

SSWAC

Covid-19 Amber level

V 2.0 Includes use of club Centre, craft and kit.

Best practices for club event organisers and leaders

Event organiser and/or leader	Participant, parents etc	Equipment required
This may be one and the same person		
Before the event		
If the event is to be held at, or begin and end at, the SSWAC Canoe Centre, ensure there is no clash with Godalming District Scout Canoe Club by contacting Ian Rolands, the SSWAC club bookings secretary.		
Ensure a Covid-19 Emergency Pack (supplied by the club) will be carried at the event by someone trained in the use of the resuscitation mask. Check the contents expiry dates.		Covid-19 Emergency first aid pack.
Create an invite to the event. Issue invite via club e-mail system and Facebook.		
Ask for and record, in a medium of your choosing, each and every individual's name, contact telephone number, and e-mail address, for the purposes of Track & Trace. State that this information will not be passed to any third party, other than the Track & Trace organisation, if and when appropriate.	Participant to provide the name, contact telephone number and e-mail address for the purposes of Track & Trace. If applying for a group, details for everyone will be required	
Ask for and record, along with the above details, any special needs, including injuries that may require more assistance.	Participant to provide requested information.	
State that a participant will be refused a place if they have Covid-19 symptoms, or are in a household under quarantine.		
Invite to state that, dependent on nature of event, maximum persons must not exceed 15 participants and 5 Coaches/Leaders.	Accept that especially for more popular events, places are awarded on a first come, first served basis.	
Invite to state that participants may provide their own craft and equipment, or they can now hire club craft and equipment.	If possible, use of own craft and equipment is preferred.	Club craft & equipment, if booked in advance.
Invite to state that participants must have experience, and hold a minimum of either the BCU 1 star, or the BC Discover award, for sheltered water events. For other grades of water, higher qualifications will be required.		
Invite to state cars are only to be shared by people from one household or 'bubble'.	Participants are not to car share.	
When allocating a place on the event, attach to the confirmation e-mail, the Participant Guide, the Generic Risk Assessment, and the Amber Covid-19 Risk Assessment, or provide the links to these documents, which will be on the club website.	Participants to read the Participant Guide, the Generic Risk Assessment, and the Amber V 2.0 Covid-19 Risk Assessment.	
On arrival at event location/launch point.		
If the event starts at the SSWAC Canoe Centre, remind participants that there is no access to the building, until after the briefing.		

Manage distancing between the participants and any members of the public.				
Request parents or others who have provided transport to the venue, to remain 10 metres away, to help manage distancing of the participants.		Parents or others who have provided transport to depart as soon as reasonably practical.		
Ensure where people need assistance with the manual handling of their boat, 2metres distance is maintained, or 1metre if masks worn.		Participants and leaders to provide their own face masks.		Personal face masks.
Brief the group with the usual appropriate details, but include the Covid-19 specific details:				
	Use of the changing rooms: Maximum of one at a time in the small room, and three at a time in the large room.	Limit numbers in changing rooms.		
	Use of the toilet: Disinfectant spray provided, for use on touch points after each use, and a cloth or paper towel used to wipe toilet seat.	Spray contact points: toilet seat, door handle, flush lever. Wipe toilet seat.		Disinfectant spray and cloth or paper towels, which will be stored out of reach above the toilet ceiling.
	Requirement for social distancing of 2metres or 1metre plus face masks			Personal face masks.
	Need to avoid intentional capsizes, and need to self-rescue if possible, for unintentional capsizes.			
	Need to avoid sharing bottles, food, or equipment.			
	Need for personal hygiene, using hand sanitiser and showering when home.	Participants to provide own hand sanitiser		
	Request all participants to inform the event leader if they see any practice that can be improved			
	Participants reminded of Weil's Disease/Leptospirosis, and the similarity of symptoms for Weil's, the flu, and Covid-19.			
During the event.				
	Supplement the regular first aid kit with the Covid-19 Emergency Pack, but do not mix the contents of both.			Covid-19 Emergency Pack, supplied by club.
	Participants encouraged to self administer first aid, if required.	Provide own personal first kit, and own medications.		
	If kayakers need assistance to launch, consider a controlled seal launch, rather than the kayaker climbing into the craft while on the water, as the former allows for better distancing.			
	Remind participants of social distancing, if required.			
At the end of the event.				
	Encourage personal hygiene, such as a shower, but especially washing the hands.			
	Encourage cleaning of personal equipment and craft, especially if others may use either in the near future.			
	Regardless of when they will be next used, all club kit (buoyancy aid, spray-deck, cagoule & paddle) needs to be dunked in a tub of weak bleach solution,, then rinsed in a tub of fresh water, before being stored.			Two large yellow builders flexible tubs, and bleach. Tub & bleach to be stored out of reach, above toilet ceiling.

	If the club craft are to be used the following day by the same people, ensure they know which boat is theirs, and have them store the kit they used in the boat they used.			
	If the club craft are to be used the following day, or within 72 hours, by different people, spray disinfectant on the touch points: handles and cockpit rim.			Disinfectant spray and cloth or paper towels, which will be stored out of reach above the toilet ceiling.
	Whilst there is no requirement to wear gloves for storing boats and equipment, all involved must wash their hands when finished.			
	The last person to leave the Centre is to use a disinfectant spray on the touch points, such as door handles, toilet etc.			Disinfectant spray and cloth or paper towels, which will be stored out of reach above the toilet ceiling.
	Request all participants to make contact with the event organiser if they develop any symptoms of any illness in the following 14 days.			
After the event.				
	If the Covid-19 Emergency Pack has been used, ensure any used items are replaced, and the mask and dry bag are suitably cleaned.			
	Keep the record of participants.			
	If contacted by the Track and Trace organisation, provide requested participant details.			