

# LONGRIDGE CANOE CLUB

## CLUB POLICY DOCUMENT



## INCORPORATING CODES OF CONDUCT FOR THE CLUB, COMMITTEE, COACHES AND MEMBERS

### Introduction

*“The Policies and Codes of Conduct forming this document will assist The Club achieving its objectives in a safe, friendly, and appropriate environment.”*

In simple terms The Club’s primary objective is to provide its Members with opportunities to take part in Flat Water Racing in Canoes and Kayaks. Flat water racing will include the disciplines of ‘Marathon’ (long-distance) and ‘Sprint’. Opportunities may arise with similar racing disciplines e.g. ‘descent’ racing and/or social paddles and activities, and/or other training & fitness activities.

The Policies and Codes of Conduct forming this document will assist The Club achieving its objectives in a safe, friendly, and appropriate environment. For these reasons it is imperative that all Members have access to the documents and understand the Policies under which decisions are made, and agree to the Codes of Conduct.

Throughout this document it is a prerequisite that all Members (and in the case of Juniors, their Parent(s)/Guardian(s)) must accept that Canoeing and Kayaking are ‘assumed risk’ ‘water contact sports’ that may carry attendant risks. Participation must be with awareness of and acceptance of these risks, and responsibility for actions and involvement.

## Authority of this Document



*“The aim is for this Document to be simple to understand and to reflect the desires of The Club.”*

This Document has been prepared and adopted by The Club [date]\_\_\_\_\_

Longridge Canoe Club, herein after referred to as “The Club” is bound by Constitution and this document has been duly adopted in accordance with the Constitution’s clauses.

This document shall remain valid and applicable until further notice by The Club, subject to being reviewed annually by The Club and updated and readopted as applicable. Where this document is no longer to be readopted then this decision will be announced by the Committee.

The Club shall mean all its Members unless the context suggests otherwise. Decisions on behalf of The Club, required in relation to this Document, will be taken by the Members at an AGM or EGM, by its Committee at Committee Meetings or by its Officers or Officials at any other time.

This document shall be made available to all Members and prospective Members of The Club. Membership of The Club is dependent on (1) Acceptance of the Policy and (2) Agreement of the Codes of Conduct.

This Document is not intended to be fully inclusive or all encompassing, nor intended to be a document for legal scrutiny. The aim is for this Document to be simple to understand and to reflect the desires of The Club.

# Code of Conduct



*“It is Club Policy that all paddlers agree to the Club Code of Conduct...”*

## **All Paddlers agree that they**

Will make themselves aware of the risks and hazards on and around water locations.

Will take all reasonable precautions and avoid unnecessary risk to themselves and others, remembering that in putting themselves at risk also puts rescuers/others at risk if they need assistance.

Will be aware of the Club's rules and guidance relating to appropriate use of equipment and clothing when participating in any Club activity.

Will always check river conditions, weather conditions and daylight hours before paddling and adopt appropriate measures when necessary, which may mean changing plans or choosing not to paddle when foreseeable conditions will expose themselves or anyone to excessive risk.

Will listen, take the advice and instructions and co-operate with Club Coaches, Club Officials and Race/Event Officials/Organisers.

Will not take, borrow, use or loan-out any Club owned property or equipment without the express permission of the Club that they may do so.

Will make every effort to take appropriate care of all property belonging to the Club or Club members and to report any damage to property or if witnessing mis-treatment of property belonging to the Club.

Treat other Club members with respect at all times – on the water, around the Club, in communications and through Club's Social Media.

Control tempers and avoid behaviour that may inconvenience or upset others.

\*\*\*

### **All Club Officials and Coaches agree that they will**

Keep up-to-date with appropriate training and knowledge to ensure that they are working to current best practice and safe environments.

Consider the wellbeing and safety of paddlers before the development of performance.

Encourage paddlers to value their performance and not just results.

Develop an appropriate working relationship with performers and participants, based on mutual trust and respect.

Make sure all activities are appropriate to age, ability and experience of those taking part.

Display consistently high standards of behaviour and appearance.

Follow British Canoeing and Club guidelines and policies.

Never encourage or condone the use of prohibited substances.

\*\*\*

### **All Parents / Guardians responsible for juniors will**

Help your child to recognise good performance not just results.

Recognise the difference between encouragement and force, and never forcing a child to take part in sport.

Support your child's involvement and help them to enjoy the sport.

Set a good example by applauding good performances of all paddlers.

Never punish or belittle a child for losing or making mistakes.

In front of juniors openly respect the judgements and opinions of Club Officials, Coaches and Race/Event Officials and where there is a disagreement with a decision enter appropriate dialogue via the appropriate channels or means.

Use respectable language at all times, assuming that foul, rude, lude or swear words are not appropriate at anytime.

## Quick Summary of Key Document Points



It is important that all Members read & understand the full content of this

Document, but for ease of reference the points that will be most likely encountered on a 'day-to-day' basis are summarised here. This will be most useful for new Members or to act as a reminder for all.

- The Club equipment can only be used during Programmed Club Sessions; or ad-hoc sessions being run by a Coach; or at Races when pre-approved by the Committee.
- Buoyancy Aids must be worn by: anyone not able to swim 25m in the clothing suitable for the session; unranked paddlers; paddlers ranked in divisions 9, 8 & 7; paddlers aged 13 & under; Juniors over 13 if both a Parent/Guardian and the Session Coach have not given permission to paddle without a Buoyancy Aid; when other conditions dictate.
- Paddlers must be punctual for Session and confirm intended participation with the Coach(es) on arrival. Late arrivals requiring use of The Club equipment may not be allowed to paddle, and must not launch after the Session has started without the express permission of the Coach.
- A number of Programmed Sessions will usually take place during each week, however not every session will be suitable for all ages, experiences and abilities. Members should only attend those sessions suitable for them (normally referred to as Group D, C, B or A or according to 'Handicap' grading or Division Ranking).
- Additional sessions may be offered by a Coach to specific groups or individuals, for whom the ad-hoc session is suited, these will be announced by that Coach.
- Visitors as Prospective Members are limited to a maximum of 4 paddling sessions.
- Other Visiting paddlers are by invitation of a Host Member, subject to arrangements in place.
- All paddlers need to have complete either a Membership Form or Visitor Information Form before being permitted to paddle.

