

WANSBECK PADDLE SPORTS CLUB

EQUIPMENT MANAGEMENT PROCEDURES

Inspections

Equipment will be subject to two levels of inspection:

(a) Each use - Coaches are to visually inspect equipment on each use for obvious signs of damage or loose or missing components.

(b) Every six months - All equipment will be subject to an inventory and check by the Equipment Officer assisted by club members. This may be on a rolling basis if convenient. E.g. boats checked at one time and classes of kit at another. A written record of the check signed by the checker is to be maintained by the Equipment Officer.

Club standards

- a) Inland. Kayaks: Club boats are suitable up to and including Grade III and for use in moderate surf.
 - 1 Appropriate design of boat for the conditions e.g. high volume for large rivers.
 - 2 Hull in good condition - no holes, splits, tears or creases.
 - 3 Longitudinal bulkheads supporting the front and rear decks fitted and secure.
 - 4 Seat, thigh braces and other design fittings fitted and secure and adjusted for the paddler. All nuts and bolts located and done up tight.
 - 5 Back rest fitted, secure and adjusted for the paddlers
 - 6 Rear air bags fitted and inflated.
 - 7 Grab handles fitted and secure.
 - 8 Drain with plug securely in place if fitted.
 - 9 Boats appropriate for different sizes of paddler

- b) Open Boats: Club boats are suitable up to and including Grade III
 - 1 Hull in good condition - no holes, splits, tears or creases. Gunwales in good condition and well fastened.
 - 2 Thwarts in place, undamaged and secure.
 - 3 Seats and other design fittings fitted and secure. All nuts and bolts located and done up tight.
 - 4 Front and rear buoyancy blocks securely fitted
 - 5 Painters fitted and secure, swim lines fitted in Grade 2 and 3 waters.
 - 6 Boats rigged to allow secure stowage of kit for extended tripping

WANSBECK PADDLE SPORTS CLUB
EQUIPMENT MANAGEMENT PROCEDURES

c) Sea Kayaks: Club boats are to the highest specification possible and are suitable for any journey on the sea that the paddler is able to undertake.

- 1 Hull in good condition - no holes, splits, tears, cracks
- 2 Decklines in place, unworn and secure
- 3 Compass fitted and functioning
- 4 Hatches present and watertight compartments
- 5 Skeg fitted and functioning

d) Buoyancy Aids

BA's must be top standard irrespective of water being paddled.

1. To have a minimum of snagging fittings and tapes
2. No cows tails or similar attachment point to be fitted.
3. To be tank tested every 24 months to achieve 50 Newtons (5 kg) buoyancy.
4. Stock of BA's to be reviewed every 24 months against current legislation, standards and best practice.
5. To be visually inspected every 6 months for damage.
6. To be visually checked for condition and fit on each use.

e) Helmets

Helmets must be top standard irrespective of water being paddled.

1. Stock of Helmets to be reviewed every 24 months against current legislation, standards and best practice.
2. To be visually inspected every 6 months for damage.
3. To be visually checked for condition and fit on each use.

f) Spray decks

1. To be visually inspected every 6 months for damage.
2. To be visually checked for condition and fit on each use particularly the pull loop.
3. Club decks (inland) not suitable for Grade 3 and above

g) Paddles

- 1 To be visually inspected every 6 months for damage.
- 2 To be visually checked for damage on each use.
- 3 Paddles appropriate to size of paddler

h) Cags - these are not considered safety critical. To be subject to 6 monthly inventory and check. Items not good enough for the club to be scrapped.

WANSBECK PADDLE SPORTS CLUB

EQUIPMENT MANAGEMENT PROCEDURES

- i) Expedition equipment - rucksacs, sleeping bags, tents, maps, charts, books, compasses, stoves, pans, sleep mats, bivi bags are not considered safety critical. To be subject to annual inventory and to be checked by each person prior to expedition.

- j) First Aid Kits - club First Aid kits are located in the container and are loaned to coaches. It is the responsibility of the coach to ensure that the First Aid kit is fully maintained with a full complement of stock.

Repair, scrap and disposal

1. Items identified as sub-standard are to be clearly labeled and segregated to ensure they are not used by mistake.
2. These will be reviewed by the Equipment Officer for a final decision as to whether they be rendered unusable and disposed of as soon as possible to avoid the risk of them re-entering circulation or repair or sale.

Care and storage

Coaches to ensure that all serviceable equipment is put back where it was taken from. If this is rigorously followed the kit will be in the same place at the next check as it was at the last one apart from the stuff which is defective!!!

Inventory

The following kit is numbered in the club inventory

1. Boats listed by number and type
2. BA's by number and size
3. Cags by number and size
4. Helmets by number and type

Booking out

- Coaches and outside organisations wishing to reserve equipment must do so with the Equipment Officer and Coaching Officer.
- Coaches and outside organizations using club equipment must put their request in writing and take full responsibility for all the use of equipment whilst in their care
- Coaches and outside organizations finding defective equipment or returning defective equipment must label and segregate the subject items, make a note in the register and advise the Equipment Officer.