

Lothian Sea Kayak Club Minutes

8th April 2021 at 19:30

Zoom meeting.

Present: Clare Eadie (Chair), Elaine Martin (Secretary), Graham Bailey (Treasurer), David Simpson, Charles Hammersley, Lindsay Donald, Ian Patterson, Katerina Stein, Neil Black, Melita Luxton, Graeme Seggie

Clare welcomed everyone to the meeting.

1. Confirmation of existing committee roles and expectations

Clare suggested that we think about succession planning for committee members leaving and positions for new committee members.

David's term on the committee will be up at the next AGM. He thinks it would be a good idea if another committee member worked with him so that he or she can take over his position next year.

Lindsay and Katerina are unsure when their respective terms will end.

It was agreed that Clare Eadie will be Chair.

Elaine Martin will be Secretary.

Graham Bailey will remain Treasurer.

Lindsay Donald will remain Membership Secretary.

Ian Paterson will remain Training Coordinator.

Katerina Stein will remain Trips Coordinator and Club Liaison Officer

David Simpson will remain responsible for Safety, Talks and Communications

Charles Hammersley will be responsible for Social Activity.

Melita Luxton's position will be decided in due course.

Neil Black's position will be decided in due course.

Graeme Seggie's position will be decided in due course.

Clare suggested that we have committee meetings every two months initially. This will be applicable for at least the next two meetings after this one. Everyone agreed.

Action: Lindsay and Katerina to check when their respective terms will end

2. Roles for new committee members.

Neil Black agreed to work with David on Safety. Melita agreed to carry on with organising Ratagan.

3. North Queensferry Container - proposals and fees.

Two documents were sent out before the committee meeting which are available to read below the minutes. The first gives details about North Queensferry Storage and Facility Access, the second is the Licence to Occupy.

Three questions were raised:

1. Will the fees for the container be raised in the third year?

David is unsure but stated that we would get six months' notice of any fee change and we can walk away.

2. What are the opportunities for a second container?

This would require an addition to their planning consent. There may be a potential for expansion, but we do not know yet.

3. They are covering the container at North Queensferry for fire and there is no insurance at Swanston so do we need to provide this at Swanston?

According to the Licence to Occupy LSKC must have full public liability insurance at North Queensferry. There is no contents insurance. We will need to leave as status quo or get public liability insurance for Swanston.

To make the North Queensferry Container happen we need to pay two years upfront and they would prioritise out container and put it in straightaway. There is demand especially for having park and paddle. When asked about a five-year commitment David thinks it is better to get it up and running for two years then think about further commitment before the two years are up. Things to think about are possible risks if the container is not filled, the need to delegate managing the container and the need for two years payment up front.

It was stated that it should be made clear to members that the reduction for volunteer activities should be for the club not for the individual.

In summary £2326.93 for a two-year period which will begin after the first of May or first of June which is subject to being able to travel. Approved by everyone.

Action: David will investigate Public Liability Insurance

David will set things in motion with regards to North Queensferry container

4. Peer paddles and led paddles- terms of reference, criteria for leaders and how we monitor this.

Discussed with item 11.

5. Key for accessing Musselburgh Lagoons.

It was suggested that LSKC should get a key for Musselburgh Lagoons. Everyone agreed.

David will investigate getting a key for Musselburgh Lagoons for LSKC. Since Rod holds all keys, it was suggested Rod hold the key and perhaps copies given to Ian and David as they live nearby.

Action: David to investigate getting a key for Musselburgh Lagoons

6. Inventory Update from Graham

Graham has an inventory with costs, values and prices and all missing items have been traced. Graham suggested marking the paddles and Melita suggested numbering the equipment. Graham will discuss with Rod.

Action: Graham to put the inventory on website.

7. Proposal for subcommittee to review/update website.

Graeme Seggie offered to help with the sub-committee. Katerina and Charles also wish to volunteer.

Action: Graeme Seggie will head up a subgroup and contact Chris

8. Availability of £10 bounty from SCA for signed members

Lindsay will investigate this as she is membership secretary.

