

## Information for HCC Coaches and Volunteers for Activities 2021

Hinckley Canoe Club is happy to announce that Club Activities have resumed for the 2021 season. HCC will again be offering a variety of courses for beginners and those wishing to improve their paddling as well as Trips for the more experienced. Trip places and Lake sessions will be advertised on our Facebook Page and website. All activities should be booked via the online booking system.

Please take time to read this information as we continue to need to modify the Club's procedures due to the Coronavirus pandemic. We have made our arrangements after careful consideration of national Government Guidelines and specific recommendations made by British Canoeing, as well as with our venue, Stanton Lakes.

Whilst much of this has been shared in the Member's Information, there are a number of additional points to share with Coaches and Volunteers to help you run the sessions and trips.

HCC's Committee will continue to review the guidance on a regular basis and will update you as changes arise. We appreciate that you may have some questions about the new arrangements, so this document has been created to provide you with information. If, having read this, you still have concerns, then please contact any member of the Club Committee

**Thank you for your assistance – Happy Paddling!**

**Hinckley Canoe Club Committee**

**Dated:** 18/04/21

## Our Arrangements 2021

- **Lake Sessions Bookings and Payment via Bookwhen**

We will operate [online bookings and payments only using Bookwhen](#) to control numbers of participants in line with government advice. Members can access club kit, subject to availability, for all booked onto group sessions and for the social paddle. Social paddlers still need to be known to have demonstrated a **minimum** of [Explore level](#) of competency or equivalent. As Lake places are limited, we ask participants to be mindful of other members and not book successive weeks to give equal opportunity to all.

- **Trip Bookings and payment via Bookwhen**

These will be advertised on **Facebook** in the HCC Members Area. [Bookings and payments will only be taken using Bookwhen](#). Places will be limited, and participation will be at the discretion of the Trip Leader. The Trip Leader needs to monitor bookings and try for additional Leader support if there is

more interest than places. The Trip Leader also determine if participants are capable of paddling at the level needed for the trip. If not, the Trip Leader will advise the paddler and explain that their place will be refunded.

- **Trip/Event Lists, COVID Tracking and Emergency Contact Details**

Participants and Coaches (no payment needed) to book each session via Bookwhen and to provide their emergency contact details replacing the need for a signing on sheet. Participant's details from Bookwhen will be shared with the Trip Leaders, Course Coaches and Bank Cover prior to each event. After each event Coaches/Leaders to safely destroy hard copies and delete electronic copies of these confidential details. Please advise a Committee member if a participant does not attend. This avoids HCC contacting someone in error if needing to do so for Test and Trace purposes. Kit may also be available for club trips (Contact Mike Dallaway, Kit Officer) but timings for kit collection must be by prior arrangement.

- **COVID 19 Symptoms**

If you feel unwell with [symptoms of COVID-19](#) on the day of your session or if you are self-isolating, you must not attend. Please liaise with Ben Hardy (for Lake Sessions) or Neil Smith (for Trips) so cover can be arranged. If you become unwell with symptoms of COVID-19, or test positive, within 48 hours of paddling with HCC, please notify us promptly by the contact form on our website [Contact Form](#) (this sends to [membership@hinckleycanoecub.co.uk](mailto:membership@hinckleycanoecub.co.uk) and [secretary@hinckleycanoecub.co.uk](mailto:secretary@hinckleycanoecub.co.uk)) or message Liz Owen or Alison Hardy via Messenger. This will enable one of the Committee to confidentially alert fellow attendees for that session that someone has developed symptoms. Your identity will not be revealed to them.

- **Access to Site**

Access is only for those who have pre-booked, or who are a designated volunteer for the evening. Coach or Bank Person for the session should check those present are pre-booked for that session.

Everyone MUST arrive on time (as advertised and confirmed when booking). Late arrivals cannot be accommodated. A session end time will be stated at the time of booking and must be adhered to unless the whole session needs to end earlier than planned.

Drivers who are not participating MUST avoid the HCC area. All participants to avoid congregating near the container or the decking area. HCC still needs to limit group sizes and avoid mixing between groups. However, the public are now permitted to walk around the lake.

- **Lake Facilities**

There is no access to toilets, changing room or showers at the Lake, so please come suitably dressed ready to paddle. Remember to have a way to keep your car keys dry too although there are key hooks on the inside door of the first container. Keys are left at owner's risk.

- **Follow Good Practice for Social Distancing and Hand Personal Hygiene**  
Participants/volunteers to park, prepare to paddle, launch/get off and paddle, respecting social distancing at all times. Please park with a car's width between you and the next car.  
Observe good hand hygiene. No hand washing facilities available at the Lakes, so please use hand sanitiser on arrival and after touching any shared surfaces. If you can, please bring your own hand sanitiser for personal use
- **Emergency Rescues and First Aid**  
Participants to be reminded that Coaches/Leaders will adopt rescue techniques and provide First Aid aiming to avoid comprising social distancing rules unless in the event of an emergency. Sanitiser must be used after rescues or first aid if social distancing is compromised.

