

Tayside Sea Kayak Club

Standard Operating Procedures: for risk management

Initial version, formally adopted by Committee 13.9.21 – Leaders list updated October 2022

Amended 12.12.22 to remove Covid precautions, add kit list, and other amendments.

– in part based on DCKC document with permission

Contents

1. Introduction
2. Insurance
3. Definition and scope of activities
4. Context
5. Risk control
6. Members
7. Environmental considerations
8. Weather and temperature
9. First Aid
10. Incident / accident recording
11. Leader – group ratio
12. Roles
13. Paddlesport – Club and Peer Paddles
14. Equipment
15. Covid-19 issues

Appendix 1 – Leaders and coaches and numbers

Appendix 2 – Standard operating procedure for the pool

Appendix 3 – Standard operating procedure for paddling from the Broughty Ferry clubhouse

Appendix 4 – Kit for on the water

Appendix 5 – Approved leaders on the water

Appendix 6 – ICE card template

Appendix 7 – Trip float plan

Appendix 8 – Paddler information form (pre-trip form)

Abbreviations

- TSKC Tayside Sea Kayak Club
- SCA Scottish Canoe Association
- BC British Canoeing
- SOP Standard Operating Procedures
- ICE In Case of Emergency

1. Introduction

The aim of Tayside Sea Kayak Club's (TSKC) Standard Operating Procedures (SOP) is to uphold member safety and promote best practice. They do not replace dynamic risk assessment whilst the activity is taking place. They are in many cases intended to be a written record of what we have been doing as a matter of course in the past.

This SOP is the TSKC guide on how we run our activities for TSKC members. Where activities include members of the public an additional specific risk assessment must be completed and submitted to the Committee for approval; in compliance with insurance requirements as expressed by British Canoeing (BC) and Scottish Canoe Association (SCA), our National Governing Body.

This SOP should be published for all members to access.

2. Insurance

2.1 The club operation is protected by third party Liability Insurance provided by the SCA. For more detailed information on policy conditions refer to:

<https://www.canoescotland.org/resources/general-insurance>

2.2 TSKC members who are on TSKC club activities are covered by TSKC's Liability Insurance.

2.3 Individual (not associate) SCA members have public liability insurance for a wider range of paddling than just TSKC organised trips.

3. Definition and Scope of Activities

3.1 Activities associated with paddlesports which use a range of equipment to enable participation on swimming pools; rivers; lochs; estuaries; or on open sea.

3.2 Locations are water based and accessed via poolside; jetties; slipways; riverbanks; or shores. Specific sites are noted below and individual SOP are noted for these sites:

- Pool (**Appendix 2**)
- Tay Estuary from Broughty Ferry (**Appendix 3**)

3.3 Main activities covered are:

- Sea kayaking
- Touring (inland lochs)

- Pool coaching
- Other canoeing activities which may include but not limited to canoeing, surfing, and canoe polo.

3.4 Additional club activities may also include ceilidhs, social evenings, video nights, committee meetings, and other meetings.

3.5 Club members' safety during club associated activities is given due consideration within SOP. Where club activities are open to members of the public an additional risk review will be conducted and endorsed by the Committee to comply with SCA insurance requirements.

4. Context

4.1 BC/SCA acknowledge the most effective coaching is self-directed and where sufficient stretch/challenge is provided to enable discovery and reflection. It is therefore difficult to set clear operating guidelines which ensure member safety in all circumstances.

4.2 This SOP is not designed to remove all risks associated with activities. The SOP adopts control measures to reduce the level of risk associated with paddle-sport activities to an acceptable level and provides general operating procedures.

4.3 A group of experienced paddlers approved by the Committee is responsible for endorsing appropriately experienced and/or qualified individuals who will assume the role of Group Leader or Coach. For the purpose of this SOP "Leader" will refer to both roles. The Club Committee will publish a list of those it regards as competent to lead groups of paddlers. The current list is included in this document as **Appendix 5**.

4.4 The Club Committee is responsible for ensuring nominated Leader(s) are aware of the SOP and supported to ensure sufficiently safe practices at all times.

4.5 Nominated Leader(s) are responsible for conducting dynamic risk assessment during any given activity. It also remains the responsibility of the Leader to take into account National Governing Body requirements, aligned to level or accreditation (refer to **Appendix 1** which links to BC/SCA information).

4.6 Members on paddles are expected to follow the guidelines set by the Leader, and, within their skillset, to contribute to the safe paddling of the group. Good participants are as important as good leaders.

5. Risk Control

5.1 The Standard Operating Procedures should be followed to reduce risks to an acceptable level and maximise the safety of club members.

5.2 The Leader must be experienced in relevant rescue techniques and capable of performing these under the conditions of the activity.

5.3 Wherever reasonable, at least one member of the group should be a qualified First Aider. This does not necessarily have to be the Coach/Group Leader.

5.4 All club members are responsible for their own and others' safety during the activity. A safety briefing should be provided before going on the water. Attention should be paid to hazard warnings and safety information.

5.5 The Committee will undertake at least an annual review of standard operating procedures and associated risk assessments. Hazards identified in Risk Assessments will be reduced to a reasonable foreseeable standard.

5.6 The Leader will carry out ongoing Dynamic Risk Assessment during activities. Given the environment and changeable nature of kayaking and canoeing, Dynamic Risk Assessment is not normally documented.

