

Border Kayak and Canoe Club Standard Operating Procedures

Procedure Title	Intermediate river trips skill development, kayak and open canoe
Revision & date	Rev 1, 11/1/26
Owner	Club coaching lead
Purpose	River kayak and open canoe skill development on moderate water on a multi-hour trip
Lead BCAB qualification level	WW Kayak Leader, WW Open Canoe Leader
Risk assessments for this activity	River, Moderate water
Example locations	River Teviot from Kalemouth to the Junction Pool with moderate flow River Tweed in moderate flow from Rutherford to Kelso missing Rutherford and Makerstoun rapids
Procedure	<ul style="list-style-type: none"> • Post the event on Spond • Check the suitability and number of participants. • 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 • ICE cards to be carried by all participants • 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 • Some participants will have their own gear and boat. This must be checked for suitability and correct fit / usage • The trip leader must carry appropriate spare gear in addition to First Aid etc • 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 Doctor: Any relevant medical conditions, medication Emergency: Swim & rescue plans, actions by group, swimmer & rescuer. ICE cards.</p> <p>Advise the group what to do if the leader gets injured or needs help.</p>