

OUTDOOR CENTRE & CANOE CLUB EQUIPMENT POLICY

General: All watersports equipment used by centre users / club members must be in a serviceable condition and fit for purpose. To meet this policy, an ethos of safety checks should be part of each member's responsibility. Before attaining the introductory awards, equipment safety checks should be instructed and supervised by the coach in charge of the group. All users should ensure that they check all equipment before use and report any faults to the Group or Duty Coach / Instructor.

Storage: All equipment has a dedicated storage location and must be returned, cleaned, dry and stored in the correct location ready for use by others.

Members and coaches can pay at the advertised rate to store their boats and paddles at the Centre, subject to availability of space and approval from the senior management. All active coaches can store one boat at no cost. The boats must be stored securely on site and owners must be aware that the boat sheds may be left open when the site is manned. Private boats must not block any Centre or Club boats. Owners are responsible for their own insurance.

Damaged Equipment Procedure: On discovering a piece of damaged or broken equipment, instructors should:

- Repair or remove the equipment from the session.
- Label the equipment with a 'Do Not Use' sign (located in paddle shed)
- Where possible, put piece of equipment in the workshop. This may not be possible for larger pieces of equipment such as boats, in which case, leave them in their normal storage but clearly labelled.
- Inform a member of the management team (PA, MU)
- Log the damage in the 'Damaged Equipment' folder located in the office.

Before any repaired equipment is put back in service, depending on the damage or fault the equipment inventory may need to be updated.

Annual Equipment Inspection: A full inspection of the club's equipment is to be carried out by the Equipment Officer on or before the 31st March each year.

A full list of the club's equipment is to be kept up to date by the Equipment Officer and new equipment is to be added and scrapped/sold equipment deleted from the list as soon as possible. The list of equipment should show purchase dates and value, size, colour, specification etc and space allowed for details and dates of any repairs or modifications and disposal.

Equipment Purchases & Disposals: All major purchases and disposals should be agreed by the senior management or bought from the agreed annual equipment budget against the planned purchase programme. The equipment officer should maintain a set of regularly needed spare parts and a tool / repair kit. Sales or purchase of second hand equipment to or from members or the public must be approved by the senior management.

Private Equipment: Members using their own equipment must also maintain it in a serviceable condition and fit for purpose at their own expense. Club spare parts and accessories are not to be used for private craft.

Loans of equipment: Loans of equipment for non-club, off-site activities must be approved by a Level 3 Coach who must satisfy themselves that the venue and conditions are suitable for the experience of the paddler. The loan equipment is to be listed on an "Equipment Loan Form" with notes of existing condition and the borrower is to sign a disclaimer and accept responsibility for the replacement or repair of any lost or damaged equipment.