Action: Lindsay to contact SCA about £10 bounty for new members

9. Update from Katerina -evening skills/ practice sessions

Evening paddles at present only go up to June. Well supported and only three sessions left to firmly allocate.

10. Update from Ian -Training and development plan

Training – Ian is in negotiation with First Aid Borders to run three two-day first aid courses - two weekend courses and one midweek. They charge £350 a day and the thoughts are to use Bonaly Scout Centre hopefully. If twelve people attend each course, it would mean the cost can be kept quite low- around £85. FAB have no availability until May/June. Ian has over 30 people on a list who want to do a first aid course. Ian has asked FAB to make it a bit more Paddler based. Graham asked if it is possible to do a one- day course but it needs to be a two- day course for NGB recognition.

Development Plans – There have been two sub-committee meetings looking at the documentation and there is a meeting to be scheduled in next couple of weeks. The group is looking at vision statements and mission statements and trying to refine the original document as it is quite wordy.

11. Update from David – Safety

Two documents were sent to the committee before the meeting which are available to read below the minutes. The first is Lothian Sea Kayak Club- Leaders and Terms of Reference and the second is Lothian Sea Kayak Club Trips Policy for A-Paddles and Pathway Paddles.

David stated that there is going to be a problem coming out of lockdown. People have been off the water for a year. There must be some sort of framework available for pathway and grade A paddles. We need competent leaders to lead pathway and Grade A paddles. How do we check leaders coming out of lockdown are fit for purpose and are competent? What guidelines do we work with and how do we do that?

There was concern about some leaders not wanting to go to refresher sessions. Some points were raised: have leaders been asked what they want and if leaders do not want to go on refresher courses, then are they being responsible.

Katerina as trip coordinator deals with leaders all the time. She stated that there is a huge intake of beginners and we need to cater to them. Katerina is happy to look at national guidelines for qualifications.

David is willing to sign up people for more refresher courses. Everyone agreed.

Regarding documents Katerina will combine the framework document and the policy document from June last year.

Action: David to do more refresher sessions

Katerina to combine the framework document and the policy document.

12. Thoughts on advertising commercial courses

Ian received an e-mail from Matt Haydock asking he could send some course dates which may be of interest to people in the club for circulation.

Lindsay asked if he did an introductory course with a wet exit, but he does not. Clare suggested using Musselburgh Lagoons for dedicated wet exit session.

Graham thinks simple rule no advertising of commercial courses. All LSKC coaches do training on a voluntary basis. Committee agreed.

13.Members social survey and social zoom

Lindsay and John Donald happy to do social zoom on the 14th of April. It was suggested Mike Buckley might do something.

Charles stated that intention was to move towards an in person social but may need to keep zoom on in May. It was suggested to have a social zoom in May and see how well it is intended. Charles is going to send an e-mail out to membership and see what members want.

Action: Charles to contact Mike Buckley and to arrange social zoom on 14th April.
Charles to send an e-mail out to members.

14. Gender designation on membership form

Lindsay suggested changing the membership form to Gender – Male, female, I prefer not to say, or I identify in a different way.

Action: Lindsay to contact Chris to change membership form

15. Award recognition for members who have contributed to the club / do we give longstanding outgoing members a leaving bottle present.

David asked committee to think about this to discuss at next committee meeting.

16. In support of clean wild camping

To be discussed next committee meeting

17. Donate excess funds to a good cause annually if not getting used.

To be discussed next committee meeting.

18. Any other business

Katerina would like to put restricting intake of new members on next committee meeting agenda.

It was asked if the outgoing committee members were still happy to carry on with their jobs. Both had been asked previously. David is happy to carry on doing safeguarding and covid. It was not established whether Rod was going to carry on with boat hires, containers etc.

Graham stated that Clare and Elaine have Bankline cards and Alan and David Grieve can now be removed from Bankline.

It was suggested Elaine could send an e-mail to members to inform them that the Committee meeting minutes are on the website and send an e-mail out two weeks before the next committee meeting in case a member wants to raise any points.

