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1. Authorisation

This event is being run by Maidstone canoe Club authorised by the British Canoeing Marathon Racing Committee (MRC)

2. Race Organising Team –Key Personnel

The Club will appoint

1. Race Organiser           John Simmonds
2. Safety Coordinator       Geoff Orford
3. First Aid Coordinator    Lisa Taylor
4. Welfare Officer           Martyn Vincent

The Safety Coordinator will have final approval of the safety arrangements, having attended the British Canoeing Event Safety management Workshop.

The race Organiser will appoint

- Marshals at the start and finish points, and at locks/ portages and turns along the route.
- A Marshal to follow the youngest group of competitors either by boat or by bicycle to sweep the course.

3. Risk assessment

A risk assessment has been prepared which covers activities on land and water and the impact on other river users and the public.

4. Welfare

The Club Has a Child Protection and Vulnerable Adult Policy. The Welfare Officers details will be published as part of the race details.

Any safeguarding issues will be dealt with by the Club/ event Welfare officer following BC Policies at

<https://www.britishcanoeing.org.uk/guidance-resources/safeguarding/policies-guidance-and-templates>.

The nature of the race means that no individuals (other than their own family members) should need to be alone with children or vulnerable adults.

## 5. Information Distribution

### Participants

Risk assessments and safety Plan to be

- Submitted to British Canoeing regional marathon Adviser
- Published on the event page of the Flatwater Racing Association web site
- Specific instructions will be given to marshals on the day
- There will be a race briefing on the day to point out any specific concerns and issues.

### Public

A notice to mariners will be sent out via the EA, the rowing club will be emailed ahead of the event.

## 6. Race Entries

Race details are published on the Flatwater racing Association website. Entries are permitted on the day.

Participants are registered onto a computer spread sheet.

The majority of participants attend as part of a Club team and must be endorsed by their club's appointed team leader. Under 18's who are not part of a club team must be endorsed and accompanied by a responsible parent or guardian. All those attending other than as members of one of the organising clubs must show evidence of personal membership of British Canoeing. Data will be held in line with the Flatwater Racing Association Privacy Policy

## 7. Vehicle and Trailer Access Routes

Visitors with mobility impairments can park close to the club house.

Those towing trailers will be asked to unload onto the grass and then park in the adjacent car park, directions will be given on the day.

The car park is shared with a Health Club, please follow the marshals instructions.

## 8. Boat Storage

Boats can be unloaded onto the grass area.

9. Boats must have sufficient buoyancy to remain afloat and support the crew in the event of a capsize, and this must be provided by fixed flotation material or sealed bulkheads. Team leaders are required to check the craft used by their team members. Paddlers and team leaders will be reminded of this in the pre race instructions and any boat identified by Marshals as non-compliant will be disqualified.

All competitors must have a current River Licence.

#### 10. Launching and Landing Provision

Boats will be launched and landed from the slipway, leaving the jetty free for safety personnel. Landing stages on the portage have steps up to the tow path, Marshals will guide paddlers and the public.

#### 11. Warming up and down

While warming up and down please keep river right

#### 12. When and where paddlers can practice, warm up and cool down.

Paddlers on all courses can warm up by paddling a short distance down from the slipway and coming back up to the start finish line. Paddlers should keep river right.

#### 13. Buoys

Turn buoys will be placed at the turn points for all distances. They will usually be mid-channel away from hazards.

#### 14. Points of danger on the course.

The portages are the points of risk

- Competitors will be advised not to enter locks to portage their boats
- Marshals will be at the portage to keep the public clear of moving boats
- The portage this year will be a forced portage rather than a physical break in the river. It will not involve any steps and will be on flat, level ground. The option to pass with no advantage gained will be an option for competitors not able to portage.

#### 15. Marshalling Instructions and Control

Marshals will be at the portages and turns.

They will have the what 3 words code for their location. They will also have the phone numbers of the race coordinators and safety officer.

The race briefing will remind paddlers of their obligation to respect other river users.

#### 16. Safety Boats and locations

A safety boat will follow the race of the youngest paddlers on the short course.

#### 17. Safety Equipment

On water Marshalls and any person on the landing stage must wear a correctly fitting BA Marshals will have HI Vis bibs and throw lines.

#### 18 First Aid

The First Aider will be based at the Club. First Aid kits will be given to the Marshals for the portage points.

There is a defibrillator at the club house

The Nearest Hospital with A&E is Maidstone Hospital, hermitage Lane, Maidstone, ME16 9QQ

#### 19. Medical Support arrangements & Emergency Vehicle Access

If medical assistance is required call 999. Marshals will have what 3 words locations on the course for the purpose of directing help.

What 3 words location of the Club House is on the door.

#### 20. Summoning Help

Minor injuries will be dealt with by the First Aider, Emergency services to be summoned by mobile phone.

#### 21. Cancellation or suspension of the competition.

If the course is suspected to be in an unsafe condition due to prevailing of recent weather, the Race Organiser will need to view the course the day before and consider if the race should be cancelled or modified.

If the competition is cancelled or suspended, this information will be distributed as soon as possible to all team leaders and published on the Flatwater Racing Website.

#### 22. Emergency action plan

See Club Accident and Emergency Action Plan

#### 23. Incident Reporting

Competitors and Team Leaders will be reminded at the briefing of their responsibility to report incidents to the race organiser. The Race Organiser will report river related incidents to the EA and all incidents to British Canoeing and the Insurers.

Welfare issues will be reported to the Welfare officer and British Canoeing.

#### 24. Post Event Review

After the event all those involved especially organisers and marshals will be invited to contribute their thoughts about issues encountered and suggest improvements.

Any conclusions related to documents will be updated in light of any issues.

**SAFETY PLAN**  
**MAIDSTONE CANOE CLUB WINTER SERIES RACE 17 NOVEMBER 2024**

