

# Standard Operating Procedures



These SOP's are guidelines only and are not intended as a replacement for the experience, judgement and skill of coaches, supervisors and participants.

They are generic and will be applied to sessions meeting the stated criteria except where deemed inappropriate by MCC Head Coach or a suitably qualified coach in charge of the days activities or where the activity and participants are outside the remit of the governing body such as on a personal trip or where the session is being organised and run by another body such as:

- An AALA licensed centre
- An AALA licensed coach
- Another club
- A school

There are SOP's for the following activity environments:

- Swimming Pool
- Moving and White Water
- Flat water, sheltered
- Flat water, open

Coaches will be expected to be fully conversant with risk assessments for each environment. Coaches will have the ability to make dynamic risk assessments and adapt to changing circumstances.

Coaches will be expected to complete a new Risk Assessment form for the environment that they will be working in where appropriate i.e.

- If it is a site new to the club.
- If the site has been recently subject to change due to adverse weather conditions.
- If there are new and obvious dangers.
- If the coach is unfamiliar with the environment.
- If another body demands it – swimming pool, slalom committee.

Each SOP will have the following sections:

## **General Statement**

Outlining the environment, sessions, and reasons for using it, also what would be expected of the session organiser prior to the session taking place.

## **Responsibilities**

Detailing skills and (if necessary) qualification requirements of all participants, coaches, supervisors and organisers.

## **Environment**

Where sessions can take place and under what conditions.

## **Equipment**

Over and above the standard, expected equipment that would be carried by participants.

## **Risks and Control Measures**

Generic and obvious risks

## **Specific Venues**

Sites known to club and regularly used with site specific risks detailed.