Next committee meeting to be set for end of May.

Actions: Elaine to put minutes on website and e-mail members telling them the minutes are available

Elaine to e-mail members two weeks before next committee meeting to see if any members have points that need to be raised.

Elaine to send out Survey Monkey to see what date suits everyone for the next committee meeting at end of May.

The meeting concluded at 21:30

Elaine Martin
Secretary
LSKC

North Queensferry Storage and Facility Access

North Queensferry Community Harbour Trust have been working hard to progress plans for siting 5 containers in the railway pier area for storage and community facility use. We were approached to see if we were interested in using one for kayak storage.

The purpose of this project for LSKC is to create additional kayak storage, and access to parking, toilet and launching facilities. This would benefit newcomers, and those living in Fife/ Central/West Edinburgh or seeking to use/ hire a boat but not wishing to transport it- particular potential here for disabled users.

When completed the storage container would also have power and light and shelter/ covered area. The principle is to achieve 3 aims-

1. Kayak storage
2. Onsite access to launching, parking and toilet facilities
3. Occasional participation in common good activities to further aims of public access to water in this world heritage site location

The club would seek to secure access for ALL members to # 2 above. This would be achieved by paying a rental fee for the container, and a facility fee for the access. We would have control over the container and use.

Roddy Macdowall and myself have been attending sub group meetings of the NQ Community Trust to progress this project. Grant applications have been unsuccessful and the trust are unlikely this year to have sufficient capital to initiate the preparation of ground, procuring, delivery and servicing of containers.

We have identified a potential means to achieve this for us, this year. The meeting is asked to note the details, including proposed costs and approve the following proposal. I've tried to summarise the complex factors below, but have put in the full text as an appendix, for information and to give you a taste of my world!!

Swanston containers cost us £960 per year. We have 16 spaces in each, each person pays £85 per year. The containers are full with a waiting list.

1- I have stipulated we do not pay more than at Swanston for the NQ container.

2- That storage charges to members are the same in each location

I suggested LSKC to commit to 2 years, suggesting a container rental of £960 pa, and requesting a reduced facility fee for the first year, to protect us from low initial take up. In all I suggested £2318 for the initial 2 year period (£960 pa plus £133 facility fee for first year then £265 for the second year). I had been working from a facility fee of £265 pa, I had this wrong, it is a minimum of £311.65 pa. which is applied as the basic unit of cost to all users.

I suggested, if a discount could be agreed, that LSKC pay the initial 2 year period's costs up front which matches the cost of buying a container, allowing the Trust's capital to complete the other costs in groundworks, delivering, servicing this first part of the container project. They would prioritise the siting of our container.

You can see from the correspondence that their Chair has manipulated their base rate, our stipulated container rate of £960 and applied discounts to arrive at a proposed fee of £2326 for the 2 year period. In effect the same as I offered (+£8).

I recommend this proposal to the club as a fair and proportionate arrangement of mutual benefit to both organisations. It is a good basis for future co-operation and noticeably develops the club's services for members without incurring capital or long term risks.

I seek:

1. the committee's reaction to the information given here
2. approval to commit the club to this on the terms in the attached licence to occupy.
3. Approve the payment of 2 years costs up front to enable procurement this year, noting discount applied.
4. seek a decision in principle to delegate organisation/ liason to a club/ committee member
5. to remind the committee that there are risks of loss if take up is low.

Risks are as follows:

Annual cost= £1163 (assuming half the facility fee is paid by the club, the remainder forms part of the rent) 13 occupants = £1105, 14=£1190

E mail survey generated 20 immediate requests for storage, and a further indication from 3 Fife club members of their intention to join LSKC if such a facility became available.

If only 10 people took up this over the 2 year period then the club would lose £626.

The benefit of facility use would have cost the club £155 per year- 51p per member per year.

If we only had 10 kayaks in the first year, and 14 the next year, we'd have income of £2040, costs of £2326.

