

Club Duty Officer Descriptions

Duty Instructor

The primary role of the Duty Instructor (**DI**) is to provide supervision of a group (Supervised Group) of up to eight unqualified members, paddling in home waters (between the 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 (**DO**) 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 DI may nominate any paddler as being of one or two star standard for the purpose of initially forming a 'Club Peer Group' (an unsupervised group containing at least two members holding two star awards or higher and paddling in home waters), or subsequently, joining or remaining with a 'Club Peer Group'.

The DI is not expected 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 DI may consider their duty completed.

The 'Supervised Group' may accompany but need not remain with a Club 'Peer Group' - but if the groups separate then the DI should ensure that the remaining members of the 'Peer Group' have sufficient experience to continue without supervision.

The DI should ensure that members are issued with suitable club Equipment.

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 in alphabetically ordered files (within subscription year) - 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.

Duty Officer

The Duties are:-

To unlock the store, and supervise it whilst unlocked.

[The Store should not be opened before the session start time. You can obtain the key safe code, and thus access the keys, from the Whitewater Centre office, on production of your membership card and your letter of appointment.]

Check that all paddlers are members and suitably qualified.

[Paddlers may obtain temporary membership of the club on payment of a fee and completion of a registration form.]

Members holding a two star qualification or above may paddle unaccompanied but should be encouraged to form a group of at least three boats.

Members with one star qualification or above may form and paddle as a **Club Peer Group** which 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).

Members without star qualification must paddle either as a group (maximum of 8 boats) supervised by the Duty Instructor or be nominated by the Duty Instructor as being of sufficient expertise to join a **Club Peer Group**.

Members may **also** make alternative arrangements with, and be supervised by, an appropriately qualified coach.

If a boat is being paddled as a double then both paddlers may be assumed to share their highest qualification.

Those going on to the whitewater course must also sign in at the Centre - who may impose their own requirements.

Signing On and off All members wanting to go on the water must sign the appropriate '**Signing On/Equipment Issue**' sheet confirming their membership and qualification and **sign off** when they return from their paddle.

'**Young Persons**', paddling unaccompanied, should also have a 'Young Persons Details' form completed.

Check that paddling conditions are suitable.

If paddling Conditions are of concern i.e. the River is in spate or winds exceed 9 knots (Beaufort Scale 3) then the advice of the Duty

Instructor or a Senior Coach should be sought before allowing general paddling to continue.

Issue equipment as requested, checking serviceability (unserviceable equipment should be tagged), and record its issue.

Record the return of equipment. Make sure that equipment is returned as issued, e.g. footrests and drain bungs in place. Record any reported faults in the equipment log.

Greet newcomers and casual inquiries.

Direct them to Come and Try sessions (NCKC2U), Mounts Pool sessions or to committee members. Give out introductory literature, detailing membership arrangements, held in the cupboards.

Accept forms and monies on the clubs behalf. Check membership forms (temporary and permanent) are correctly completed - particularly dates of birth and signatures- and record monies paid on the form. Place all forms and monies, including 'young person details forms' in the secure post box (by the side of the cupboard) at the end of the session.

Lock up the store at the end of the session.