

Border Kayak and Canoe Club Standard Operating Procedures

Procedure Title	Basic sea kayak skills development sessions
Revision & date	Rev 1, 11/1/26
Owner	Club coaching lead
Purpose	To develop basic paddling skills in a sheltered or moderate water environment, depending on the group skill level
Lead BCAB qualification level	On sheltered water: BC Paddlesport Instructor, BCAB Paddlesport Leader On moderate water: Coach Award, BCAB Sea Kayak Leader qualification
Risk assessments for this activity	Inland open water Sea
Example locations	<ul style="list-style-type: none"> • At Berwick Sailing Club away from tidal flows (<0.5kt) working upstream towards the bridges (sheltered water) • Leaving Berwick harbour and travelling north or south for a few km in simple conditions (moderate water)
Procedure	<ul style="list-style-type: none"> • Post the event on Spond • Check the suitability and number of participants. • Remind all participants to carry ICE cards. • Ensure enough skilled supervision is present. Maximum BCAB ratio for solo craft of 6:1. Recommended we use 4:1 to ensure a safe and high quality session • Children under 18 must be accompanied by a parent / guardian • Involve everyone in moving the boats safely to and from the container / trailer • Get everyone into suitable gear. • Check that club or personal gear is suitable and fitted correctly • When on the water check all grab tabs are clear and accessible • After the session and all boats and gear is stored check with all the participants. Did they enjoy the session? What did they learn? Will they come back for more? What could be done better?
Activity briefing	<p>When everyone is kitted up and the boats are near the water.</p> <p>MYABCDE Me; Introduction, role and responsibilities as group leader You: Aims for the day, experience, skills, confidence Area: Planned paddling area, likely / possible routes and choices Boats: Check all equipment and clothing, wearing + spares, gear, food and drink Comms: Methods of communication, signals, positioning, keep in sight Radio check Doctor: Any relevant medical conditions, medication Emergency: Swim & rescue plans, actions by group, swimmer & rescuer. ICE cards.</p> <p>Explain the wet exit practice: this is best done at the end of the session so people are not paddling in wet gear. Keep it relaxed, no pressure. If the water at the location does not look good then leave wet exit practice for another time.</p>