# LONGRIDGE CANOE CLUB

1



<b>INTRODUCTION</b>	<b>1</b>
<b>AUTHORITY OF THIS DOCUMENT</b>	<b>2</b>
<b>CODE OF CONDUCT</b>	<b>3</b>
<b>QUICK SUMMARY OF KEY DOCUMENT POINTS</b>	<b>5</b>
<b>ADULT AT RISK PROTECTION</b>	<b>8</b>
<b>AFFILIATION WITH BRITISH CANOEING AND INSURANCE</b>	<b>10</b>
<b>BUOYANCY AIDS</b>	<b>11</b>
<b>BUOYANCY IN BOATS</b>	<b>13</b>
<b>CHILD PROTECTION</b>	<b>14</b>
<b>CLUB COACHES</b>	<b>16</b>
<b>CLUB EQUIPMENT</b>	<b>17</b>
<b>CLUB SESSIONS</b>	<b>19</b>
<b>COACH BOAT (POWERED)</b>	<b>22</b>
<b>COMMUNICATIONS – PART 1</b>	<b>24</b>
<b>COMMUNICATIONS – PART 2</b>	<b>25</b>
<b>EQUALITY POLICY STATEMENT</b>	<b>26</b>
<b>GENERAL DATA PROTECTION REGULATION (GDPR) DATA PRIVACY POLICY</b>	<b>27</b>
<b>GENERAL BEHAVIOR AND CONDUCT</b>	<b>33</b>
<b>HAND-OVER AND COLLECTION OF JUNIORS</b>	<b>35</b>
<b>MEDICAL CONDITIONS AND INJURIES</b>	<b>36</b>
<b>MEMBERSHIP</b>	<b>37</b>
<b>NIGHT PADDLING</b>	<b>39</b>
<b>PADDLING ALONE</b>	<b>41</b>
<b>RIVER CONDITIONS</b>	<b>42</b>
<b>SAFEGUARDING AND WELL-BEING</b>	<b>43</b>
<b>SANCTIONS</b>	<b>45</b>
<b>SOCIAL MEDIA AND E-MAILS</b>	<b>46</b>
<b>STORAGE OF PERSONAL EQUIPMENT</b>	<b>48</b>

Reviewed 1<sup>st</sup> June 2019

**SWIMMING**

**49**



**USE OF THE LONGRIDGE ACTIVITY CENTRE SITE**

**50**

**VISITORS AND GUESTS**

**52**

**APPENDIX: BRITISH CANOEING CODE OF ETHICS**

**53**

**APPENDIX: BRITISH CANOEING CHILD AND VULNERABLE GROUPS PROTECTION POLICY**

**54**

**APPENDIX: LIST OF COACHES AND THEIR LEVEL OF EXPERIENCE**

**55**

**APPENDIX: CURRENTLY PROGRAMMED CLUB SESSIONS**

**56**

**APPENDIX: CURRENT MEMBERSHIP AND VISITOR FEES**

**57**

# Adult at Risk Protection



See also Child Protection and Safeguarding & Wellbeing

*“The Club believes that taking part in Paddlesport should be a positive and enjoyable and accessible to all persons...”*

- i. The Club is fully committed to safeguarding the well-being of its Members: this section is specifically regarding Adult at Risk Protection, for the purpose of this section “Adults at Risk” (“AaR”) would be as defined by the Care Act 2014 (or subsequent amendment).
- ii. It is intended wherever possible for the Club to align its procedures with Policy “P6 – British Canoeing Safeguarding Adults Policy”.
- iii. Persons directly and regularly involved with AaR within the Club, such as Coaches and Club officials, will be required to be aware of Policy P6.
- iv. The Club believes that taking part in Paddlesport should be a positive and enjoyable part of all lives and to achieve this:
  - Coaches and helpers should follow the British Canoeing Code of Ethics.
  - All Coaches, helpers and officials working with AsR should read and adhere to the British Canoeing Child and Vulnerable Groups Protection Policy. The Club will follow the guidance of the Policy in the event of any concerns or allegations.
  - The Club will ensure that anyone who meets the eligibility criteria for requiring a Disclosure check will not be deployed until a satisfactory check has been returned.
  - The Club will obtain written medical details of AaR which will be made known to Coaches, where deemed appropriate and/or necessary.
  - All Coaches of The Club will be a member of British Canoeing.
  - The Club will encourage and support helpers to gain qualifications and assist Coaches to stay up to date.



- The Club has a named Club Welfare Officer as a person whose role it is to deal with any issues concerning Safeguarding and Protection and The Club will share clearly the name of this person with all Members.
- Any Coach or Club Official with concerns with respect to the welfare of an AaR should speak with the AaR in the first instance. The decision of the AaR will be respected and the AaR will be assumed to have capacity for the decision unless proven otherwise.
- Each Adult, AaR or otherwise, will be involved in any discussion and decision making process about their welfare in a Safeguarding capacity and be given the opportunity to make their own choices, whether or not the Club consider these to be wise. This does not extend to choices that may adversely affect the health & safety of others, directly or consequentially and this exclusion would include, but is not limited to, where actions would be contrary to other Club policies, rules or procedures. Policy P6 sets-out other circumstances for exceptions and when reporting should take place.

## Affiliation with British Canoeing and Insurance



### *“The Club is Affiliated to British Canoeing [BC] ...”*

- i. The Club is Affiliated to British Canoeing [BC] having a Club reference 100497. The Affiliation renews during June of each year. The Affiliation type is “Senior with Youth Section”. The Club is bound by the requirements of BC and agreements made under this Affiliation.
- ii. Through the Affiliation with BC, The Club is covered by the BC insurance policies. This includes “Employers Liability”; “Public/Products Liability”; “Professional Indemnity”; “Officers Liability”; and “Crisis Containment”. Restrictions of Cover and Limitation of Liability as published by BC are available from The Club Secretary or The Club Chairperson.
- iii. The sections “Use of The Club Equipment” and “The Club Sessions” in this document are specifically influenced by insurance provided by BC. Members must not knowingly act in such a way that puts such actions outside the cover of insurance.
- iv. Members or Visitors using privately owned equipment are required to be members of BC in their own name and it is recommended that they take out adequate insurance for personal liability and for theft loss or damage of their equipment. The Club insurance does not cover privately owned equipment. The Club’s Affiliation with BC does not provide Thames River Licence or other waterways licences for privately owner equipment.

