

## **Scottish Canoe Association**

### **Policy for Away Trips**

Even the simplest trip away with paddlers requires planning and this policy is designed to help to ensure that everything has been taken in to account. When planning a trip away with a group of children (i.e. under the age of 18 years at the start of the trip), or with vulnerable adults, whether it be for a few hours or includes overnight stays it must be done in accordance with the Policy of the Scottish Canoe Association.

This Policy is mandatory for SCA organised trips.

Clubs and other groups of SCA members organising a trip are strongly advised to follow this policy to prevent legal complications should a mishap occur. Clubs should appoint a member to be in charge of trips to ensure the trip is properly planned and all paperwork should be submitted to that person rather than the SCA office. It is particularly important that trip organisers know of any medical disorders of any paddler on the trip and that parents have signed the medical permission form otherwise a doctor will not be able to administer emergency medical aid.

A team leader should be appointed and all plans and a risk assessment should be submitted to the Scottish Canoe Association Office at least 2 weeks prior to the trip. The plan will need to include all details of those travelling, where everybody is staying and how they are travelling.

The trip should be planned in compliance with the SCA Child Protection Guidelines.

All people acting in a supervisory capacity must have complied with the checking procedures outlined in the SCA Child Protection Guidelines.

The adults travelling with the party may include parents, coaches and other helpers, but the team leader is the person in charge and should be consulted by other adults if they intend to do anything with the paddlers.

## **Team Leader**

The team leader is responsible for the party at all times and this includes maintaining good discipline. The team leader should be a non paddler unless the numbers are very low (4 paddlers or less). However in some sea touring trips the only possible way for anyone to keep up with the group is for them to be a paddler so it is permissible for leaders of larger groups to be a paddler in such circumstances

### **Responsibilities**

#### **Before and en route to event:**

1. Be familiar with the SCA Child Protection Guidelines.
2. Submit plans and risk assessment to the SCA office 2 weeks before departure according to the checklist attached.
3. Ensure that the staff to paddler ratio takes in to account the gender, age, ethnicity and ability of the group. Any group with mixed sexes must have supervisors of both sexes available at all times during the trip.
4. Issue a code of conduct to all paddlers, coaches and other helpers.
5. Communicate with the parents of paddlers and give them all the information including
  - Cost of trip and spending money needed.
  - Pick up and return times
  - Destination and venue
  - Competition or training details
  - Kit required (a kit list is advisable as even if the paddler should know what is needed a parent might not).
  - Articles not allowed on trip e.g. alcohol, computer games, etc.
  - Other requirements (e.g. passport, )
  - Contact details including a mobile phone number if possible.
  - Consent form
  - Code of conduct and penalties that will be incurred if this is broken, such as returning the paddler home.
6. Collect consent and medical forms from parents and keep them available during the trip. If paddlers are travelling in a vehicle without the team leader the adult in charge of that vehicle should be given the forms.
7. Carry emergency First Aid kit
8. Be aware of specific medical problems any member of the team may have – e.g. diabetes, epilepsy.
9. Carry details of insurance including accident, health and liability.

Whilst at the venue:

1. Check the accommodation and sporting venue and pass on information to the paddlers.
2. Be available. Ensure the paddlers know how to contact you at all times, and if you have to leave the group appoint another adult to be in charge.
3. Ensure no alcohol is available or consumed.
4. Have regular team meetings and ensure everybody knows where they should be and at what times.

## **Risk assessment**

The following points need to be addressed in respect of venue, transport, staffing, accommodation, food and catering arrangements as well as the actual activities included in the programme.

1. What are the hazards?
2. Whom they might affect?
3. What safety measures need to be in place to reduce the risks to an acceptable level?
4. Can the team leader put the safety measures in place?
5. What steps will be taken in an emergency?