6. Members

6.1 TSKC has only adults in its membership.

6.2 Adult members accept that kayaking and canoeing are assumed-risk water sports which can be hazardous.

6.3 Adult members acknowledge Liability Statement and agree to abide by Club rules and guidelines. The Club Constitution states "All members and other persons who attend Club tours or meetings do so at their own risk, and neither the Club nor its officers can accept liability for any loss or injury of any kind sustained at headquarters or on a Club tour or meet."

6.4 During club activities members are responsible for their own actions, involvement, and for ensuring personal skills/experience commensurate to the environment in which they are active. Individual members are responsible for their own personal safety and condition of the equipment being used.

6.5 No other club member will accept liability for loss or injury to person/possessions.

6.6 Members are responsible for disclosure of medical conditions and/or disabilities. It is also the individual's responsibility to make a Leader aware of medical conditions/disabilities prior to the activity.

6.7 Members should be competent swimming in deep water while wearing appropriate safety equipment

7. Environmental Considerations

7.1 TSKC has a responsibility to ensure that water is protected from contamination. The Leader should aim to ensure minimal environmental impact.

7.2 The Leader should be aware of the dangers to the group associated with polluted water.

7.3 Precautions should be taken to avoid the spread of invasive species and to protect the biodiversity of different marine, loch and river environments. Please see the SCA and BC material at

<https://www.canoescotland.org/access-and-environment/protecting-our-environment#gsc.tab=0>

<https://www.britishcanoeing.org.uk/uploads/documents/You-Your-Canoe-and-the-Marine-Environment.pdf>

To avoid the transfer of non-native species paddlers should:

- Check boat, equipment and clothing for living organisms
- Clean and wash all equipment, footwear and clothes thoroughly
- Dry all equipment and clothing
- Above all, make sure that you don't carry water with you from one environment to another.

To reduce disturbance to wildlife the suggestions in the above leaflets should be followed. These include aiming for the following

- minimise disturbance to basking seals
- not paddling towards groups of dolphins or whales in a manner they may find threatening
- not disturbing nesting sea birds.

8. Weather and Temperature

8.1 Activities

8.1.1 Hypothermia is a possibility at any time of the year. All paddlers should ensure that they wear appropriate kit to reduce the risk of becoming hypothermic. Deep water rescues should be practiced to aid getting swimmers back into their boats in a short time.

8.1.2 The Leader is responsible for carrying relevant safety equipment, determined by environmental conditions. At least some others in a group should have some safety equipment with them. See section 14 and Appendix 4.

8.2 Weather

8.2.1 The Leader should be fully prepared and able to anticipate environmental conditions. Experienced group members should also be checking forecasts and tide forecasts. Weather forecasts should be checked prior to activities and be relevant to both venue and activity:

Inland Water: regional forecast, temperature, water levels.

Coastal Water: regional forecast with consideration to tidal flow, tide levels, swell, wind, and temperature.

8.2.2 For Sea Trips particular attention should be paid to obtaining Marine Weather Forecasts for the relevant area and the group should carry means of attracting attention (e.g. Flares, VHF radio, mobile phone, PLB, torch/light/laser/beacon).

9. First Aid

9.1 In line with Health & Safety (First Aid) Regulations key points to address include:

- Access to first aid materials
- Access to individuals trained in first aid support

9.2 Recognised First Aiders must hold (*or have held*) a nationally recognised qualification (minimum of 16 hours training). It is the responsibility of the Committee to check individual qualifications/course attendance (see 5.3).

9.3 TSKC define club First Aiders as members as anyone who has undertaken first aid training at any point.

9.4 TSKC encourage recognised First Aiders to attend courses, review guidance and first aid manuals, and maintain first aid kits.

10. Incident / Accident Recording

10.1 In order to enable continuous review and risk evaluation, all near misses and accidents should be recorded and regularly reported to the Committee as and when they occur. A register of these incidents must be kept. The Committee are responsible

for periodic review of identified risks and for directing appropriate action to reduce future risks.

10.2 It is the responsibility of the Committee to ensure that all Leaders are aware of the importance of recording this information and actively encouraged to provide information.

10.3 Leaders are responsible for applying judgement around what constitutes a near miss or accident. If there is an incident where an injury was sustained, or a situation occurred where the Leader believes the Committee should discuss to minimise the risk of future reoccurrence, it should be reported. Incident and near misses should be reported to the TSKC Secretary in writing.

11. Leader - Group Ratio

11.1 The coaching and trip environment can cover a wide range of situations and the appropriate ratio will vary dependent upon situation, the make-up of the group, and the Leader and any assistants in the group. Therefore whilst BC/SCA recommendations are used as a guide the ratio may vary where there are sufficient experienced paddlers within the group (Appendix 1 links to BC/SCA information).

11.2 Members requiring increased supervision or who possess disabilities should also be considered when assessing appropriate ratios.

11.7 Level 1 Coach, Paddlesport Instructor, Paddlesport Leader or Assistant may provide additional support to the designated Leader but the actual experience and knowledge of the Level 1 Coach/Assistant must be taken into account, as qualified Level 1 Coaches and Paddlesport Leaders or Paddlesport Instructors may have limited experience and knowledge.

12. Roles

12.1 Coaches and Group Leaders (Leaders)

12.1.1 The aspiration is that Leader(s) hold a recognised BC/SCA accreditation, relevant to environment and discipline, however, this is not a requirement. BC/SCA and the Club also recognise competency-based Leaders who are in-house trained.

