

Border Kayak and Canoe Club Standard Operating Procedures

Procedure Title	More challenging sea kayak trips
Revision & date	Rev 1, 11/1/26
Owner	Club coaching lead
Purpose	Sea kayak skill development on moderate water with features and longer trips to SK Leader upper remit. For club members who have all their own gear and boat.
Lead BCAB qualification level	Sea kayak leader. Consider having an experienced assistant.
Risk assessments for this activity	Sea, moderate water
Example locations	From Eyemouth to Berwick in moderate conditions From Coldingham Bay past St Abbs to Fast Castle in moderate conditions Multi-day trips from a base
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 • All participants to carry ICE cards • Not suitable for children • Involve everyone in moving the boats safely • Get everyone into suitable gear. • Check that club or personal gear is suitable and fitted correctly • Participants will have their own gear and boat which must be checked for suitability and correct fit / usage • The trip leader must carry appropriate spare and emergency gear which may be distributed through the group. • Radio check • 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 participants what to do if the leader gets injured or needs help.</p>