Full occupancy would give us a £245 surplus per year- on a full (ie NOT discounted) facility fee.

Participation in occasional voluntary work would qualify for further discounts.

Appendix 1-

Details from Chair of NQ Community Trust

Thanks David!

The set-up we have with the Boat Club and the Rowing Club for their use of their workshop spaces is that they have a License to Occupy their areas and pay a "License Fee" annually to do so. Under the terms of our lease with Fife Council we are not allowed to sub-let so this gets around that problem. I've attached a draft for the kayak club adapted from their ones. It is probably legalistic over-kill but I had to rely on copying and pasting from a model available on the internet! The other clubs are just about to sign new agreements for 5 years starting from today (1st April)

Then we charge the Boat Club facility fees for their office and clubhouse containers as if they were boats of the same length. (because they take up space where a boat could go). Boat-owners facility fees give them a right to hard-standing for their boat, use of water, electricity and access to the slip. So it seems like that would be a good fit with what you have called access fees. The cheapest facility fee rate (for something under 6 metres) is £311.85. It would be useful for me to charge the Kayak Club the same (because it involves generating 100 separate invoices based on Excel trickery and that is the "base price" from which all the others are calculated and it puts everyone on a level pegging for use of the facilities). The facility fee year runs from the 1st April so I can apply a discount if you only get in a month or two after that. If you paid for two years in advance then we can give a discount and you wouldn't be affected if the prices go up slightly next year.

So it would make more sense for the Trust to give you a cheaper license fee for two years based on you paying for two years at once. It could then be re-adjusted in 2023 to go back to matching whatever you are paying elsewhere.

So - to make things match up to around the £2318 that you were proposing over two years:

Facility fees: £311.85 x 2 = £623.70. If we gave you a 7.5% discount (£46.78) for early payment of both years that would be £576.92. There would be an extra discount of 8.3% off the first year's cost for every month after 1st April that it takes to get the container in place. Say £26 or £52.

License to occupy: £960 x 2 = £1920. If we gave you a 7.5% discount (£144) for early payment that would be £1776

This comes to £2326.92 if the container is in place by 1st May and £2300.92 if it is in place by 1st June.

Do you think we've got to something that I can sell to the Trust before the 6th so that you can then sell it to your committee? The early-payment discount would just be a one-off for this set-up period. But hopefully in two years time it will be wildly popular and worth the extra money.

As if it wasn't complicated enough, there is also a discount system on the facility fees for volunteers which kicks in after the volunteering has taken place so the facility fees would probably go down after this two year period if members were helping out with maintenance.

What a lot of backwards engineering! I hope I did my sums right.

Lucie

Appendix 2- Licence to Occupy

LICENCE TO OCCUPY

BETWEEN:

North Queensferry Community Trust, a Company incorporated and registered in Scotland with company number SC402773 whose registered office is at 3 Carlingnose Point, North Queensferry, KY11 1ER
The Chairman and office Bearers of Lothian Sea Kayak Club, an unincorporated association, whose postal address is **xxx** ("Licensee").

OPERATIVE PROVISIONS

1. Interpretation

1.1 The following definitions shall have the following meanings:

<i>"Facilities and Services"</i>	As detailed in Schedule 1.
<i>"Interest"</i>	Interest at 4% over the base lending rate from time to time of Royal Bank of Scotland plc.
<i>"Licence"</i>	The licence to occupy the Property granted pursuant to clause 2.1.
<i>"Licence Fee"</i>	£960 per year or such other fee as may be mutually agreed by the Licensor and Licensee from time to time. The current fee would be guaranteed until April 2023.
<i>"Permitted Use"</i>	As kayak storage, provided however that such use shall not be inconsistent with the use by the Licensor of the entire subjects held by it as a harbour and marina falling within use class 11 of the Town and Country Planning Scotland (Use Classes) Order 1997.
<i>"Permitted Hours"</i>	Every day between the hours of 8 a.m. and 10 p.m., without restriction.
<i>"Property"</i>	A 8ft x 20ft shipping container sited in the north enclosure as in the attached plan in Annex A

1.2 The rules of interpretation in this clause 1 apply in this agreement.

1.3 Clause headings do not affect the interpretation of this agreement.

1.4 Except where a contrary intention appears, a reference to a clause is a reference to a clause of this agreement and a reference to a schedule is a reference to a schedule to this agreement.