12.1.2 TSKC committee recognise the cost and time required for moderate water/advanced water qualifications which can be prohibitive for many club coaches and leaders. An alternative to enable a coach or leader to perform in a moderate

water/advanced water environment within a club may include relevant qualifications coupled with formal or in-house training (*also referenced in 4.3*)

12.1.3 Aligned to SCA guidelines, TSKC is responsible for ensuring people leading activities are competent. Accreditation of in-house Leaders rests with TSKC's Committee, which is advised on this by a group of experienced paddlers.

12.1.4 A duty of care rests with the Leader - individuals accepting this responsibility must be comfortable with the conditions they are operating within and be prepared to exercise the safety controls demanded by the environment/activity. Due to the variable nature of typical activities, dynamic risk assessment will form a part of the group leader's risk management process (*also referenced in 5.6*)

12.1.5 There may be occasions where circumstances prevent safe conduct or continuation of activities. This may be a result of bad weather, inadequately equipped members, faulty equipment, illness or injury. In these circumstances the designated Leader should decide upon the appropriate course of action, for example not getting onto the water, or returning to the launch point earlier than planned. It is the responsibility of all group members to co-operate fully with the Leader's decision.

12.2 Assistants

12.2.1 Assistant(s) may be deployed under the supervision of a more experienced Leader. However, the group safety remains the responsibility of the more senior Leader.

12.2.2 The Leader should be aware of the assistant(s) capabilities and must ensure the situations they are placed in do not exceed this capability.

12.2.3 The Assistant(s) are responsible for following the direction provided by the Leader and for seeking advice/guidance when required.

13. Paddlesport

13.1 Safety Documents

13.1.1 For all Club activities and peer paddling, participants should carry a contact card (**ICE card**) in their buoyancy aid. TSKC has a standard template (**Appendix 6**), though similar templates may be used. The card should contain the name of the paddler, relevant medical information, and emergency contact details.

13.1.2 The Leader should complete a Trip Float Plan (**Appendix 7**) for any Club Trip or activity (with the exception of evening Club sessions at Broughty Ferry which are covered in **Appendix 3**). The Leader should carry the Trip Float Plan and provide a copy to the designated Shore Contact (see 13.2.11).

13.1.3 On confirmation of participation in a Club Trip, each paddler should send a completed Paddler Information Form (**Appendix 8**) to the Leader, for inclusion of their key information in the Trip Float Plan.

13.2 Club Activities

13.2.1 The Leader is responsible for the planning and preparation of activities associated with Club Trips, though may encourage others to participate in this.

13.2.2 When planning a Club trip consideration should be given to group composition (age/ability), numbers, health conditions, level of fitness, extent of leader experience, environmental conditions, level of risk etc.

13.2.3 The Leader should pay particular attention to the weakest members of the group and be aware of individual needs (eg medical conditions).

13.2.4 The Leader must be aware of weather forecasts and have planned the trip for the given conditions, including get-out points and safety equipment.

13.2.5 Where appropriate the Leader should inform the Coast Guard before setting out on a trip. This may not be needed in sheltered bays and estuaries.

13.2.6 The Leader should ensure at least one other member of the group is aware of the journey plans and get-out points, in the event the group is split or the Leader is injured. Normally everyone in the group should know the outline plan of the trip.

13.2.7 The Leader should ensure the group is properly briefed, in advance, of meeting arrangements and personal equipment.

13.2.8 The Leader should provide an appropriate group briefing before going on water and ensure the group is clear on who is providing direction, and who can provide first

aid support. The use of communication signals (paddle signs, whistle, etc) should be covered before launching.

13.2.9 Group members are responsible for both their own safety and that of other group members.

13.2.10 The Leader is responsible for ensuring the group has a suitable means of calling for assistance in a rescue situation.

13.2.11 The Leader should ensure a person outside of the group (Shore Contact) is made aware of the journey plan to ensure that an alert is raised in the event of a serious incident. The Shore Contact should be provided with a copy of the **Trip Float Plan**, and notified when the group returns.

13.2.12 For trips it is recommended that a suitably experienced member be the Leader on the group journey to read the water, direct the group, and set pace. The Leader should aim to follow CLAP principals - Communication, Line of Sight, Anticipation & Positioning.

13.2.13 Club paddling activities include Tuesday evening paddles and training from Broughty Ferry, paddles led by authorised Leaders and promoted through the Spond website, and training sessions led by authorised Leaders. The Club may also organise coaching sessions led by professional coaches, and while Club guidance may remain appropriate, these sessions are normally the responsibility of the professional coach.

13.2.14 Appendix 5 of this document lists Club Members who are authorised Leaders of Club activities on the water.

13.3 Peer Paddling

13.3.1 Peer group paddling definition

Peer group paddling is very distinct from a TSKC Paddle. On a peer paddle, nobody takes overall responsibility for the safety or wellbeing of the group. This means:

- There may be no designated leader, assumed or otherwise, although a peer paddle trip “organiser” may co-ordinate the logistics. The role of the organiser is to co-ordinate the trip to help get everyone in the right place at the right time; suggest the route and so on.
- Organisers have no more authority over the group, or responsibility for the group than any other participant. Everyone takes full responsibility for themselves, their safety and their kit whilst behaving in a responsible way that does not put any other member of the group at risk.

- Group members are expected to look after each other, whilst staying within their own limitations.
- There is no onus on anyone to support anyone else if they do not feel confident doing so in any given situation.

