement would be
  - All paddlers are competent for the environment and all groups are therefore collaborative.
  - Paddlers are either competent or assessed as suitable to be supervised in the environment. In this case a Club approved supervisor would be the requirement.
- Confirm with the qualified leaders / coaches / supervisors that the environmental condition are suitable for the 'very sheltered, sheltered, moderate or advanced white water' definition. If they are not, then agreed modifications to 'normal groupings' may be required.
- Ensuring that appropriate groups of paddlers are created, based on paddler competencies (as recorded on JustGo) and leadership/coaching requirements for the activity.
- Ensuring that each participant understands the nature of their group ie collaborative, supervised or coached / led.
- 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.
- Ensuring that the leader/coach/supervisor of any group is informed of any medical conditions prior to paddling.
- Ensuring that appropriate safety equipment is taken on the activity and signed out of the den.
- Ensuring that individuals have been informed of the appropriate clothing for the activity (in particular where new paddlers are attending).
- After the activity
  - Ensuring that the post activity section of the activity assessment form is completed and reviewed by the committee, including the Safety and Welfare officers if any near miss or injuries have occurred.

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

## 2.5. Equipment that must be available

All paddlers must have:

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

All club provided boats must be fitted with airbags and it is recommended privately owned boats are also fitted with airbags.

Each group must have (this does not have to be club provided kit):

- Paddle splits (this can be a single set across all groups).
- First aid kit.

### 3. Associated policies and guidance

The following guidance is to be read alongside this protocol:

- Moving water risk assessment.
- Club Safety Framework.
- Paddler competency assessment.

### 4. 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.