1.5 Unless otherwise specified, a reference to a law is a reference to it as it is in force for the time being taking account of any amendment, extension, application or re-enactment and includes any subordinate legislation for the time being in force made under it.

1.6 Reference to "person" includes a corporate or unincorporated body.

1.7 Reference to "writing" or "written" includes email.

1.8 Any obligation in this agreement on a person not to do something includes an obligation not to agree or allow that thing to be done.

2. Licence to occupy

2.1 The Licensor agrees to the Licensee having use of the Property for the Permitted Use during the Permitted Hours with the benefit of the Facilities and Services for a minimum period of 2 Years from 1st **xxx**, 2021 (subject to earlier termination in accordance with clause 4.1 hereof).

2.2 Each year's licence fee shall be payable annually in advance on 1st **xxx** each year

2.3 The Licensor shall provide to the Licensee the Facilities and Services subject to any shortage of supply, severe weather implications, or similar causes restricting or suspending the supply of such Facilities and Services beyond the Licensor's control.

2.4 The Property shall remain in the possession of the Licensor at all times. The Licensee is to occupy the Property in common with the Licensor and any other parties authorised by the Licensor.

2.5 The parties agree that the Licensee shall occupy the Property as a licensee, and that no relationship of landlord and tenant is created between the Licensor and the Licensee by this Licence.

2.6 The Licensor gives no warranty that the Property is physically fit for the Permitted Use.

2.7 The Licensee is not permitted to assign or transfer this Licence at any time without the Licensor's prior written consent.

3. Licensee's obligations

3.1 The Licensee shall:

3.1.1 pay to the Licensor the Licence Fee in full on the due date each year;

3.1.2 pay to the Licensor any Interest due on any portion of the Licence Fee paid late by 7 days or more after the due date has passed;

3.1.3 use the Property only for the Permitted Purpose during the Permitted Hours;

3.1.4 maintain the Property in a clean and tidy state at all times;

3.1.6 adhere strictly to all security procedures implemented by the Licensor for any part of the Property;

3.1.7 vacate the Property in the event that the Licensor gives reasonable notice to relocate to alternative accommodation mutually agreed nearby, which shall be deemed to replace the Property and this Licence shall continue in respect of the new accommodation;

3.1.8 comply with all reasonable rules the Licensor makes and notifies to the Licensee in writing from time to time regarding the Licensee's use of the Property;

3.1.9 (considering that the fire insurance relating to the Property shall be effected by the Licensor) maintain a full public liability insurance policy in relation to the occupation and use of the property by the Licensee; and

3.1.10 pass on all correspondence to the Licensor promptly regarding the Property.

3.2 The Licensee shall not:

3.2.1 use the Property for any of the following:

3.2.1.1 holding or allowing an auction sale to be held in any part of the Property;

3.2.1.2 activities of a dangerous or potentially or actually destructive nature, whether lawful or otherwise; or

3.2.1.3 causing nuisance or annoyance to any neighbouring persons or properties; or

3.2.2 alter or allow any person to alter the Property in any way without the prior written consent of the Licensor, save so far as that shall be necessary to comply with the law; Consent has been given for the Licensor to fit out the building for the purposes of kayak storage.

4. Termination

4.1 Either party may terminate this Agreement before the date of expiry referred to above by giving the other not less than 3 month's written notice.

4.2 At the expiry or termination this Licence, the Licensee shall return the Property to the Licensor in a clean and tidy condition and generally in like condition to the condition of the Property at the date of the granting of the present Licence.

4.3 Any accidental damage caused to the Property by the Licensee or an associate or employee of the Licensee that renders the Property unusable for more than 48 hours shall have effect to terminate this Agreement terminated upon the expiry of said 48 hour period.