13.3.2 Advertising a Peer Paddle

When advertising a peer paddle the organiser will include the following text (or similar) near the top of the trip advert to ensure folks understand it is a peer paddle:

“This is a peer paddle (please refer to the Peer Paddle Definition contained within the TSKC Standard Operating Procedures) and use it to guide your decision about joining this trip”

13.3.3 Insurance

On a peer paddle you are not covered by the Club’s insurance. If you want to take part in peer paddles, not organised by the club, you are advised to consider purchasing insurance provided by the Scottish Canoe Association, or equivalent.

13.3.4 Considerations

It is everyone’s responsibility to ensure they have considered all relevant factors for themselves, and not rely on others to do this for them. It is generally advised that people below the Sea Kayak Award, the old 3 Star award, or equivalent level do not join peer paddles as they are unlikely to have the skills to look after themselves on the water. Those with minimum skills levels must not assume the trip is suitable for them. The trip organiser cannot decide for others if the trip is suitable for them. If you are unsure about joining a peer paddle, don’t do it. Wait until a similar club organised paddle comes along and if you were comfortable, then go ahead and join a peer paddle.

14 Equipment

14.1 Personal Equipment

14.1.1 Members participating in any water-based activity must have the appropriate personal equipment to participate in the activity safely, either hired/borrowed from the Club or provided by themselves. This includes suitable clothing and protection on the water, a BA, a whistle, and any necessary food and drink, and for all but novices a towline of at least 15 m and a knife (please see also Appendix 4).

14.1.2 Members must be adequately equipped for both the activity and the environmental conditions; this is an individual responsibility.

14.1.3 In bright sunshine sunglasses, sun cream, and drinking-water are advisable; in cold/wet conditions a hat, thermals, and gloves are advisable.

14.1.4 Responsibility rests with the Leader to ensure less experienced members are aware of the personal equipment requirements.

14.1.4 The Leader is responsible for ensuring the group, as a whole, is prepared for every reasonable eventuality.

14.1.5 Personal equipment is the responsibility of individual members but the Leader must be satisfied that any equipment used is in a safe condition and appropriate for the activity. The Leader reserves the right to decline participation if they believe safety is compromised.

14.2 Club Equipment

14.2.1 The Club Equipment Officer is responsible for ensuring equipment is regularly checked and fit for purpose.

14.2.2 The Leader or session organiser issuing Club equipment should ensure it is suitable for use, fitted correctly, and appropriate for the activity being undertaken.

14.2.3 When using Club equipment members must ensure that:

- Equipment is checked before departing and on return, to ensure it remains in working order
- If repairs are required then the Club Equipment Officer is notified
- Club equipment is correctly sized/fitted and used appropriately
- Guidance is given on appropriate lifting & carrying techniques

14.2.4 Members must ensure crafts used on moving or deep water have adequate buoyancy to remain floating in the event of capsize, and be capable of being towed.

14.2.5 The Club provides access to the following equipment:

- Wetsuit
- Cag
- Buoyancy aid
- Paddle
- Boat
- Tow line
- Helmet
- Paddle float
- First aid kit

- Group shelter
- PLB
- VHF marine radio
- Electronic distress light

14.2.6 Discretion lies with members, and Leaders may require their use, but it is recommended helmets are worn in “rock gardens”, when paddling close to cliffs and in caves, during surf sessions, and in exposed/difficult shore landings.

14.3 Group Safety Equipment

14.3.1 The Leader is responsible for ensuring they carry equipment to ensure the group’s safety for a risk event. Experienced paddlers should also carry appropriate safety equipment.

14.3.2 The Leader will have access to Club equipment but it is the Leader’s responsibility to ensure the equipment is in good working order before use.

Consideration should be given to the following equipment being available in the group, bearing in mind the type of paddle:

- Tow line (at least 15 m) waist or boat mounted, and knife
- Watch
- Map/Compass
- Torch
- Means of communication
- First Aid supplies
- Hot drink (or means of making one)
- Group Shelter
- Knife
- Paddle float
- Repair kit
- Spare Paddle
- VHF Marine Radio
- PLB

APPENDIX 1 - LEADERS AND COACHES AND NUMBERS

BC Guidance on numbers is at

<https://www.britishcanoeing.org.uk/uploads/documents/British-Canoeing-Environmental-Definitions-Deployment-Guidance-for-Instructors-Coaches-Leaders-Apr18-v1-1.pdf>

APPENDIX 2 STANDARD OPERATING PROCEDURE FOR THE POOL

1. Pool Safety

- 1.1 No person apart from those coaching or participating in an organised activity will swim in the pool whilst the activity is taking place
- 1.2 Supervision must be maintained at all times when using the pool – there must be at least one person (eg a pool attendant) acting as safety provision whilst members are using the pool.
- 1.3 No seal launching into the pool.
- 1.4 Any boats being brought into the pools should have been thoroughly cleaned.

2. Discipline

- 2.1 Committee members at pool session have the final say in matters of discipline.

3. Environment

- 3.1 Care should be taken at all times to ensure cleanliness of equipment used in the pool.
- 3.2 Activities are organised to prevent any possible damage to the pool.

APPENDIX 3 STANDARD OPERATING PROCEDURE FOR PADDLING FROM THE BROUGHTY FERRY CLUBHOUSE

The Firth of Tay is relatively sheltered from swell due to the “bar”, but it remains a sizeable area of water and has significant hazards, including tidal streams. The Tay can have unexpected squalls which paddlers should be aware of and keep a look out for.

The most hazardous place in the vicinity of the launch point is the part of the lifeboat pier that has wooden boards down to the water. This is known as a “strainer” and the tidal movement can trap paddlers against the wood. This must be carefully avoided.

