

OUTDOOR CENTRE & CLUB EQUIPMENT POLICY

All canoeing equipment used by club members must be in a serviceable condition and fit for purpose. To meet this policy, an ethos of safety checks should be part of each member's responsibility. Before attaining the Paddle Discover Award level, equipment safety checks should be instructed and supervised by the coach in charge of the group. Paddle Discover Award / One Star paddlers and above should ensure that they check all equipment before use and report any faults to the Group or Duty Coach / Instructor.

On discovering a piece of damaged or broken equipment, instructors should:

- Remove the equipment from the session.
- Label the equipment with a 'Do Not Use' sign (located in paddle shed)
- Where possible, put piece of equipment in the workshop. (This may not be possible for larger pieces of equipment such as boats, leave them in their normal storage but clearly labeled)
- Inform a member of the management team (PA, MU, JD)
- Log the damage in the 'Damaged Equipment' folder located in the office.

Before any repaired equipment is put back in service, depending on the damage or fault the equipment inventory may need to be updated.

A full inspection of the club's equipment is to be carried out by the Equipment Officer on or before the 31st March each year.

A full list of the club's equipment is to be kept up to date by the Equipment Officer and new equipment is to be added, and scrapped/sold equipment deleted from the list as soon as possible. The list of equipment should show purchase dates and value, size, colour, specification etc and space allowed for details and dates of any repairs or modifications and disposal.

All major purchases and disposals should be agreed by the management committee or bought from the agreed annual equipment budget against the planned purchase programme. The equipment officer should maintain a set of regularly needed spare parts and a tool / repair kit. Sales or purchase of second hand equipment to or from members or the public must be approved by the committee.

Members using their own equipment must also maintain it in a serviceable condition and fit for purpose at their own expense. Club spare parts and accessories are not to be used for private craft.

Loan of equipment for non-club off-site activities must be approved by a Level 3 Coach who must satisfy themselves that the venue and conditions are suitable for the experience of the paddler. The loan equipment is to be listed on an "Equipment Loan Form" with notes of existing condition and the borrower is to sign a disclaimer and accept responsibility for the replacement or repair of any lost or damaged equipment.

Last Reviewed – March 2019
Author - Phil Atkinson