## **Transport**

The following points must be considered when sending Juniors with a vehicle:

1. Passenger safety, including having a seat and seat belt for every passenger. The seats must face forward.
2. The competence and training of the driver to drive the proposed vehicle and whether the driver holds the appropriate valid licence.
3. Journey time, distance and stopping points.
4. Number of driving hours for the journey and length of the driver's day (including non driving hours).
5. Whether 2 drivers are necessary. No driver should drive for more than two hours without a 15 minute break away from the vehicle, and no driver should drive for more than 4 hours even with a break. When the trip is over 2 hours drive it is advisable that the driver is a non paddler as a person who has driven to an event, competed and then plans to drive home with a group of children is likely to be overtired.
6. Type of journey, traffic and weather conditions likely to be met.
7. Supervision requirements – the driver should not be responsible for supervising the passengers.
8. Suitability of vehicle if the group includes paddlers with a disability.
9. Insurance cover must be checked and include cover for carrying passengers.
10. Journey time, distance and stopping points.

On the following pages are copies of the:

- Code of Conduct for coaches from the SCA Child Protection Guidelines
- Code of Conduct for non coaching volunteers from the SCA Child Protection Guidelines
- Code of Conduct for Paddlers
- Plan Checklist
- Consent Form for Juniors making visits away from home
- Medical form for Adults

## SCA Code of Conduct - For Coaching Personnel

A responsible sports coach helps the development of individuals through improving their performance.

This is achieved by:

- Identifying and meeting the needs of individuals.
- Improving performance through a progressive programme of safe, guided practice, measured performance and / or competition.
- Creating an environment in which individuals are motivated to maintain participation and improve performance.

Coaches should comply with the principles of good ethical practice listed below:

- Coaches must abide by the British Canoe Union Child Protection Policy with the Scottish Canoe Association Guidelines.
- Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of the sport.
- Coaches must place the well being and safety of the performer above the development of performance. They should follow all guidelines laid down by the SCA and hold appropriate insurance cover.
- Coaches must develop an appropriate working relationship with performers (especially children and vulnerable adults) based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward.
- Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
- Coaches should hold up to date and nationally recognised governing body coaching qualifications.
- Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- Coaches should, at the outset, clarify with performers (and where appropriate with their parents) exactly what is expected of them and what performers are entitled to expect from their coach. A contract may sometimes be appropriate.
- Coaches should co-operate fully with other specialists (e.g. other coaches, officials, sport scientists, doctors, physiotherapists, etc.) in the best interests of the performer.
- Coaches should always promote the positive aspects of their sport and never condone rule violations or the use of prohibited substances.
- Coaches must consistently display high standards of behaviour and appearance.

I agree to abide by the above principles

Signed ..... Date .....

Print Name .....

Position .....

## SCA Code of Conduct - For non coaching volunteers

Volunteers have a duty of care to all those they come in to contact with during their time with paddlers. They should take steps to ensure that all reasonable steps are taken to ensure the safety of any person involved in any activity for which that individual is responsible.

This is achieved by:

- Identifying and meeting the needs of individuals.
- Creating an environment in which individuals are motivated to maintain participation and improve performance.

Coaches should comply with the principles of good ethical practice listed below:

- Volunteers must abide by the British Canoe Union Child Protection Policy with the Scottish Canoe Association Guidelines.
- Volunteers must respect the rights, dignity and worth of every person and treat everyone equally within the context of the sport.
- Volunteers place the well being and safety of the performer above everything. They should follow all guidelines laid down by the SCA and hold appropriate insurance cover.
- Volunteers must develop an appropriate working relationship with paddlers (especially children and vulnerable adults) based on mutual trust and respect.
- Volunteers must encourage and guide paddlers to accept responsibility for their own behaviour and performance.
- Volunteers must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- Volunteers should co-operate fully with other specialists (e.g. coaches, officials, sport scientists, doctors, physiotherapists, etc.) in the best interests of the performer.
- Volunteers should always promote the positive aspects of their sport and never condone rule violations or the use of prohibited substances.
- Volunteers must consistently display high standards of behaviour and appearance.

I agree to abide by the above principles

Signed ..... Date .....

Print Name .....

Position .....