There are significant tidal streams, including around the Broughty Ferry Castle point. On the outgoing tide paddlers caught in the stream will drift towards the open sea, but paddling towards the shore should allow them to escape into relatively quiet water. On an incoming flow paddlers can readily paddle to the North and get into quiet water on the other side of the harbour. If a member capsizes in this fast-flowing water an experienced paddler in the group should assist. Depending on the conditions this may be a deep-water rescue followed by a tow out of the main current, or it may be a short tow of the swimmer and boat out of the main stream followed by a deep water rescue. Leaders should ensure that paddlers are aware of the possibility of paddling North to relative safety at points to the East of the Clubhouse beach and to the West of the harbour (as far as the Stannergate).

Members should be aware of the large rock off the Castle Point, which at certain stages of the tide can produce significant turbulence. With appropriate supervision the Castle Rock is an ideal location to practice in the tidal stream and eddies and offers a safe run out in the event of capsize.

There are limited or no landing points on the North shore between the Stannergate and the V&A.

There may be other marine traffic in the area, including commercial shipping and pleasure craft. Members must keep a good look-out for other traffic, and should normally aim to cross the shipping lane reasonably promptly and otherwise paddle outside the shipping lanes. When crossing the shipping lane the group should be relatively compact. Paddlers should observe the stipulated exclusion zones around commercial craft including oil rigs.

Club evening sessions from Broughty Ferry will normally have a session organiser and one or more leaders on the sea. In some cases the session organiser may also be a sea leader.

The session organiser takes bookings for the evening, including for hire of club boats. The session organiser arranges for the Club House to be unlocked and secured, and can assist in the organisation of provision of Club kit to members. The session organiser in conjunction

with the nominated sea leader aims to ensure that there is a match between the number of sea leaders and the number of participants who book in for a given evening.

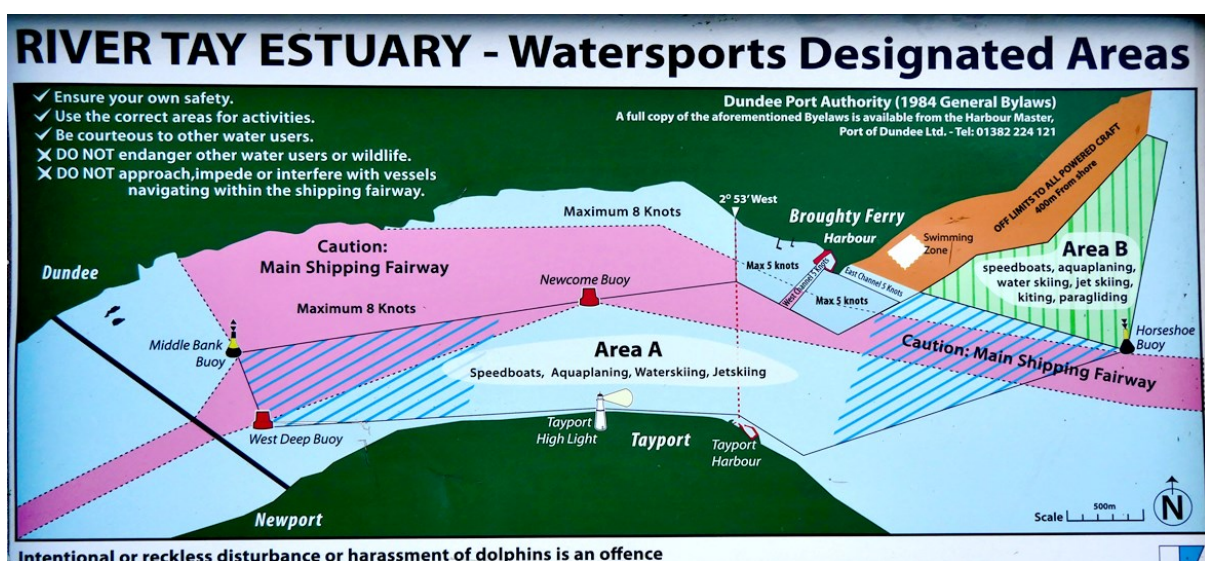
The Leader of the activity will have the ultimate authority to call off the paddle or amend the activity or those participating in it. This will normally be done in discussion with other experienced members present if done at the event. For beginners and inexperienced paddlers it would not be suitable for them to paddle in conditions where the wind gusts above Beaufort force 4.

The leaders on the water may lead groups of paddlers a) on short trips, which may include specific training opportunities, and b) in training sessions on the estuary. The people who may lead on the sea are determined by the Committee. The number of participants in a group needs to be sufficiently low to maintain acceptable safety levels.

Club guidance is that for evening paddles where it is expected that the paddle will complete in daylight, the ratio between general paddlers and leader-standard paddlers will normally be up to of the order of 6 to 1. Where there are many experienced paddlers in the group it may be possible safely to increase this ratio.

For evening paddles that may reasonably be foreseen to finish in darkness the ratio should normally be reduced.

If there is a reasonably foreseeable chance of the paddle still happening after dark, all members must have a waterproof light source with them to make it easier for other traffic to see them (eg light-stick and/or waterproof torch, not strobe). The leader and at least one other person must have a waterproof torch. There must be a clear communication protocol agreed to ensure that all members of the group are accounted for in the darkness, likely including “buddying up”.



