



**Tandridge Canoe Polo League**

**Standard Operating Procedures**

**and**

**Emergency Action Plan**

**January 2018**

## STANDARD OPERATING PROCEDURES at Tandrige Leisure Pool (TLP)

### Organisation:

Each session will have an approved British Canoeing Polo Referee or Canoe Polo Coach or UKCC Level 1 Coach or higher in charge, called the Session Leader, who works in conjunction with the Pool Duty Manager.

In order to ensure safety, there will be a minimum of:

- One further approved BCU Coach, Trainee Coach or Approved Adult Volunteer
- One referee
- In Development League, an adult, called the Adult Team Leader, responsible for each team of Under-18's
- One qualified lifesaver (provided by Freedom Leisure)

### Approved Coaches:

In order to be approved, the Coach must have:

- Registered annually in September as a coach with Tandrige Canoe & Kayak Club (TCKC)
- BCU or UKCC Level 1 or higher Coach Training
- Canoe Safety Test or Foundation Safety and Rescue Test (FSRT)
- First Aid Certificate (current)
- Enhanced DBS check
- Evidence of up to date BCU membership

### Approved Lifesavers:

Lifesavers provided by Freedom Leisure must hold the National Pool Lifeguard Qualification (NPLQ).

### Approved Adult Volunteer Helpers ie Referees, Session Helpers:

All regular session helpers must undergo DBS checks where applicable via TCKC.

### Attendees:

In Development League, all Under-18's shall be in a team supervised by an Adult Team Leader, or else be supervised by their parent/guardian.

In Premier League, it is advised that all Under-18's are supervised by an Adult Team Leader, but this may be at the discretion of the Session Leader, giving due consideration to safety.

## RESPONSIBILITIES

### Pool Duty Manager

- SOP 1-1** Ensure that the area between the canoe store and entry doors is free from cigarette ends, broken glass, sharp objects and general dirt
- Ensure access to goals (in Plant Room) and Changing Rooms from 17:45
- Have a key to First Aid Room and first aid materials
- SOP 1-2** Supply radios for use by the Lifesavers to contact the Duty Manager
- SOP 1-3** Raise any safety concerns with the Session Leader
- SOP 1-4** Perform or take over first aid or rescue if needed (see Emergency Action Plan)
- SOP 1-5** Ensure that current Pool procedures are carried out in the event of an emergency or evacuation

## RESPONSIBILITIES/Continued

### Session Leader

Any or all of these responsibilities may be delegated to another Approved Adult who must confirm to the Session Leader that all is in order before pool activity commences.

- SOP 2-1** Ensure that the League Membership Secretary or a stand-in takes the attendance register, whose duty it is to:
- check that an Adult Team Leader is present for each Development League team
  - tick against names of the players present and collect fees due
  - hand the register to the Session Leader, flagging up any issues
- SOP 2-2** Ensure that there is at least one additional Coach/Approved Adult present
- SOP 2-3** Ensure that an adult is supervising transfer of boats from store to pool, supervising safe manual handling and checking boats are clean and leaf-free
- SOP 2-4** Ensure that the Lifesaver is in place before anyone enters water
- check that Lifesavers have a radio to contact the Duty Manager
- SOP 2-5** Ensure that a Referee is present
- SOP 2-6** Address any safety concerns, eg trip hazards around the poolside, behaviour, reserving the right to ask people to get out early if necessary
- SOP 2-7** Have a mobile phone available (there is no longer a payphone at the pool)

### Lifesavers

- SOP 3-1** Have a radio (issued by Tandridge Trust) in case you need to contact the Duty Manager
- SOP 3-2** Ensure that the activity in the Lagoon Area does not compromise safety
- SOP 3-3** Call the Duty Manager by radio if anyone needs first aid treatment
- SOP 3-4** In the event of a major emergency:
- give 3 good blasts on a whistle to clear the pool
  - press the Pool Guard Alarm Button (Chair/Wave area) to activate the siren
  - get everyone out of the water to an area away from the incident.
- The Duty Manager will take over

### Referee

- SOP 4-1** Check that players are adequately kitted out and protected
- SOP 4-2** Check that the polo boats and equipment meet BCU safety standards
- SOP 4-3** Ensure safe play, using BCU infringement signals and sanctions as necessary

### Adult Team Leaders

- SOP 5-1** Do not allow dirty boats into the Pool
- SOP 5-2** Supervise the behaviour of your own team in line with good practice (SOP 6-1 to 6-5)
- SOP 5-3** Find out if your team have any difficulties or conditions that may require treatment or special care and tell the BCU Coach at every session
- SOP 5-4** Have a telephone number where you can contact the parents of your team
- SOP 5-5** In Development League, ensure that your team gives safety cover by watching the whole of the match before theirs; help your team make quick and safe changeovers
- SOP 5-6** Raise the alarm if necessary via the Lifesaver

### All

- SOP 6-1** Your behaviour must be consistent with good practice, including:
- do not run around pool, climb equipment, dive or push people into water
  - do not drag or lift a boat full of water onto poolside or around poolside
  - be aware of your own safety and that of others (control your paddle & kayak)
  - no entry to sauna, steam room, bubble pool, slide, cafe or upstairs
  - do not mess around in showers or changing rooms
- SOP 6-2** Do not bring dirty boats into the pool
- SOP 6-3** Be aware of safety – learn how to lift and empty boats correctly, do not leave kit where it can be tripped/slipped on, wear appropriate shoes & clothing between pool and store
- SOP 6-4** Get out of water if you feel sick or are bleeding
- SOP 6-5** Get out of pool if emergency alarm raised (3 good blasts on whistle)

### EMERGENCY ACTION PLAN

In the event of an emergency such as a serious injury or possible drowning:

- Press the Pool Guard Alarm Button (chair/wave area) to sound the siren and alert the Duty Manager
- Raise the alarm by 3 good blasts on a whistle, asking people to get out of the water.
- If you are not involved in the incident, get out of the water at the nearest point and move to an area away from the incident.
- Coaches will be responsible for ensuring that the casualty is released from the boat (if appropriate) and taken to the side of the pool
- Pool staff will handle the incident once the casualty is at the side of the pool

### Safeguarding

The Club's main aim is to provide safe and enjoyable paddle sport for children and young people. If you have any concerns about inappropriate behaviour towards any junior members whether by other children or by adults, please contact the Club Welfare Officer who will know how to deal with your concerns. If you prefer, speak to any of the approved BCU Coaches.

The Club's Safeguarding Policy can be viewed on [www.tckc.org.uk](http://www.tckc.org.uk) within the Club Constitution document.