

Duty Instructor – Description of Duties

The primary role of the duty Instructor is to provide supervision of a group of up to eight unqualified members (the supervised group), paddling in home waters (between Becketts Park and Weston Favell Locks – including the loop), passed to them by the Duty Officer.

A Secondary role is to advise the Duty Officer if paddling conditions are such that restrictions should be imposed on general paddling for the session. This may include limiting the numbers in the supervised group.

The Duty Instructor may nominate any paddler of being of one or two star standard for the purpose of initially forming a peer group, or subsequently, joining or remaining with a peer group.

A club peer group consists of three or more Members with one star qualification or above (or nominated by the Duty Instructor as being of equivalent standard. The **Club Peer Group** must include two members with a two star qualification or above and is restricted to home water (Between Becketts Park and Weston Favell locks – including the loop).

The Duty Instructor(s) are not required to offer coaching, but may do so if conditions allow.

Anyone wishing to paddle in the supervised group is required to be present by 2:00pm. If nobody has turned up by 2:30pm, then the D.I. may consider their duty completed.

The supervised group may accompany but need not remain with a Club Peer group – but if the Duty Instructor ceases to accompany the peer group they should ensure that the remaining peer group members have sufficient experience to continue without supervision.

They should ensure that clients are issued with suitable club equipment and that their own equipment is suitable.

The Carers of any child or vulnerable adult, who are not accompanying that child or vulnerable adult, must provide details of any medical condition and their contact details on the 'young person's details' form (boat house cupboard). Members should not be accepted without such detail. The form should be held by the Duty Officer and should be placed in the clubhouse 'secure box' at the end of the session for subsequent filing.

Members emergency contact and chronic illness details are held on a printed database report – stored in the upper section of the Bosun's cupboard. Keys for the cupboard are held in the keybox and are available if circumstances require access to these details.

Members accepted for supervision remain the responsibility of the Duty Instructor until they leave the water at the end of their session – which may be when they are ready to finish but in any case no later than 16.30. Children and vulnerable adults should continue to be supervised until responsibility can be passed to an appropriate carer.

Ensure club kit is returned via the Duty Officer.

The session ends, and the store is locked, at 5:00pm.

Reviewed March 2017