*“The default arrangement is that **all** paddlers should wear a Buoyancy Aid when paddling on the water.”*

- i. The default arrangement is that **all** paddlers should wear a Buoyancy Aid when paddling on the water – **if in doubt where a Buoyancy Aid.**
- ii. Discretionary exceptions to the requirement of wearing a Buoyancy Aid may apply, which are dependent upon the paddler’s experience and water conditions, weather conditions, day light, the season and the group.
- iii. The Club considers the following scenarios are situations where it would not be sufficiently safe for a Member to paddle without wearing a Buoyancy Aid, therefore the following circumstances will mean discretionary permission to participate without a Buoyancy Aid cannot be given:
  - By Paddlers who cannot swim at least 25 metres unassisted and in clothing being worn appropriate for the prevailing conditions.
  - By Paddlers in Divisions 7, 8 or 9, unranked paddlers and all paddlers 13 years and under.
  - By Paddlers who are Juniors 14 years and above who do not have **both** Parental/Guardian Consent and Consent of the Session Coach. This should be a conscious decision at the start of every Session.
  - When river flow rates are high (i.e. exceeding 120 cub.m/s but may also be lower) and/or where water temperatures would induce ‘thermal shock’ (which would be below 4°C but may also be higher).
  - At night or darkness, including when the time of paddling is close to sun-set when a delayed return could mean returning in darkness.

- iv. If a discretionary exemption appears to apply by the criteria above, the Member\* is then expected to make their own assessment and decision on when it is deemed sufficiently safe not to wear a Buoyancy Aid.
- v. Where it is necessary to wear a Buoyancy Aid, then it will need to conform to the standard set by the International Canoe Federation or EN 393 / 395. A Buoyancy Aid will not be deemed adequate if it is damaged, missing integral elements of its fundamental design, has reduced performance through age or deterioration or is ill-fitting.

## Buoyancy in Boats



*“Any boat in use must have adequate buoyancy to ensure that when capsized it is sufficiently buoyant to remain level at the surface and to support the crew in the water.”*

- i. Any boat in use must have adequate Buoyancy to ensure that when capsized it is sufficiently buoyant to remain level at the surface **and** to support the crew in the water. (NB boat Buoyancy adequate to support the crew is still required even when the crew is wearing a Buoyancy Aid.)
  - Buoyancy may be in the form of expanded foams or polystyrenes which are non-absorbent; purpose made robust buoyancy bags; sealed bulk-heads; and the like.
  - Inherent Buoyancy of the boat’s construction, such as sandwich construction are not deemed satisfactory on their own.
  - The amount of Buoyancy required will be influenced by the specific boat, the paddler and/or prevailing conditions.
- ii. Under no circumstances should added Buoyancy be removed from Club Equipment unless instructed to do so by a Coach.
- iii. Members using Club Equipment are expected to check the boat for adequate Buoyancy before each use and if Buoyancy is lacking then report to the Coach or if in any doubt discuss with the Coach. If Buoyancy is not adequate and not available to add to the boat, then the boat will be deemed ‘out of service’ and must not be used until rectified.
- iv. It is the responsibility of owners/users of privately owned equipment to ensure that it is checked for adequate Buoyancy, the Coach(es) will not be expected to check this.

# Child Protection



See also Safeguarding and Wellbeing

*“The Club believes that taking part in Paddlesport should be a positive and enjoyable part of children’s lives...”*

- i. The Club is fully committed to safeguarding the well-being of its Members: this section is specifically regarding Child Protection, for the purpose of this section every Junior is deemed to be a Child.
- ii. It is intended wherever possible for the Club to align its procedures with Policy “P1 – British Canoeing Safeguarding Children Policy”.
- iii. Persons directly and regularly involved with children within the Club, such as Coaches and Club officials, will attend a Safeguarding and Child Protection Workshop.
- iv. The Club believes that taking part in Paddlesport should be a positive and enjoyable part of children’s lives and to achieve this:
  - Coaches and helpers should follow the British Canoeing Code of Ethics.
  - All Coaches, helpers and officials working with Children should read and adhere to the British Canoeing Child and Vulnerable Groups Protection Policy. The Club will follow the guidance of the Policy in the event of any concerns or allegations.
  - The Club will ensure that anyone who meets the eligibility criteria for requiring a Disclosure check will not be deployed until a satisfactory check has been returned.
  - The Club will obtain written medical details of Juniors which will be made known to Coaches, where deemed appropriate and/or necessary.
  - All Coaches of The Club will be a member of British Canoeing.
  - The Club will encourage and support helpers to gain qualifications and assist Coaches to stay up to date.

- The Club has a named Club Welfare Officer as a person whose role it is to deal with any issues concerning Safeguarding and Child Protection and The Club will share clearly the name of this person with all Members.
- Anyone with concerns with respect to the welfare of a Junior should contact the Club Welfare Officer and/or an Official of The Club. If the Club Welfare Officer (or other Official of The Club) is unavailable, or for some other reason not suitable for a discussion, or matters need to be discuss outside of The Club organisation, then any Member with concerns can contact the British Canoeing Safeguarding Officer.

## Club Coaches



See also Club Sessions and Club Equipment.

