

Border Kayak and Canoe Club Standard Operating Procedures

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| Procedure Title | Pool sessions for all levels of experience |
| Revision & date | Rev 1, 11/1/26 |
| Owner | Pool organiser |
| Purpose | Introduce new club members to safe and enjoyable paddling in a swimming pool and develop the skills of more experienced paddlers. |
| Lead BCAB qualification level | Supervised activity, qualification not essential, suitable skill level (see PS SFD September 2025 Table 2) Or could be covered by 'Formal Coaching etc' which does require a qualified instructor / coach / leader. |
| Risk assessments for this activity | Pool session |
| Example locations | Kelso swimming pool |
| Procedure | <ul style="list-style-type: none"> • Post the event on Spond with start time 30 minutes ahead to allow time to move boats and gear • Check the suitability and number of participants • Children under 18 must be accompanied by a parent / guardian in the pool or at the pool-side • Check there are enough suitably skilled or qualified members for the session • Open the container carefully • Involve everyone in safely carrying boats and gear to and from the pool • Lock the container at the end and return the key to the pool reception |
| Activity briefing | after everyone is changed and at the poolside <ul style="list-style-type: none"> • who wants to achieve what? • planned skill progression • identify coaches for the session • handling boats safely especially at the end of the session • look out for each other • wear helmets and be careful with paddles |