4.4 Upon termination of the Licence, the Licensor shall return to the Licensee any proportion of the Licence Fee already paid by the Licensee to the Licensor in respect of any time following termination.

4.5 The expiry or termination of this Licence shall be without prejudice to the continuance of the obligations of the Licensee to the Licensor.

5. Entire agreement

5.1 This agreement constitutes the entire agreement and understanding of the parties and supersedes any previous agreement or understanding between them relating to the subject matter of this agreement.

6. Notices

6.1 Any notice given under this agreement must be in writing and delivered to the recipient at the address specified in this agreement or at such other address as has been notified to the sender previously in writing.

6.2 A written notice given under this agreement will not be validly served if sent by email only.

7. Law and jurisdiction

7.1 This agreement shall be governed by and construed in accordance with the laws of Scotland and each of the parties hereto submits to the exclusive jurisdiction of the Scottish Courts as regards any claim or matter arising under this Agreement.

Schedule 1 The Facilities and Services

1.1 The Facilities and Services include also the right for the Licensee to use during the Permitted Hours:

1.1.1 such parts of the common parts of the unit of which the Property is a part for access, all as such access shall from time to time be designated by the Licensor; and

1.1.2 the water, electricity, drainage and other services as the same shall serve the Property.

1.2 The Licensor shall:

1.2.1 arrange and pay for all planning warrants and certifications which may be required for such maintenance and improvement of the buildings required to render the buildings secure, wind and weather proof and safe for the occupation by the Licensee for the Permitted use;

1.2.2 Maintain adequate insurance of the structures, including Fire Insurance.

Signed by Iain Grant Mitchell QC

(Chairman, North Queensferry Community Trust),
being a person duly authorised to sign on behalf of the Licensor.

Before this Witness:

Date:

And by xxx

(Chairman, Lothian Sea Kayak Club) being a person authorised to sign on behalf of the Licensee.

Before this Witness:

Date:

Annex A

Drawing of container placement needed here.

Lothian Sea Kayak Club- Leaders and Terms of Reference

We use the existing National frameworks set out below, previous as well as current awards apply. Selection of Location and conditions are key. For pathway and grade A paddles we would expect Sheltered etc. 1:8 is a sensible ratio. Some updates to these specify distances off shore- but the element of judgement expected (and outlined) in the sea kayak and sea kayak leader awards is the principle followed by the club.

Like the SCA insurers we would expect the leaders to hold the qualification suggested **or possess equivalent experience.**(see below) That is the wording in the Towergate insurance terms.

The factors considered are:

Location Preparation Assessment of environment and plans Skills-Paddling, group organisation, rescue and towing .

After a year of suspended activity we intend to use the leader refresher sessions to check this.

The club will update it's current list of leaders against this- in the absence of any structured paddling we recognise that this means a certain element of fresh start. All on the current list will be reminded of the need to refresh, including those holding NGB awards.

Leaders who attended the first refresher session are- myself, Dougie Williams, Richard Hope, Martyn Tunstall, Russel Henderson, Rod Dalitz,

The terms of reference applied Nationally are

Sea		
Sheltered Tidal Water and Sea	British Canoeing Paddlesport Leader (to lead only)	1:8 students 1:6 students in open canoes paddled solo 1:12 students when paddling tandems, or crew boats
	British Canoeing Level 2 Inland Kayak (old scheme)	
	British Canoeing (UKCC) Level 1 with site specific training and assessment (see p16)	
	British Canoeing (UKCC) Level 2	
	British Canoeing 4 Star Touring or Sea Leader Award (to lead only)	
Moderate Tidal Water/Sea	British Canoeing Sea Level 3 (old scheme)	1:6 students
	British Canoeing Moderate Water Endorsement - Sea	
	British Canoeing (UKCC) Level 3 Sea	
	British Canoeing Sea Kayak Leader or 4 Star Sea Leader Award (to lead only)	1:4 paddlers
Advanced Tidal Water/Sea	British Canoeing Sea Level 3 and 5 Star (old scheme)	1:4 students
	British Canoeing Advanced Water Endorsement - Sea	
	British Canoeing Advanced Sea Kayak Leader or 5 Star Sea Leader Award (to lead only)	

