

Border Kayak and Canoe Club Standard Operating Procedures

Procedure Title	Communication
Revision & date	Rev 1, 11/1/26
Owner	Coaching lead
Purpose	Define how club activities are communicated, how competency requirements are communicated, how communication is conducted during club activities, emergency communication.
Lead BCAB qualification level	not applicable
Risk assessments for this activity	not applicable
Example locations	All locations where club activities are held.
Procedure	<ul style="list-style-type: none"> • All club activities are organised through Spond. • Events state the type of event, required skill level, date, place, time, leader, maximum number of participants. • Any last minute changes are communicated through Spond messaging or mobile phone • On river trips the leader carries a mobile phone • On sea trips the leader carries a VHF radio and mobile phone with optional GPS and PLB
Activity briefing	<ul style="list-style-type: none"> • During the briefing the trip leader explains signalling including paddle positions, hand positions, whistle, radio, voice • Keeping line of sight to the group • Keep together as a group • Ask if something is not clear