*“The Club is operated through volunteers and all Coaches are unpaid. Every endeavor is made to provide as many Coached Sessions as possible...”*

- i. The Club is operated through volunteers and all Coaches are unpaid. Every endeavor is made to provide as many Coach-led Sessions as possible, however there is no obligation on the Club to provide a minimum or set number of Sessions.
- ii. Members are advised to attend additional ‘external’ or 3<sup>rd</sup>-party training groups where the sessions offered by The Club do not meet an individual’s needs.
- iii. The Club encourages Members with adequate experience to obtain BC Coaching Qualifications.
- iv. The Club may allocate an annual budget for funding, or part funding, Members through some of the Coach training obtained through approved courses. Funding, or part funding, when available will be advertised to all Members and allocated on merit. Where a Member has been funded, or part funded, in their Coach training then that Member will be required to assist from time-to-time in Coaching at Club Sessions.
- v. Where possible all Coaches should organise a rotation of Coaching requirements and duties.
- vi. A list of Coaches and their level of experience will be held by The Club.
- vii. Where a Member has relevant experience but does not hold a Coaching Qualification then they may be asked to operate as a Session Leader for a particular Club Session. A Session Leader will not be expected to provide technical coaching but normally manage the coherence of the training group and the application of training set-out by a Coach before the session.
- viii. All Coaches will need to be DBS checked and details held by The Club.



# Club Equipment



See also Club Sessions & Coaches and Coach Boat.

*“Club Equipment may only be used by Members during a Programmed Club Session; ad-hoc Club Sessions where a Coach is present; at approved races...”*

- i. Club Equipment includes (but not limited to) boats, fixtures and fittings of boats, paddles and Buoyancy Aids.
- ii. The Club endeavors to own and offer to Members a range of Kayaks and paddles to suit novice and intermediate paddlers for the first part of their paddling development.
- iii. At the appropriate time it is anticipated that Members will obtain and use their own equipment. The Club does not recommend Members rush to buy their own equipment until they have some experience of what will suit their requirements.
- iv. The Club resources are limited and therefore it is not intended that The Club will own or have available enough Club Equipment to meet Member’s specific requirements nor have Club Equipment to meet demands at every session.
- v. In the event that demand on Club Equipment is greater than Club Equipment being available at a Programmed Session, then any Member that arrived is good time for the Session but was unable to paddle may request priority for the subsequent Club Session.
- vi. **Club Equipment may only be used by Members:**
  - during a Programmed Club Session, which may include use within a Group sub-divided by the Coach who will then nominate an experienced and competent ‘session leader’;
  - during an ad-hoc Session arranged by a Coach and where a Coach is present during that Session;
  - during races forming part of the BC racing calendar, but then subject to prior agreement between the Member and the Committee (or a person nominated by the Committee).

- vii. The Committee or a Coach may prioritize or allocate a piece of Club Equipment for use by a particular Member for a particular session, sessions, race or races. Such allocation should be reasonably limited and should be for a specific nature and aim.
- viii. All Club Equipment is to be returned to The Club storage, in its appropriate place, in a neat and tidy fashion promptly after the end of the reasonable use.
- ix. Club Equipment is not to be 'commandeered' by any particular Member(s) for exclusive use or where such action unfairly limits or restricts the availability for use by any other Member.
- x. All Members must take reasonable care of Club Equipment whether used by them or not, but particularly when used by them. Any Club Equipment found to be broken or damaged is to be reported to the Committee as soon as possible after being noticed.
- xi. The Committee will reserve the right to charge a Member the cost of repairing or replacing broken or damaged Club Equipment where it is reasonably apparent that the damage arose through that Member's malicious action or wanton neglect and/or where breakages or damage is repeated by a Member.
- xii. No Club Equipment is to be taken away from The Club (for the purposes described here "The Club" extends to the extent of the river used for a session) except with the prior written agreement between the Member and the Committee (or person nominated by them).
- xiii. Where Club Equipment is permitted to be taken away from The Club it is the Member's sole responsibility to transport, secure and store The Club Equipment in a safe and appropriate way. Transportation of racing Kayaks by vehicle should always be in 'V-bar' roof racks or on a Canoe/Kayak trailer suitable for the purpose and type of boat.
- xiv. Where loss or damage is not covered by the insurance cover of The Club, then the Member will be fully responsible for all costs associated with the repair, recovery and/or replacement of The Club Equipment.

## Club Sessions



See also Club Equipment and Club Coaches.

*“The Club aims to provide a number Group Sessions each week, throughout the year.”*

- i. The Club aims to provide a number group Programmed Sessions each week, throughout the year.  
  
See Appendix for this year’s Programmed Sessions.
- ii. Any sessions that The Club offers will be run by Members who are volunteers, therefore appropriate appreciation of the volunteer nature of The Club is expected of all Members. The aim of The Club is to have an appropriate number of Coaches available for planned sessions; but there is no obligation placed on any Coach to offer their time (except where The Club has funded part or all of a Coach’s training and the Coach has not responded with a reasonable reinvestment of their time back to The Club).
- iii. The number of Sessions offered is subject to the number of Coaches available, the ability of the Member(s) wishing to paddle, the time of year, prevailing weather and river conditions, and ‘on the spot’ assessment of conditions, situations and Members wishing to paddle. The Club cannot guarantee a Group Session will be available to all Members.

iv. When possible the Members will be grouped by ability. The groups are A to D, with experienced/faster paddlers in “Group A” through to “Group D’ for beginners/slower paddlers.

- Group A will typically aim for about 5 or 6 programmed sessions in a week.
- Group B will typically aim for about 3 or 4 programmed sessions in a week.
- Group C will typically aim for about 2 or 3 programmed sessions in a week.
- Group D will typically aim for about 1 or 2 programmed sessions in a week.

{Members should frequently check publicised information about current dates/times of programmed sessions.}

v. The approximate grouping is based on timings of paddlers around The Club’s 5km Time-trial course, the time should be based on an unassisted paddle (including without wash-hanging).

#### 5km Handicap Times

- Group A : faster than 26m:20s : Handicaps 0 – 19
- Group B : between 26m:21s and 29m:00s : Handicaps 20 – 27
- Group C : between 29m:01s and 31m:40s : Handicap 28 – 35
- Group D : slower than 31m:41s : Handicap 35 and above.

vi. A K2 crew may have a different grouping to their individual K1 grouping.

vii. Groupings are not rigidly based on Handicap times and may be adjusted. Adjustment of group allocation must be made for the boat being used and the general conditions.

viii. Members must think carefully about the boat that they are using to ensure that they are reasonably stable, in the conditions. During a group Programmed Sessions a capsized boat should be the exception rather than the norm. A paddler in slightly more stable boat will always be significantly faster than a capsized paddler trying to paddle a ‘tippier’ (“*faster*”) boat. The aim is for good group training, not waiting for capsized paddlers!