Sheltered Tidal Water/Sea Small enclosed bays, enclosed harbours, where there is minimal possibility of being blown offshore; defined beaches (a short section of beach with easy landing throughout, no tide races or overfalls beyond the beach), in conditions in which swimmers and beach craft could be happily operating winds not above Beaufort force 3 (Beaufort force 2 if offshore when greatest of caution must be exercised); the upper reaches of some suitable, slow moving estuaries during neap tides. In all cases the wind and weather conditions must be favourable.

Moderate Tidal Water/Sea A stretch of coastline with available landings every one to two miles or one hour paddling, including areas where it is not easy to land. Crossings not exceeding two nautical miles. Up to 2 knots of tide (but not involving tide races or overfalls). Winds not exceeding Beaufort force 4 . Launching and landing through surf (up to 1 metre, trough to crest height).

Advanced Tidal Water/Sea Any journey on the sea where tidal races, overfalls or open crossings may be encountered, which cannot be avoided; sections of coastline where landings may not be possible or difficult; difficult sea states and/or stronger winds (Beaufort force 4 or above); launching and landing through surf (up to 1.5 metres trough to crest height).

Sea Kayak Leader (old 4 star) is the qualification and content we would wish people to be working towards.

We have mapped skills against paddle gradings.

A leader's personal paddling proficiency and judgement are the key factors- they can be evidenced by the holding of an award, but also by demonstration in paddling contexts- accreditation of prior

learning. (A road traffic parallel might be-it is the ability & judgement to drive safely that applies, not the possession of a licence, which in paddling is not a legal requirement).

This year we need to satisfy ourselves that leaders are fit to supervise pathway and grade A paddles. The meeting tonight is asked to decide how best to do this in the coming months. Proposal- leaders are checked by a temporary subgroup consisting of experienced leaders who hold 4 star or 5 star awards (or equivalent). Direct observation within the last 18 months against the sea kayak leader elements- of Judgement and Skills:

Judgement of environment – matching group to plans

Skills-Paddling, group organisation, rescue and towing.

ACTION – Discuss and decide on procedure to approve leaders.

David

Lothian Sea Kayak Club Trips Policy for A-Paddles and Pathway Paddles

OVERVIEW

LSKC organises a number of peer group trips and of club trips each calendar month. They are advertised via the club website, and email list. Club trips are called A-Paddles and Pathway Paddles (“APPP”s).

DEFINITION OF TRIPS:

Peer trips are trips where a group of paddlers simply go out paddling together.

APPPs are club trips. They are organised and led by leaders who have been approved by the Committee, or a delegated sub-committee. Each APPP has one designated trip leader who is responsible for the trip, with support from other leaders, coaches, experienced paddlers or committee members. They are open to all members.

Participation is at the discretion of the organisers and trips may have to change or be cancelled due to weather conditions or for other reasons.

APPPs leaders are experienced paddlers, they are not necessarily qualified instructors and trips are not coaching sessions.

The overall ethos is that each participant should come prepared to look after themselves. As with any outdoor pursuit there is an element of risk.

LEADERS:

APPPs leaders have been approved by the Committee on the grounds of the leader's competence, experience and/or formal qualifications There are no set requirements for specific qualifications, but relevant qualifications may help the Committee to assess the suitability of a leader.

LSKC encourages and supports paddlers to develop their leadership skills, to attain and maintain relevant qualifications and to take on the leading of APPPs Trips.

Leaders can be approved for single trips, or for a period of time.

The Committee can impose limitations and conditions on a leader's remit. The Committee reserves the right to change the remit of a leader, or to remove the leader from the list of approved leaders, at any time.

A list of approved Leaders is maintained by the Trips Coordinators.

31 May 2020