APPENDIX 4 TAYSIDE SEA KAYAK CLUB - KIT FOR ON THE WATER

CLUB KAYAKS

The Club has kayaks that are available for members to use for a modest charge. Hire costs for kayaks with paddles and other kit is currently £5 for an evening, £10 for a full day, and £20 for a weekend. Members are asked to fill in an [online form](#) noting their hire, and the Club Treasurer will ask for payment for all such hires towards the end of the calendar year.

Kayaks for Tuesday evening sessions are booked via the organiser of that evening. Kayaks for Club trips or Club Training sessions are booked via the activity organiser. It may be possible to hire a kayak for other sessions, and this should be requested and booked via the Club Equipment Officer, currently Paul Crocker. Please ensure that hired boats are well rinsed, inside and out, on return.

- North Shore Atlantic LV yellow S/M
- North Shore Atlantic LV red S/M
- P&H Scorpio MKII orange (MKII has skeg box 'lid' on back deck) S/M
- Valley Avocet yellow S/M
- Valley Avocet orange S/M
- North Shore Atlantic red M
- NDK Romany Sport red M
- NDK Romany Sport blue M
- P&H Scorpio MKII yellow (MKII has skeg box 'lid' on back deck) M
- P&H Scorpio MKI yellow (MKI has normal skeg) M/L
- P&H Delphin orange M/L
- P&H Delphin blue M/L
- Valley Aquanaut HV yellow M/L

CLUB KAYAKING KIT

The Club also has a range of kayaking kit that members may borrow. As of November 2022 this includes

- Wetsuits
- Cags
- One Drysuit
- Buoyancy Aids (BA)
- Kayaking footwear
- Helmets
- Split paddles
- Tow lines (waist- and boat-mounted)
- Paddle floats
- First aid kit
- Group shelters
- Electronic distress light

- PLB
- VHF Marine Radio
- Roof-rack vertical bars and straps for kayak transport
- Padding for use on roof racks for kayak transport

Other than for Tuesday evening Club sessions, borrowing should be booked in advance via the Club Equipment Officer, and removal and return should be noted on the whiteboard in the Clubhouse. This kit is for the use of all members who wish to use it. Note that there are significant regulatory issues around the use of a PLB and VHF Marine radio, and those borrowing such kit should make themselves aware of these.

RECOMMENDATIONS FOR KIT FOR PADDLING

The following notes are merely general guidance for the minimum level of kit recommended; members should satisfy themselves regarding what kit they should have with them on a paddle. In many cases the kit can be borrowed from the Club stock, though as experience and commitment to kayaking increases some members may choose to purchase their own. Kit should be appropriately secured on BA or deck or in a hatch. Those thinking of buying their own kit may wish to discuss makes and models with more experienced members. Sometimes there are more and less expensive options out there.

Beginners on our introductory training sessions and initial sessions on the Tay estuary

- Clothing to keep warm enough in the kayak and in case you are in the water (eg wetsuit and cag and neoprene boots)
- Buoyancy Aid (with whistle)
- Spare warm clothes and warm hat in a dry-bag.
- Other kit as recommended by or as provided by the training organisers, such as kayak, spraydeck, paddles.

Paddlers on Tuesday evening sessions on the Tay

- Clothing to keep warm enough in the kayak and in case you are in the water (eg dry-suit with thermal layers beneath, or wetsuit plus cag, kayaking footwear, and when water is colder then gloves or pogies)
- Spare warm clothes and warm hat in a dry-bag
- Storm cag or poncho to protect from wind at snack time or in incident
- Sunglasses and personal medications
- Buoyancy Aid (with whistle)
- Pump
- For those who have been trained in how to use, a readily-accessible sea-kayak tow line (at least 15 m long, with snag-free carabiner), and a knife

- A contact tow line and toggle-tow loops are worth considering having on the boat
- For paddles that may be partly in darkness a (non-flashing) white light that can be shone when needed
- A paddle float is worth considering
- A mobile phone in a waterproof case.
- An “Ouch Pouch” is worth considering - a very small waterproof pouch in the BA (or day-hatch) that holds small plasters and tape for blisters on hand, some lipsalve, paracetamol and ibuprofen and any personal medication.
- Knowledge of tide times and weather forecast
- With at least one person in each group, a spare split paddle, though it would be better in many in the group a spare split paddle.
- Snack and liquid as needed
- As people’s experience develops, they may wish to consider bringing some of the kit listed below that the leader will be carrying. It is hopefully unlikely that leader and group will be split in an emergency, but it is possible.

Leaders of Tuesday sessions on the Tay

- Kit as above
- VHF radio
- PLB
- Compass
- Consideration of carrying electronic or pyrotechnic flares
- First aid kit
- Consideration of carrying a small repair kit
- Warmth for others in form of eg storm cag, spare clothes, etc
- Spare split paddle

Club Trip

To an extent, the kit needed will depend on the nature of the trip. An expedition to the Garvellachs is a very different undertaking to a Tay day-paddle. Trip leaders may state specific expectations to group members.