- ix. The Club encourages 'ad hoc' Group Club Sessions led by a Coach, in addition to Programmed Sessions. These will typically not be planned in advance but notices will be placed by one of the communication methods.
- Such ad hoc sessions are often good opportunities for Members wishing to try out a 'tipper' boat, but this is at the discretion of the Coach subject to their Session aims.
- x. The Club also encourages 'ad hoc' sessions to be arranged between Members however as Member arranged sessions are not Coach led (even if a Coach happens to be present) this means that only Members using privately owned equipment may paddle.
- xi. During Member arranged sessions each paddler is responsible for their own risk assessment and management of the risks. Each paddler must ensure that they are competent and self-sufficient not to be dependent on the others in a group, except in the event of a real emergency.
- xii. Members using The Club Equipment when no Coach is present will invalidate any insurance cover otherwise in place. Members agree not to knowingly invalidate any insurance cover in this way.

## Coach Boat (Powered)



See also Club Equipment.

*Only Members having undertaken the correct training and and having the appropriate experience, and accepted/approved by the Committee, are allowed to drive a powered Coach Boat.*

- i. Only Members having undertaken the correct training and and having the appropriate experience, and accepted/approved by the Committee, are allowed to drive a powered Coach Boat.
- ii. The Coach Boat must be operated in full accordance with the training received.
- iii. Whilst operating the driver must have the 'kill-cord' attached to their body.
- iv. The maximum number of persons permitted on-board will be as designated by the craft's design (normally the number of seats available).
- v. It is recommended that all persons should wear a Buoyancy Aid or Life Jacket whilst on-board. All Juniors must wear a Buoyancy Aid or Life Jacket whilst on-board.
- vi. The Coach Boat must only be used for purposes of genuine assistance with the aims of The Club.
- vii. Generally, the cost and responsibility of refueling the Coach Boat lies with the Coach. The Coach is expected to leave the tank at the end of a session with a similar level of fuel as when commencing. The Club expects that all Members receiving coaching with the benefit of the Coach Boat's use will contribute fairly to the costs.
- viii. The operator is responsible for checking the Coach Boat prior to each use. Any damage to the Coach Boat or mechanical issues should be reported to the Committee. The cost of repairing and maintenance of the Coach Boat is subject to approval by the Committee before the expense is to be incurred by The Club.

- ix. Where any damage or mechanical fault renders the Coach Boat not fully operable or not fully reliable, and/or not safe to use, means that the Coach Boat must be taken “out of service” until rectified.
- x. Under no circumstances may the Coach Boat be operated by any persons under the influence of drugs or alcohol.
- xi. Keys for the Coach Boat are to be left safely stored & secured against unauthorised use at all times whilst not in use.
- xii. Responsibility for any inappropriate use of the Coach Boat, which includes causing excessive wake/wash, is solely with the operator. The Club does not condone inappropriate use and will not offer its backing or support to the operator in the event legitimate complaint is received. The cost of defending any action taken against the operator for allegations of inappropriate use is for the operator to bear, not The Club.

*“The Club has an active publicly accessible Website at [www.longridgecanoeclub.org.uk](http://www.longridgecanoeclub.org.uk) ... a Members’ Email Newsletter... a Members Social Media Facebook Group...”*

- i. The Club has an active publicly accessible Website at [www.longridgecanoeclub.org.uk](http://www.longridgecanoeclub.org.uk); a Members’ Email Newsletter, [Subscribe to News Letter](#); a Members Social Media Facebook Group page at <https://www.facebook.com/groups/longridgecanoeclub/>) and Public Facebook Profile Page at <https://www.facebook.com/longridgecanoeclub>.
- ii. Members may from time-to-time be featured in publications available within The Club, within Canoeing/Kayaking networks, and to the wider public (through any form of media).
- iii. Sharing of names, ages, location details and appropriate images of any Member amongst all other Members is highly likely to occur, this needs to be accepted as inevitable by Members (and Parents/Guardians of Junior Members).
- iv. Sharing of names, ages, location and appropriate images of any Member amongst Canoeing/Kayaking networks is highly likely to occur where Members take part in races, this needs to be accepted as inevitable by Members (and Parents/Guardians of Junior Members).
- v. Sharing of names, ages, location and appropriate images of any Member with the public may occur. Where any Member does not desire this to occur then they are asked to make this clearly known to the Committee. The Committee will make every reasonable endeavor to manage and control this.
- vi. The Club cannot guarantee privacy where other parties have access to information either shared within Social Media or otherwise available in the public domain. By way of example, taking part in races will put information about Members in the wider/public domain, this needs to be accepted as inevitable by the Members (and Parents/Guardians of Junior Members).



*“The Club has an active publicly accessible Website at [www.longridgecanoeclub.org.uk](http://www.longridgecanoeclub.org.uk) ... a Members’ Email Newsletter... a Members Social Media Facebook Group...”*

- vii. The Club has an active publicly accessible Website at [www.longridgecanoeclub.org.uk](http://www.longridgecanoeclub.org.uk); a Members’ Email Newsletter, [Subscribe to News Letter](#); a Members Social Media Facebook Group page at <https://www.facebook.com/groups/longridgecanoeclub/>) and Public Facebook Profile Page at <https://www.facebook.com/longridgecanoeclub>.
- viii. Members may from time-to-time be featured in publications available within The Club, within Canoeing/Kayaking networks, and to the wider public (through any form of media).
- ix. Sharing of names, ages, location details and appropriate images of any Member amongst all other Members is highly likely to occur, this needs to be accepted as inevitable by Members (and Parents/Guardians of Junior Members).
- x. Sharing of names, ages, location and appropriate images of any Member amongst Canoeing/Kayaking networks is highly likely to occur where Members take part in races, this needs to be accepted as inevitable by Members (and Parents/Guardians of Junior Members).
- xi. Sharing of names, ages, location and appropriate images of any Member with the public may occur. Where any Member does not desire this to occur then they are asked to make this clearly known to the Committee. The Committee will make every reasonable endeavor to manage and control this.
- xii. The Club cannot guarantee privacy where other parties have access to information either shared within Social Media or otherwise available in the public domain. By way of example, taking part in races will put information about Members in the wider/public domain, this needs to be accepted as inevitable by the Members (and Parents/Guardians of Junior Members).

