

# SSWAC

## Covid-19 Yellow level

V 1.0 Includes use of club Centre, craft and kit.

### Best practices for club event organisers and leaders

Event organiser and/or leader	Participant, parents etc	Equipment required
This may be one and the same person		
<b>Before the event</b>		
If the event is to be held at, or begin and end at, the SSWAC Canoe Centre, ensure there is no clash with Godalming District Scout Canoe Club by contacting Ian Rolands, the SSWAC club bookings secretary.		
Ensure a Covid-19 Emergency Pack (supplied by the club) will be carried at the event by someone trained in the use of the resuscitation mask. Check the contents expiry dates.		Covid-19 Emergency first aid pack.
If the event is residential, the invite should include the relevant information from the Covid risk assessment, regarding testing and vaccinations.		
Create an invite to the event. Issue invite via club e-mail system and Facebook.		
Ask for and record, in a medium of your choosing, each and every individual's name, contact telephone number, and e-mail address, for the purposes of Track & Trace. State that this information will not be passed to any third party, other than the Track & Trace organisation, if and when appropriate. If a group contact is making a mass booking, they should keep everyone's individual details, but provide their own details to the event organiser.	Participant to provide the name, contact telephone number and e-mail address for the purposes of Track & Trace. If applying for a group, details for a group contact will be required.	
Ask for and record, along with the above details, any special needs, including injuries that may require more assistance.	Participant to provide requested information.	
State that a participant will be refused a place if they have Covid-19 symptoms, or are in a household in isolation.		
Invite to state that participants may provide their own craft and equipment, or they can now hire club craft and equipment.		Club craft & equipment, if booked in advance.
Invite to state what experience and/or qualification is required to allow attendance to a specific event. The inexperienced may attend taster events.		
When allocating a place on the event, attach to the confirmation e-mail, the Participant Guide, the Generic Risk Assessment, and the Yellow V 2.0 Covid-19 Risk Assessment, or provide the links to these documents, which will be on the club website.	Participants to read the Participant Guide, the Generic Risk Assessment, and the Yellow V 2.0 Covid-19 Risk Assessment.	
<b>On arrival at event location/launch point.</b>		
If the event starts at the SSWAC Canoe Centre, remind participants that there is no access to the building, until after the briefing.		

Brief the group with the usual appropriate details, but include the Covid-19 specific details:			
	Use of the changing rooms: Maximum of one at a time in the small room, and three at a time in the large room.		Limit numbers in changing rooms.
	Use of the toilet: Disinfectant spray provided, for use on touch points after each event, and a cloth or paper towel used to wipe toilet seat.		Spray contact points: toilet seat, door handle, flush lever. Wipe toilet seat.
	Need to avoid intentional capsizes, and need to self-rescue if possible, for unintentional capsizes. Assistance by peers preferred to assistance by staff.		
	Need to avoid sharing bottles, food, or equipment.		
	Need for personal hygiene, using hand sanitiser and showering when home.		Participants to provide own hand sanitiser
	Request all participants to inform the event leader if they see any practice that can be improved		
	Participants reminded of Weil's Disease/Leptospirosis, and the similarity of symptoms for Weil's, the flu, and Covid-19.		
<b>During the event.</b>			
	Supplement the regular first aid kit with the Covid-19 Emergency Pack, but do not mix the contents of both.		Covid-19 Emergency Pack, supplied by club.
	Participants encouraged to self administer first aid, if required.		Provide own personal first kit, and own medications.
	If kayakers need assistance to launch, consider a controlled seal launch, rather than the kayaker climbing into the craft while on the water, as the former allows for better distancing.		
<b>At the end of the event.</b>			
	Encourage personal hygiene, such as a shower, but especially washing the hands.		
	Encourage cleaning of personal equipment and craft, especially if others may use either in the near future.		
	If due to be used again within 72 hours, all club kit (buoyancy aid, spray-deck, cagoule & paddle) needs to be dunked in a tub of weak bleach solution, then rinsed in a tub of fresh water, before being stored.		Two large yellow builders flexible tubs, and bleach. Tub is stored in the boat house & bleach is stored in the toilet.
	If the club craft have to be used within 72 hours, spray disinfectant on the touch points: handles and cockpit rim.		Disinfectant spray and cloth or paper towels, which will be stored in the toilet
	Whilst there is no requirement to wear gloves for storing boats and equipment, all involved must wash their hands when finished.		
	The last person to leave the Centre is to use a disinfectant spray on the touch points, such as door handles, toilet etc.		Disinfectant spray and cloth or paper towels, which will be stored in the toilet.

	Request all participants to make contact with the event organiser if they develop any symptoms of any illness in the following 14 days.			
After the event.				
	If the Covid-19 Emergency Pack has been used, ensure any used items are replaced, and the mask and dry bag are suitably cleaned.			
	Keep the record of participants.			
	If contacted by the Track and Trace organisation, provide requested participant details.			