### SCA Code of Conduct - For Paddlers

- Take care of all property belonging to other people on the trip.
- Treat other members with respect at all times, on and off the water. Treat other paddlers and officials as you would wish to be treated yourself.
- Control tempers and avoid behaviour that may inconvenience or upset others.
- Co-operate and listen to your team leader and other supervisory members
- Publicly accept official's judgements and if you have a grievance go immediately to the Team Leader.
- Use correct language at all times
- Do not purchase or consume any illegal substances - this includes alcohol for those under the age of 18 and cigarettes for those under 16.

I agree to abide by the above principles

Signed ..... Date .....

Print Name .....

## Plan Checklist

<b>Action</b>	<b>Information</b>	
Purpose of trip		
Venue		
Dates		
Team Leader's name and contact details		
Other supervising adults in party		
Lead coach and qualifications		
Participating paddlers		

Accommodation		
Means of Transport		
Driver qualifications		
Cost		
Consent forms		
Code of Conduct		
Risk assessment		
Emergency procedures and contact details		
Insurance details		

**Scottish Canoe Association**  
**Consent Form for Juniors making visits away from home**

**Trip details:**

Visit to:

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Dates:

.....

It may be necessary for the adult accompanying your child to have the necessary authority to obtain any urgent treatment which may be required whilst away from home. Would you therefore please complete the details on this page and sign below to give your consent.

Junior's Name .....

Date of Birth .....

Address

.....  
.....

Post Code.....

Telephone Number

.....

Alternative Emergency Contact address (other than parent's or carer's)

Name.....

Relationship to Junior .....

Address

.....  
.....

Post Code.....

Telephone Number

.....

- I have had the activities of the trip explained and agree to my son/daughter ..... taking part in these activities.
- I confirm to the best of my knowledge that my son/daughter does not suffer from any medical condition other than those listed.

- I confirm my son/daughter is not subject to any court order prohibiting publication of their image.
- I consent to my son/daughter travelling by any form of public transport, minibus, or motor vehicle driven by a suitably qualified and insured volunteer or staff member to any event involved with this trip
- I agree to be at the pick up / drop off point at the agreed time.
- I understand that the Organisers accept no responsibility for loss, damage, or injury caused by or during attendance on any of the organised activities, except where such loss, damage or injury can be shown to be the result directly from the negligence of the Organisers.

I ..... being the parent / carer of the above named Junior hereby give permission for the Adult accompanying him / her to give the immediate necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my son's / daughter's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

Signature ..... (Consent by parent / carer)

Print Full Name .....

Date .....

**Medical information:**

1. Any specific medical information requiring medical treatment and / or medication

Yes / No

If Yes give details including names of medication and frequency of dosage:

Please continue over/

2. Any allergies  
If Yes give details and treatment required

Yes / No

3. Any contact with infectious diseases in the past four weeks

Yes / No

If Yes give details

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4. Please detail any special dietary requirements.

5. Please detail type of pain / flu relief medication that may be given if necessary:

**Scottish Canoe Association - Medical form for Adults**

**(this should be kept in a sealed envelope unless medical intervention is necessary)**

**Trip details:**

Visit to:

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Dates:

.....  
.....

It may be necessary for medical assistance to be obtained for you whilst you are unable to communicate your agreement.

Please complete the details below

Name .....

Date of Birth .....

Address

.....  
.....

Post Code.....

Telephone Number

.....

Emergency Contact address (other than your home address)

Name.....

Relationship to you .....

Address

.....  
.....

Post Code.....

Telephone Number .....

- I confirm to the best of my knowledge that I do not suffer from any medical condition other than those listed.
- I understand that the Organisers accept no responsibility for loss, damage, or injury caused by or during attendance on any of the organised activities, except where

such loss, damage or injury can be shown to be the result directly from the negligence of the Organisers.

I ..... hereby give permission for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

Signature .....

Print Full Name .....

Date .....

**Medical information:**

1. Any specific medical information requiring medical treatment and / or medication

Yes / No

If Yes give details including names of medication and frequency of dosage:

Please continue over/

2. Any allergies  
If Yes give details and treatment required

Yes / No

3. Any contact with infectious diseases in the past four weeks

Yes / No

If Yes give details

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