## Format of a Club Session 2021

- **On arrival at the Lake**
  - Session Participants, Coach and Bank Cover to arrive promptly at pre-determined time.
  - All to proceed to HCCs parking. Once "booked in" they will be advised on where to meet their Coach in their paddling kit.
  - When parking, leave extra space between vehicles so kit can be removed from roofs whilst maintaining social distance.
- **Gate Person/Greeter**
  - From a designated point (e.g. gate nearest to the decking), using the session list provided to them from Bookwhen, to ensure those arriving have booked onto a session. Also to ensure newcomers understand where to park (advise to drive slowly as others may be walking along the same track), what to wear (e.g. footwear **MUST** be worn by all) who their Coach will be and where to meet them.
- **Bank Cover Person will access the container to**
  - Block the track using gate nearest to the decking to once the sessions begin.
  - Place "Participants only beyond this point" sign at the gate.
  - Set up sanitiser stations (topping up bottles if required) and signage, including those at decking area.
  - Put the throw line on the gate by the decking.
  - Remove all of the above at the end of the session and ensure all are secured in the container.
- **Kit issue and reclaim (disposable gloves are available)**
  - Anyone needing kit to be asked to socially distance in front of the container. Sanitiser to be used by all before touching kit. Access to the container to be limited to one person at a time, Ideally the Coach will guide the participant to select specific kit to avoid unnecessary hand contact. May be appropriate to lay out kit for participants to pick up, or to vacate the container for the participant to go in alone to pick up their BA/paddle/helmet. Face coverings

could be worn inside the container and coaches may choose to wear gloves if passing kit to others.

- Once equipped, Coaches to advise paddlers on how to make adjustments e.g. to BA, foot pegs etc. Participants to then be directed either to a specific area to avoid congestion. Consider using cones to mark “waiting area” while others are equipped. Advise to avoid shared carrying of items such as boats.
- Used kit to be returned to the container to be quarantined for 72 hours before next use. If kit needs to be reissued within 72 hours, paddles and boats rims/carry handles to be wiped down using sanitiser wipes.
- **Decking**
  - Initially no one allowed on decking except Bank Cover Person to set up, then Coach and Participants (when instructed). No exceptions unless first aid or safety reasons and Bas MUST be worn.
  - Groups to be directed to use a particular side of the decking as another group may also be using it to get on/off at the same time and groups MUST remain separate.
- **Pre-Brief/Group Get On/Group Time**
  - Coach to conduct their normal briefing plus COVID-19 instructions to include social distancing, sanitising facilities, get on/off procedure. You may need to explain the rationale as necessary.
  - Coach will get on the water first.
  - Participants to get onto the water from the decking as directed by your coach, e.g. 2 at a time one at each end of the decking.
  - Consider using gloves and/or sanitiser if it is absolutely necessary to assist with boat carrying.
- **On the Water**
  - Social Paddlers must paddler in a group of 2, or more, craft.
  - Coached groups to stay together during the session and not mix with other people who may be present. Larger groups sizes are now permitted on the water during a club activity but off the water group sizes must remain to a maximum of 6 people.
  - Coaches may instruct Groups to keep close to the bank of the lake enabling paddlers to self-rescue and swim to the bank.
  - Activities that could increase the risk of capsize to be avoided e.g. Tag and ball games.
  - No deliberate jumping in, capsizing or swimming. Participants will be asked to leave the water by their Coach or other Club Representative if this occurs.
- **Rescues and First Aid**
  - Capsize procedure instructions to be confirmed, self-rescue to be advised unless an emergency.
  - Participants to be made aware that Coaches will adopt rescue techniques that do not comprise social distancing rules unless an emergency requires closer contact. Rescue protocols - Shout, Reach, Throw, Row, Go. Sanitiser must be used after rescues or first aid if social distancing was compromised.

- Volunteers to make themselves aware of [Government Advice regarding First Aid](#) including the use of [appropriate PPE](#).
- **Get Off**
  - Coach and group to leave the water together at the predetermined time.
  - Participants to leave the water, two at a time, one at each end of the decking unless one end already in use by a different group. Social distancing to be maintained between groups.
  - Sanitiser is provided at a number of locations for use. Advise all to take every opportunity to sanitise their hands.
- **Additional Group - Staggered Start/Finish times**
  - If more than one group is present on site, they MUST act independently and not interact.
  - Each group to get on/get off the water at their pre-determined times.
- **Leaving site**
  - Groups MUST avoid lingering and leave the site promptly as a group.

Our risk assessments are available on our website. [Click here to follow the link](#)