Each member of the group should normally have:-

- Clothing to keep warm enough in the kayak and in case you are in the water (eg dry-suit with thermal layers beneath, or wetsuit plus cag, kayaking footwear, and when water is colder also gloves or pogies)
- Sunglasses, sunblock, personal medications
- Buoyancy Aid (with whistle)
- Pump
- Consideration of having a spare split paddle
- Sponge to help get water out of hatches and seat
- For those who have been trained in how to use, a readily-accessible sea-kayak tow line (at least 15 m long, with snag-free carabiner), and a knife
- A contact tow line and toggle-tow-loops are worth considering having on the boat

- A paddle-float is worth considering
- A mobile phone in a waterproof case.
- An “Ouch Pouch” - a very small waterproof pouch in the BA (or day-hatch) that holds small plasters and tape for blisters on hand, some lipsalve, paracetamol and ibuprofen and any personal medication.
- Spare warm clothes and hat in a dry-bag (several smaller drybags often better than one large one)
- Food and liquid (flask of hot tea/coffee worth considering)
- Storm cag or poncho to protect from wind at snack time or in incident
- A map of the area, and a knowledge of high water times and times of any significant tidal flows
- Hand-held compass
- For paddles that may be in darkness a (non-flashing) white light that can be shone when needed
- For paddles near cliffs, or in surf, near reefs or for rock-hopping, consideration should be given to wearing a helmet
- Consideration of pyrotechnic or electronic flare
- Consider a wee foam sit pad (30x40cm) for sitting on at breaks to protect drysuits from rocks. It doubles as an insulation layer for casualties when joined with same from other group members under a casualty.
- For overnight trips then the relevant camping, eating, and toileting needs.
- As experience increases, worth considering some of the items noted below that the leaders should consider having within the group, including basic first aid kit, boat repair kit, and group shelter. It is hopefully unlikely that leader and group will be split in an emergency, but it is possible.

Leaders should consider having the following in the group (*taken from the Club’s Standard Operating Procedures 14.3.2*)

- Tow line (at least 15 m) waist or boat mounted, and knife
- Watch
- Map/Compass
- Torch
- Means of communication
- First Aid supplies
- Hot drink (or means of making one)
- Group Shelter
- Knife
- Paddle float
- Repair kit
- Spare Paddle
- VHF Radio
- PLB

There are various helpful lists online including from [Arisaig Sea Kayak](#), [Kayarchy](#), [Zoe Newsam](#) in the UK Sea Kayak Guidebook, [RNLI with Nigel Dennis](#), and a [Roddy McDowall video on how to pack a sea kayak for an expedition](#)

SOURCING

All members may borrow kit from the Club stock. Those wishing to buy their own may consider the following.

Sea kayak tow lines include things like [Peak UK Sea kayak tow line](#), [hf Plan Sea Kayak Tow Line](#), [Whetman Sea kayak tow line](#), [Kokotat sea kayak tow line](#).

Storm cags include the kayak-specific [Reed storm cag](#) and [Kokotat storm cag](#), though you (or the person you are supporting) can still get a good amount of protection from a less-expensive large general-purpose outdoor cagoule or poncho that is big enough to put on over the BA.

There are various outdoor shops nearby that have general things such as drybags, first aid kits, and wicking base layers. Sometimes relevant things come up in Lidl and Aldi. Two kayak retailers in Scotland that we are aware of are [Sea Kayak Oban](#) and [Argyle Kayaks](#) (formerly Karitek); both do mail order as well. [Lomo Watersports](#) in Glasgow and [Port Edgar Watersports](#) in South Queensferry do a range of things. [David Anderson Marine](#) is one of our local ship chandlers. Some other water-sports specific retailers include [North East Kayaks](#), [Robin Hood Watersports](#), [Escape Watersports](#), [Go Kayaking](#),

Second hand kit is sometimes seen on Facebook on the *Canoe, Kayak & SUP Equipment Scotland* and *Used kayak/Accessories UK* groups, on Gumtree, ebay, etc.

MORE INFORMATION

Gordon Brown's excellent book on [Sea Kayak Safety and Rescue](#) recommends the following:-

A basic first aid kit should include a couple of stainless steel nappy pins for securing things easily, Elastoplast to provide padding before applying electrical tape, steristrips for keeping together a bigger cut, a large field dressing, and medical gloves to protect you from the casualty.

A basic boat repair kit should include Flashband or Denso tape in a ziplock bag, and a cloth and gloves to dry boat and to protect your hands. [A multi-tool that fits various bolts on your boat would likely also be helpful].

A fuller repair kit is listed as – a roll of duct tape, flashband patches, Denso tape patches on plastic backing, cloth for drying the kayak before a repair, Multi-tool or other suitable tools for each fitting on your kayak, spare skeg control wire, length of strong cord, small plastic sheet, abrasive paper, instant epoxy glue, cling film.

APPENDIX 5 APPROVED LEADERS ON THE WATER December 2022

The following is a list of Sea Kayak Leaders the Club recognises as competent to lead club paddles. The list is reviewed and updated annually and takes into consideration relevant experience, competence, qualification and training.

Grade of paddles

When considering the grade of paddle leaders are considered suitable to lead, it is important to take account of the overall experience in the group including other leaders who may be in attendance. Rather than being prescriptive about grades of paddles we advise all leaders around the principles of taking account of the location / environment / weather conditions of the paddle along with the composition / experience of the group before embarking on a paddle.

Overview

The club organizes trips to various locations across the country these trips are monitored by the Trip Organizer and the Club President along with other senior members of the club.

Annual Review

The Sea Kayak Leaders list will be reviewed by the Club President, Joan Lamb and Dave Henderson on the 31st of March each year.

Leaders


Alison Edwards
Andy McManus
Bill Nelson
Bruce Sinclair
Chris Todd
Dave Slade
Dave Henderson
Elaine Goldsmith
Gordon Barton
Gordon McGeorge
Iain McEachan
Joan Lamb
Lizzie Potts
Marina Sinclair
Mike Whitford
Pamela Andrew
Paul Cromey
Robert Emmott
Ruth Sime
Scott Martin
Vanessa Kay

APPENDIX 6, THE I.C.E. CARD TEMPLATE – on the following page. This is for reference, an editable version is available on the website and on Spond.