# Equality Policy Statement



*“The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.”*

- i. The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- ii. The Club is committed to ensuring that equality is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equality:

*“Sports equality is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure that it becomes equally accessible to all members of society, whatever their age, ability, gender, race, ethnicity, sexuality or socio-economic status.”*

- iii. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of discrimination, intimidation, harassment and abuse. All Club Members have a responsibility to challenge discriminatory behaviour and promote equality of opportunity.
- iv. The Club will deal with any incidence of discriminatory behaviour seriously, according to the Disciplinary or Sanction procedures.

# General Data Protection Regulation (GDPR)

## Data Privacy Policy



*This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.*

- i. The Club is committed to protecting and respecting privacy of its Members and Registered Guests. For the purposes of this section reference to Members or Membership will equally apply to Registered Guests and visitors who provide data. When the term 'The Club' is used in this section it shall include to mean the Officers or other persons approved by the Officers and acting on direct request of the Officers.
- ii. For any personal data provided for the purposes of Membership, The Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.
- iii. This policy explains when and why The Club collects personal information about Members, how it is used and how it is kept secure and rights in relation to it.
- iv. The Club and its Officers may collect, use and store Members' personal data, as described in this Data Privacy Policy and as described when The Club collects the data.
- v. The Club reserves the right to amend this Data Privacy Policy from time to time without prior notice. Members are advised to check the Club's website, Facebook page and group emails regularly for any amendments (such amendments will not apply retrospectively).
- vi. The Club will always comply with applicable UK Data Protection legislation including GDPR when dealing with a Members' personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, The Club will be the "controller" of all personal data it holds about Members.
- vii. What information The Club collects and why:

Type of Information	Purposes	Legal Basis of Processing
<p>Member's name, address, telephone numbers, email addresses, age.</p> <p>[Not all data will be required for all purposes – the data shared to be the minimum for the purposes].</p>	<p>Managing the membership for the member.</p> <p>To share with club officers and club coaches and event organisers for running sessions and events.</p> <p>To track or check delivery of appropriate training standards.</p> <p>For funding applications, grants or bursaries with recognised bodies. Data to be anonymized whenever possible.</p> <p>For Club communications.</p> <p>For member to member communications <small>*limited to name and age and email address.</small></p> <p>For publishing of race and competition results.</p>	<p>Performance of the club's handling of the membership of the member.</p> <p>The Club's legitimate interests in meeting its duty of care to members.</p> <p>Enabling participation at club events, club sessions and relevant events run outside of the Club which the Club is partaking in.</p> <p>The Club's legitimate interests in promoting, maintaining and developing an active and sustainable club and sustainable club events</p>
<p>Emergency Contact Details</p>	<p>Contacting next of kin or named person in event of emergency</p>	<p>The Club's legitimate interests in meeting its duty of care to members</p>
<p>Details of Coaching Qualifications and DBS checks</p>	<p>Managing the safe operation of the club</p>	<p>The Club's legitimate interests in meeting its duty of care to members</p>
<p>Details of British Canoeing Membership, including name, number, expiry date and Racing Divisions, classes or other race classifications</p>	<p>Managing entries to events affiliated with British Canoeing</p> <p>For publishing of race and competition results.</p>	<p>Enabling participation at events being legitimate interests and aims of membership.</p>
<p>Relevant Medical Details</p>	<p>Managing the safe operation of the club</p>	<p>The Club's legitimate interests in meeting its duty of care to members.</p> <p>Enabling participation at events</p>

Photographic and video images and/or audio of members	Promotion of the club; pre & post event promotion; and recognition of members' achievements	The Club's legitimate interests in promoting, maintaining and developing an active and sustainable club and sustainable club events
---	---	---

- viii. The Club will not purposefully transfer Member's personal data to other data controllers or data processors outside the European Economic Area without the Members consent.
- ix. The Club's data processing may result in Members' personal data being transferred outside of the UK for the purpose of cloud hosting and data transmission. Where the Club does transfer personal data overseas it is with the appropriate safeguards in place to ensure the security of that personal data.
- x. Some personal data may get transmitted to other Members who are temporarily or permanently outside the European Economic Area.
- xi. The Club uses the Social Media Platforms and personal data may get transmitted through this part of which may be outside the European Economic Area. The Club will maintain and publish, for Members' information, a list of Social Media Platforms in use.
- xii. All members have the freedom to join Social Media Platforms that the Club uses. If a Member joins one of the Social Media platforms, please note that provider of the Social Media Platform(s) have their own privacy policies and that the Club does not accept any responsibility or liability for these policies. Members are to check these policies before submitting any personal data on the Club's Social Media pages.
- xiii. The Club has implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. Please note, however, that where transmitting information over the internet, then given the internet is not a secure medium, the Club cannot guarantee the security of this information.

- xiv. For any payments which The Club takes from a Member online, The Club will use a recognised online secure payment system.
- xv. The Club will notify Members promptly in the event of any breach of personal data which might expose those Members to serious risk.
- xvi. The Club will never sell Members' personal data.
- xvii. The Club may pass a Member's personal data to third parties who are service providers, agents and subcontractors to The Club for the purposes of completing tasks and providing services to Members on the Club's behalf (e.g. to print newsletters and ordering Club kit or clothing). However, The Club will disclose only the personal data that is necessary for the third party to deliver the service and The Club will have a contract in place that requires the service provider and its agents and subcontractors to keep Members' information secure and not to use it for their own purposes.
- xviii. The Club will not share Members' personal data with any third parties (who are not the Club's service providers without the Member's prior consent (which a Member is free to withhold) **except** where required to do so by law or as set out in the table in paragraph vii above or the paragraph below.
- xix. The Club will hold a Member's personal data on The Club's systems for as long as the person or persons are a Member of the Club and for as long afterwards as is reasonable to allow Membership renewals to take place and be followed-up and for as long afterwards as is necessary to comply with The Club's legal obligations.
- xx. The Club will review Membership personal data every year to establish whether it is still entitled to process it. If the Club decides that it is not entitled to do so, The Club will stop processing Member's personal data with the exception of retaining personal data in an archived form in order to be able to comply with future legal obligations, including but not limited to compliance with tax requirements and exemptions, and the establishment exercise or defense of legal claims.

