



Equipment Use Policy

Author: Kim Siekerman

Date: April 2010

Updated by: Thomas Nash

Date: 18/04/2019

Rationale:

ULKC provides a calendar of events which includes training for personal, leadership and safety skills. The club is very strong in provision of safety and leadership skills and has a calendar of events which provides space for personal skills development.

We recognise the invaluable contribution made to the club by its members in terms of passing on these skills. The development of any individual's personal skills must not be hampered. To that end we permit use of kayak club equipment for use by members in club trips which fall outside the base club calendar.

These trips can be organised "on spec" often based on the unpredictable nature of available paddling conditions.

Aim:

To define a procedure which lets people be able to have club equipment for paddling outside of calendar trips (i.e. to go paddling "on spec") while maintaining traceability of boats and with primary focus on safety.

Objectives:

- To maintain traceability of club equipment
- To maintain safety standards currently applied to club calendar trips
- To allow continuous development of skills in club members

Execution:

Define protocol:

- Define club trips:
 - o A club trip is any trip in which any club member uses club gear. The member must meet the requirements outlined below. Failure to comply with the policy equates to a failure in making the on-spec trip a club trip and therefore should not be using club equipment.
 - o Members must have the trip approved by the Captain and/or Safety training and development officer and one other committee member
- Traceability requirements
 - o All equipment being used must be entered into log book. (need log book to be obvious/available etc)
 - o Log book entries to include: (Who, where, what equipment, experience, date taken, date returned)
- Group/Skills requirements
 - o General paddling across all disciplines;
 - Groups size of no less than 3 people
 - Ratios; there must be a ratio of 1:1 where there is one member who has passed proficiency assessments equivalent to the grade of water being paddled to one member who is less experienced.
 - Instructors; different ratios apply to qualified ICU or BCU instructors (as outlined in the ICU syllabus)
 - River levels: the river in question has to be assessed on the day and paddled 'within its grade'. If the river looks high, the river grading may have to be adjusted upwards. This has to be reflected in group members' proficiency levels.

- Previous experience; in addition to proficiencies members need to ensure that there is sufficient experience in the group. Paddling members should have previous experience of similarly graded rivers.
- “Out Back” solo paddling (Long Distance); Solo paddling on Grade 1 is low risk both in terms of likelihood and magnitude of any dangers. Despite this we regard it as necessary to take a cautious step by requiring paddlers to go a step further in skills requirements by needing a minimum of level 3 proficiency and an RSR course (or equivalent).
- “Surf Trip” minimum of two people on the water at discretion of Captain and/or STD
- Equipment requirements
 - Members must use whatever gear is appropriate for the water they intend to paddle. Some examples:
 - A rope should be brought on all river trips
 - Situations like “Little Eas” or “Jacksons” should be protected by someone who can clip onto the bank (appropriate PFD)
 - At least one basic first aid kit/rescue kit should be on any trip
 - Prior permission from the Captain and/or Equipment officer must be obtained before using specialised boats such e.g. composite slalom or Surf boats
- Equipment use outside of club trip
 - On a case by case basis equipment can be borrowed for personal use with permission from both Captain and Equipment Officer
- Gear Ban/Warning
 - To prevent misuse of gear, a gear warning/ban may be handed out to individuals who show no regard for gear.
 - Procedure as follows gear warning to be handed out via email directly to individual on first offence (a gear warning has no repercussions), a gear ban may be handed out upon repeat offence (Individual is not allowed to use any club gear during the period of the ban)
 - Conduct resulting in a gear warning may be:
 - Purposely damaging gear
 - Using gear without prior permission (club or personal)
 - Not signing out gear before use (outback not applicable)
 - Not returning gear in a timely manner
 - Any other incident up to discretion of captain/equipment officer
 - Gear warning/ban shall last 15 weeks

Publish protocol:

- Web Forum
- Website
- Boathouse Posters

Supporting documentation:

- Incident report
- Log Book
- Core Committee list
- Core committee question list