

Border Kayak and Canoe Club Standard Operating Procedures

Procedure Title	Emergency, Late Back and Shore Contact
Revision & date	Rev 1, 11/1/26
Owner	Club committee
Purpose	Ensure that in the case of an emergency or unplanned delay to a trip the appropriate people are informed to take any necessary action.
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"> • Shore contact? • All participants must carry an ICE card. • Trip leader should contact a committee member if a trip will be delayed? • Any other methods? • Useful feature for Spond to add; sign off the trip when it's finished? • Incident reporting as per Paddle Scotland guidelines.
Activity briefing	<ul style="list-style-type: none"> • Everyone carries ICE cards • Brief participants what to do if the trip leader requires help or is injured.