- xxi. Members, who are not Officers of the Club, who had legitimate reason to use or have access to personal data for a purpose within the operation of the Club shall destroy all personal data from their devices and access rights will be removed from personal data held by the Club once it has been used and it is no longer needed by the Member.
- xxii. Officers of the Club will have access to personal data whilst holding an elected position of Office. As soon as an Officer is no longer in Office, whether by resignation, suspension or at the end of their Term then they will securely destroy all personal data and access rights will be removed from personal data held by the Club.
- xxiii. The Club will securely destroy all financial information once it has used it and no longer needs it.
- xxiv. The Club will securely destroy all medical information once it has used it and no longer needs it.
- xxv. Members have rights under UK and EU data protection law, including:
- a. to access their personal data
  - b. to be provided with information about how their personal data is processed
  - c. to have their personal data corrected
  - d. to have their personal data erased in certain circumstances
  - e. to object to or restrict how their personal data is processed
  - f. to have their personal data transferred to themselves or to another business in certain circumstances.
- xxvi. If a Member has any concerns about how The Club processes personal data, please contact The Club Secretary.
- xxvii. If a Member wishes for The Club to erase data which is outlined in paragraph vii above, then please contact The Club Secretary.

xxviii. Members also have the right to take any complaint about how The Club processes Members' personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

xxix. For more details, please address any questions, comments and requests regarding our data processing practices to the Club Officers.



## General Behavior and Conduct



*“All Members are expected to make every effort to demonstrate the utmost regard for positive general behavior and conduct themselves in a manner which shows themselves and The Club in the best possible way.”*

- i. All Members are expected to make every effort to demonstrate the utmost regard for positive general behavior and conduct themselves in a manner which shows themselves and The Club in the best possible way. This would include:
  - Take care of all property belonging to The Club and other Members.
  - Treat other Members and Visitors with respect at all times on and off the water, including through Social Media interactions.
  - Treat all paddlers as they would want to be treated themselves.
  - Control tempers and avoid behavior that may inconvenience or upset others.
  - Co-operate and listen to the Session Coach or The Club Officers/officials.
  - Refrain from taking or recording photographic or video images in or around changing rooms or showers which may purposefully or inadvertently capture images of others using showers or changing.
  - Where available in changing/shower facilities, respect gender designations and age separation.
  - Where changing facilities are not available, or not being used, take care when changing not to become exposed or partially exposed in a manner to make others feel uncomfortable.
  - Refrain from posting or sharing inappropriate or offensive images, text, language or other such material in or around The Club including in its social media platforms.
  - Follow the “Guidelines for Use of Photographic & Filming Equipment” as published by BC.
  - Consider the well-being and safety of paddlers before the development of performance.
  - Develop an appropriate working relationship with performers, based on mutual trust and respect.

- Make sure all activities are appropriate to age, ability and experience of those taking part.
  - Display consistently high standards of behaviour and appearance.
  - Follow BC guidelines and policies.
  - Encourage paddlers to value their performance and not just results.
  - Never condone the use of prohibitive substances.
- ii. Of importance for Parents/Guardians of Juniors:
- Help all Juniors to recognise good performance not just results.
  - Never force a Junior to take part in sport.
  - Never punish or belittle a Junior for losing or making mistakes.
  - Respect Officials' judgements and, if necessary, follow the appropriate means and channels for checking or questioning decisions or results on occasions where there is strong evidence that a mistake may have occurred. Publicly accept Officials' judgements when final.
  - Support a Junior's involvement and help them to enjoy the sport.
  - Use correct and proper language at all times.
  - Set a good example by applauding good performances of all paddlers.

## Hand-over and Collection of Juniors



*“Parental/Guardian responsibility for a Junior includes a positive and direct hand-over to and from the Parent/Guardian to the session Coach.”*

- i. Parental/Guardian responsibility for a Junior includes a positive and direct hand-over to and from the Parent/Guardian to the session Coach.
- ii. Dropping-off a Junior from a distance (such as at the car park) is not appropriate.
- iii. It may be necessary for the Parent/Guardian to assist the Junior in selecting and then carrying equipment to the river and assisting with carrying & returning equipment afterwards. *The selection of the equipment however should not happen until permission of the Coach has been received.*
- iv. The Parent/Guardian should wait in the vicinity of The Club throughout the session unless otherwise agreed with the Coach.
- v. Juniors can get wet and cold very quickly during a paddling session, even when weather & river conditions may appear warm and benign. The Coach may at any time decide that it is in the best interest of an individual or part or all of the group of Juniors to return the paddler(s) to the launch pontoon sooner than expected, the Coach is not expected to be responsible for a Junior once a Junior is off of the water.
- vi. The Coach may continue the session with the others remaining in the session.
- vii. The Parent/Guardian should be available to receive their Junior, promptly provide warm & dry clothing (assist with showering & changing where applicable), and to assist the Junior to return all equipment.

