



Canoe Sports Trust

Method Statement for All Group Activities on Base

The Base Supervisor will plan to arrive before the instructors, giving them time to open required facilities and unlock equipment. Instructors are required to arrive at the paddle zone 15 minutes before a single booking and half an hour before multi-activity and summer course bookings. This ensures the instructors are suitably briefed ahead of the arrival of the participants and that any equipment required can be sorted out beforehand.

Groups are instructed to arrive at the allocated activity start time and muster at the gate outside the facility.

Activity Preparation

The Group will be met by the Base Supervisor or lead instructor who will provide a short briefing of what is planned during the visit. Instructions may include:

- Welcome to the Canoe Sports Trust.
- Leadership – introduce the Team Leaders
- Wrist Bands (multiple groups only)
- Changing and toilets, if you need to go - do so when getting changed.
- Other groups on site today, where we will be based - bag storage.
- Footwear protects your feet, Hats guard against sun burn and string for glasses.
- Medication, inhalers and Epi pens – pass to team leaders to carry for you.
- First Aid and Emergency Procedures – Horn or whistle signals.
- Respect the Instructors, poor behaviour will get you removed and excluded from sessions.
- Not sure what you are doing next – ask your team leader.

If wetsuits are deemed as necessary, these will be issued before inviting participants to dry change locally for the activity.

Having changed for the activity, participants will muster, medication will be collected and placed in a red waterproof bag. Participants will be instructed how to wear and adjust a buoyancy aid. Buoyancy aids are then distributed, Instructors will check everyone's buoyancy aid is fitted correctly.

If groups are rotating through multiple activities, then one instructor carrying the red bag, will remain with the group for the day, this instructor will be assigned as the group's leader, ensuring they are where they need to be and to muster the group following any breaks.

Activity

Activities will initially be conducted in the cut and only when the activity Instructor is confident the group is sufficiently capable, or the weather conditions are good, should the group venture on to the lake.

The prevailing wind conditions may dictate the area on the lake to be used for activities. If the wind speed is anything above Beaufort wind scale 4 the activity should be limited to experienced paddlers, this may require the activity to be restricted and operated from within the shelter of the Cut.

For any activity likely to result in frequent immersion, participants should be wearing suitable clothing for the water temperature and conditions.



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Paddling groups should keep in contact with the base supervisor by carrying a radio and keep the group within 50m of the shore.

Should first aid need to be administered then the base supervisor should be contacted in the first instance, this may require the affected person or the whole group to be brought to the shore and disembark.

Should weather conditions deteriorate or the group experiences an all-in or significant capsize event that cannot be recovered (such as a dragon boat capsize), it will be necessary to direct paddlers to the nearest shore, then muster, head count before walking back to base, the craft can be recovered later.

Notes for specific activities or conditions:

Canoe Polo should be led by two instructors on the water with a third adult providing shoreside support. Spray decks only to be deployed on spray deck proficient paddlers.

SUP activity briefing to include dropping to knees near the bank and maintain a board length between each person.

Mega SUPs have capacity for between 8 and 10 paddlers who need to be deployed with canoe paddles. Mega SUP instructors must have a whistle and during the activity briefing explain that if the whistle is blown everyone should freeze as the instructor has spotted a potential incident, injury or accident. Participants should also be instructed to keep one hand on the 'T' Grip at all times to reduce the risk of injuring another participant.

Improvised Rafting participants are to wear orange helmets and use the Lomo yellow paddles and told to sit before approaching other rafts, boats or the shore to avoid falls that could result in injury.

Coracle activity briefing to include feet placement for getting in and out safely, reducing the risk of tipping the coracle by the bank. Coracle activities conducted anywhere beyond the pitch should be accompanied by an instructor on a SUP board to administer recovery following a coracle capsize.

Sit on Top kayaks should use longer kayak paddles on account of being slightly higher above the water than when in standard kayaks.

Dragon Boating activity briefing must include numbering off and capsize procedure.

Canoeing, CST do not allow gunnel bobbing and remind participants not to stand on the seats.

Disembarking

Leave the lake being sure to empty all craft. Participants are required to assist with putting equipment away and only after all kit is stowed should buoyancy aids be removed and washed in the Dunk and rinse area and hung to dry before going to get changed.

Participants wishing to shower may do so in the Wet Zone, any wetsuits need to be washed in the showers and later rinsed by the instructors.

Ensure everyone has changed before bringing the group back together to summarise the activity, Instructors should seek an opinion of what the participants enjoyed most. CST summer camps can be promoted with literature being given out, this is the best time to return any medication collected and return eye wear strings.

Dismiss the group.

Instructors should do a final check of the premises and equipment before conducting any wash up discussions.