APPENDIX 7, TRIP FLOAT PLAN - after appendix 6. This is for reference, an editable version is available on the website and on Spond.

APPENDIX 8, PADDLER INFORMATION FORM - (pre-trip form) - after appendix 7. This is for reference, an editable version is available on the website and on Spond.

About this Paddler		In case of Emergency (ICE) Contact Details	
NAME		Name	
Date of birth		Relationship to paddler	
Address		Mobile number	
Relevant medical information		Landline number	
Control measures		Address	
Blood group	P.T.O.	e-mail	
		Coastguard numbers: Aberdeen – 01224 592334 Stornoway – 01851 702013 Belfast – 02891 463933	
		P.T.O.	



Tayside Sea Kayak Club ICE (In Case of Emergency) Card

Please fill in the card and print it out. It can be folded in two and laminated.

You are respectfully expected to carry your ICE card in your buoyancy aid on all TSKC paddles. It is good practice to do so whenever you are kayaking.

You may wish to consider securing the card – e.g. punch a hole in the laminate (outwith the paper area) and thread a string through, or attach a lanyard, tying the other end to your BA – and/or marking the pocket that contains your card with the letters I.C.E.

Relevant medical information

Please record any medical info that may be relevant to your paddling, and any measures that may be needed to alleviate the issues. Any of the following should be noted, along with other relevant conditions not listed here: sea-sickness, asthma, diabetes, epilepsy, muscular/skeletal issues, allergies, heart conditions, hearing or visual problems. Include blood group, if known.

TAYSIDE SEA KAYAK CLUB – TRIP FLOAT PLAN

Page 1 of 3

One copy to be left with shore contact; one copy to be carried by leader during the trip.

Trip name:	Start date:	End date:
Leader: Mobile no: Shore contact: Phone no/s: Trip Grade: Group Size:	LOCATION / VENUE	
	Departure point: Via:	
	End point: Expected check-in time:	
	(Shore contact to be notified on completion of the trip)	
TRIP DETAIL (include camp locations, parking / car shuttle details etc.)		
PLAN B and any additional information		

TAYSIDE SEA KAYAK CLUB – TRIP FLOAT PLAN

One copy to be left with shore contact; one copy to be carried by leader during the trip.

PADDLERS IN GROUP - *cut & paste or copy from Paddler Information Forms*

Paddler name	Mobile number	Colour of kayak	Paddling level	First aider Y/N
Relevant medical info			Emergency contact name and number	
Paddler name	Mobile number	Colour of kayak	Paddling level	First aider Y/N
Relevant medical info			Emergency contact name and number	
Paddler name	Mobile number	Colour of kayak	Paddling level	First aider Y/N
Relevant medical info			Emergency contact name and number	
Paddler name	Mobile number	Colour of kayak	Paddling level	First aider Y/N
Relevant medical info			Emergency contact name and number	
Paddler name	Mobile number	Colour of kayak	Paddling level	First aider Y/N
Relevant medical info			Emergency contact name and number	
Paddler name	Mobile number	Colour of kayak	Paddling level	First aider Y/N
Relevant medical info			Emergency contact name and number	
Paddler name	Mobile number	Colour of kayak	Paddling level	First aider Y/N
Relevant medical info			Emergency contact name and number	

TSKC paddler information form

Paddler name	Mobile number	Colour of kayak	Paddling level	First aider Y/N
Relevant medical info			Emergency contact name and number	

I confirm I will have emergency details (ICE card) in my BA (please ✓ or write yes)

Please complete the above and send to the trip leader at least 2 days ahead of the trip wherever possible.

Paddling level Please try to estimate your paddling level based on the following guidelines. It's not a science, just a rough guide to where you think you are on the scale. Awards levels are there as a guide, not to suggest an expectation that you should have any awards.

Trip comfort level	Paddling level	Broad description	Possible award level or approx. equivalent level of skills
A	Beginner	Basic skills, few sea trips yet	Start / Discover
A+	Novice	Some training and practice, a few sea trips done	Explore Award / 2 star
B	Intermediate	Ongoing training / practice, many sea trips done	Sea kayak award / 3 star
B-C	Experienced	Trips / training / practice in range of conditions over a few years or more	Coastal Sea Kayak / 4 star personal skills
C	More experienced	Well experienced, competent in big conditions	Sea Leader / 4 star and above

Paddle grades

A: Relatively easy landings with escape routes easily available. Offering relative shelter from extreme conditions and ocean swell. Some tidal movement may be found, but easy to predict with no major tidal races or overfalls.

B: Some awkward landings, and sections of coastline with no escape routes, should be expected. Tidal movement, tidal races, overfalls, crossings, ocean swell and surf may be found on these trips. They will also be exposed to the weather and associated conditions.

C: These trips will have difficult landings and will have no escape routes for long sections of the trip. Fast tidal movement, tidal races, overfalls, extended crossings, ocean swell and surf may be found on all these trips. They will be very exposed to the weather and sea state, therefore require detailed planning and paddlers competent in rough water conditions. The journey may require good conditions for the trip to be viable.

Relevant medical information

Please note it is your responsibility to share with the trip leader any medical info that may be relevant to your paddling on this trip, and any measures that may be needed to alleviate the issues. Any of the

following should be noted, along with other relevant conditions not listed here: sea-sickness, asthma, diabetes, epilepsy, muscular/skeletal issues, allergies, heart conditions, hearing or visual problems.