

Canoeing / Kayaking

Guidelines on Induction of new members / participants

Personal Introduction

- Inductor will introduce themselves to new participants upon meeting the group in the Tower.
Ensure a prompt start, late arrivals will be asked to attend the next Induction.
- Inductor will ensure that emergency contact and medical disclosure forms are completed and correct fees have been paid.
Check paperwork, medical disclosure, emergency contacts, ensure it is all legible, including the email address.

Site and equipment

- New participants will be introduced to the layout of the Centre
Wet side, dry side, changing rooms, lockers, kit stores, fire exits and muster points.
- New participants will be introduced to the site rules
Draw attention to the site rules etc., on the back of the form.
- New participants will be advised on health and safety issues, (Weils Disease / Blue green algae), and personal risks associated with watersports (the importance of wearing the correct footwear), and how to attract attention if in difficulty.
Explain the risks, importance of personal hygiene, no flip flops, shoes need to stay on when in the water, ways of getting help, from a boat, and from the water.
- Inductor will show the location of, and instruct how to select and wear personal buoyancy
Selecting the correct size (smallest you can comfortably fit in), ensuring it is zipped and clipped, keeping it on at all times when on, OR NEAR the water (white rail rule). The buoyancy aid must be on the outside of cags.
- Inductor will show the location of, and advise on paddles, associated kit and suitable craft.
Talk about the different styles of paddles, Left and Right handed, selecting the correct length for your height and the type of boat you are intending to use. Ensuring that asymmetric paddles are used the correct way up, and how to use a paddle. New participants would normally be put into an Open Cockpit Kayak (Kiwi or SOT), if you are dealing with an experienced paddler, that has completed a capsize drill, they may use a Closed Cockpit Kayak, but observe them, it will be apparent if they can paddle.
- When collecting equipment participants will be briefed as to the dangers associated with wet/slippery floors i.e. No Running.
Warn about slippery surfaces (inside and out), warn about the ramps and edges of the reservoir being extremely slippery when damp or wet, and the importance of appropriate footwear, and not running.

Collecting and transporting equipment

- Participants will be briefed on the dangers associated with handling and transporting equipment including advice on lifting as contained in the Manual Handling Policy, team work and care of equipment.
Talk through safe manual handling, working in pairs, safe ways of getting boats on and off the

racking, asking for assistance. Do not drag boats as this wears through them. All kayaks and canoes have a particular place on the racking, unless returned correctly all the boats won't fit.

Launching / Recovering equipment

- Inductor will inform participants of safe launching and recovery areas, the importance of being aware of other users, care of equipment and the possibility of stings and abrasions.

Launching from the pontoons, having the boat floating to prevent damage from screws on the ramp. Being aware of other users, particularly sailing boats launching or coming alongside as they are limited on where they can launch / land. If using the New River, the risk of stings etc., from bankside flora, plus the metal supports on the bank that can gouge a hole in the hull of a boat.

- Inductor will demonstrate getting in and out of the kayak / canoe. Then supervise the new participants getting in and out, at least a couple of times, before they paddle away.

Importance of keeping a low centre of gravity, not pushing and pulling with the hand on the bank, having your feet in the bottom of the boat (not on the seat). Get in and OUT, at least a couple of times, so they are comfortable with the process. If they are new to the sport, they will be in an open cockpit kayak (Kiwi or SOT).

- New participants will be advised on suitable areas to paddle, in line with their personal experience, the prevailing weather conditions and an awareness of other water users.

Point out the harbour area, where would be safe for their levels of experience, 3 is a good number for a group, lee shore and waves caused by wind, caution around sailing boats, and any racing that may be going on.

Canoeing / Kayaking

- Inductor will warn new participants / members of the danger associated with issues relating to;

Capsize

what to do in the event of a capsize, just hold the end, don't climb over the boat, await rescue or swim (with your boat and paddle) to the side and await rescue. Stay with your boat.

Being hit by other equipment

Look out for other users, being hit by paddles when close to other paddles. Dangers of dropping boats when getting them on and off the racking. Being hit by sailing boats or their booms.

Attacked by wildlife

Swans can be aggressive, when nesting or with cygnets.

Collisions

Avoid collisions, particularly with sailing boats, as they are bigger and heavier.

Sports injuries

Avoidance by warming up, taking care when lifting and carrying, use of good technique on the water, warming down at the end of a session.

Weather

the importance of dressing for the weather, wind effects on different parts of the reservoir.

- Inductor will take the participants for a paddle, initially in the areas between the pontoons. Inductor will give advice relating to Fundamentals (Posture, Connectivity, Power Transfer and Feel).

Using the harbour area, make sure they are following the Fundamentals, with good posture and connection, keeping your head over the seat.

- Inductor will give 'top tips' on basic forward paddling and turning.

Holding the paddles correctly, good catch and power transfer, starting and finishing the stroke in the correct places, using trunk rotation to provide the power. Looking to future water, using sweep

strokes.

- Observation of 'experienced' paddlers to assess their skills.
Looking at them getting in and out, do they look comfortable and in control, is their competence matching the experience they said they had.
- Inductor may take new participants for a paddle around the reservoir if time allows, but this is a good opportunity to get other members involved, as part of a friendly induction.
Try and introduce them to other members, and if appropriate encourage them to take a paddle further afield (weather permitting).
- If suitably qualified members are available, and time allows, new participants can be offered a capsize / spraydeck drill.
This is entirely optional, and only when they want to progress to closed cockpit kayaks. If they are experienced and observation matches their described experience, then they do not need to do a capsize / spraydeck drill. They are adults.

West Reservoir Staff

- If the Inductor or any member of Castle Canoe Club is unsure of any safety or equipment issue, they can seek clarification from a SNWRC Senior Watersports Coach.
Ideally the Inductor should be able to answer most if not all the questions from a new participant, but they can ask a SNWRC Senior Watersports Coach if they need help.