## Medical Conditions and Injuries



*“All paddling Members and Visitors will be expected to declare any relevant personal medical conditions or injuries that may affect participation.”*

- i. All Members will be expected to declare any relevant personal medical conditions or injuries that may affect participation. This information should be submitted through the Membership form each year and advised to Coaches as applicable before a session. If any new condition or injury arises or changes in conditions occur (whether temporary or long-term) then this should be notified to a member of the Committee before next paddling, or immediately to the Coach if during a session.
- ii. All Visitors will be expected to declare any relevant personal medical conditions or injuries that may affect participation. This information should be submitted through the Visitor’s Form to be submitted before each session and advised to Coaches as applicable before a session.
- iii. Any injury or relevant incident during a session should be reported to a Club Official as soon as possible after the event. The Club should keep a log of all injuries and relevant incidents that have occurred during Club Sessions, and where notified at any other time.
- iv. In the case of an injury or incident affecting a Junior Member then information relating to the matter should be reported to the Parent/Guardian at the first opportunity (normally at the end of the session).

# Membership



See also Visitors and Guests

*“In simple terms all paddlers paddling from The Club or joining in with any of The Club sessions are expected to be fully paid-up Members of The Club and are expected to renew annual Membership promptly at the beginning of each new Club year.”*

- i. In simple terms, all paddlers paddling from The Club or joining-in with any of The Club Sessions are expected to be fully paid-up Members of The Club and are expected to renew annual Membership promptly at the beginning of each new Club year.
- ii. The Club year runs from May 1st to April 30th.
- iii. The cost of Membership is as set by the Committee.  
See Appendix for this Year’s Membership Fees.
- iv. Exceptions to Membership are:
  - Visiting paddlers by invitation - such as for races or training sessions where invited by a Host Member - Subject to any specific arrangements and agreement (as far as is applicable) of the relevant parts of The Club Policy and Codes of Conduct.
  - Visiting paddlers for ‘trial’ or ‘taster’ sessions. Subject to a **maximum** of 4 (four) sessions and any specific arrangements and agreement (as far as is applicable) of the relevant parts of The Club Policy and Codes of Conduct. Further, more than 1 ‘trial’ or ‘taster’ session is subject to payment by the visiting paddler a fee as set by the Committee.
- v. All Members must accept that Canoeing and Kayaking are ‘assumed risk’ ‘water contact sports’ that may carry attendant risks. Participants should be aware of and accept these risk, and be responsible for their own actions and involvement.

- vi. Membership of The Club does not automatically provide membership of BC.  
On Membership renewal with The Club, membership of BC must be declared if currently held (with date/number); where membership of BC is not currently held then a Capitation fee is payable and must be selected on the The Club Membership form.
- vii. Anyone wishing to race at BC marathon division levels 1 to 6 inclusive must hold in their name current and valid membership with BC. Members without current and valid BC membership or without paying the Capitation fee through The Club will be regarded as 'non-paddling' Members of The Club and will not be permitted to paddle from The Club, either using Club Equipment or private equipment.
- viii. Any Members who use private equipment are recommended to obtain and hold valid current Membership of BC so that they are covered for River/Waterways Licenses and insurance protection. Where not obtained, or covered by BC, any Members using privately owned equipment are expected to obtain the appropriate River/Waterways License(s) and adequate insurance by other means.

*“Members are not permitted to paddle from The Club at night or during the hours of darkness unless approved by the Committee.”*

- i. Members are not permitted to paddle from The Club at night or during the hours of darkness unless approved by the Committee.
- ii. There is to be no paddling alone at night or during the hours of darkness.
- iii. Appropriate consideration should be given when the time of paddling is close to sun-set and a delayed return could mean returning in darkness. This will be deemed to be Night Paddling.
- iv. Artificial lighting should be displayed at all times whilst paddling at dusk, darkness or at night. Lighting to be consistent with Thames Water Authority requirements (or other Water Authority where applicable); in the absence of any other guidance then a single rearward facing white light is a minimum. In addition, ‘glow sticks’ attached to the front of Buoyancy Aids may be appropriate.
  - The purpose of mandatory lighting is not to see by, but to be seen by others. Additional lighting for seeing-by is to be determined by the paddler. Lighting should not be such that it would dazzle others or impede others’ night vision.
- v. Appropriate Buoyancy Aid must be worn by all paddlers at night or during the hours of darkness.
- vi. Night paddling requires additional precautions to be taken, the precautions should be relevant to the conditions and distances. When appropriate:
  - a full change of clothes, including full length thermal top and bottoms, should be carried in a dry-bag;
  - an emergency supply of energy food (i.e. chocolate bar) and liquid should be carried;
  - a survival bag should be carried;

- a means of making & receiving emergency communication (i.e. a mobile phone) should be carried;
- a GPS tracking device with position transmission facility to be used for outside assistance to quickly locate a missing boat (e.g. “followme” or similar mobile phone app);
- a land-based responsible person to be notified of paddle route and timings, who will be responsible for raising alert of missing boat/crew as soon as deemed missing;
- a land-based support crew to follow the boat/crew and meet at strategic intervals along the route.



## Paddling Alone



*“The Club strongly recommends that all Members arrange to paddle in groups made up of at least 3 competent and experienced paddlers.”*

- i. The Club strongly recommends that all Members arrange to paddle in groups made up of at least 3 competent and experienced paddlers.
- ii. Juniors must not paddle alone without the permission of the Head Coach, the Chairperson and the Junior’s Parent/Guardian.
- iii. As Members are not permitted to use Club Equipment unless during a Club Session or when a Coach is present, then the circumstances should not arise for a Member to be paddling alone using any Club Equipment. If requested then permission should only be granted with special measures to be arranged and agreed after the consultation of the Head Coach, the Chairperson and the Committee. (Such situations *might* arise with special events such as Devizes to Westminster Canoe Race training.)
- iv. “Paddling alone” is not intended to mean insignificant, slight or low risk separation from a training group. What constitutes “alone” may vary depending on ability and age of the paddler.
- v. Non-Junior Members who paddle alone, wholly using equipment that is not Club Equipment, do so at their own risk and are deemed to have assessed for themselves that all conditions are suitable for them to do so. Members accept that The Club, Coaches or Officials are not able to ‘police’ when Members paddle and cannot be responsible for Members wrongly assessing conditions or getting into difficulties whether foreseeable or otherwise. If the Member is in any doubt about the conditions or their safety paddling alone then they must not do so.
- vi. Members are not permitted to paddle alone from The Club at night or during the hours of darkness.

## River Conditions



*“No paddling may take place on any section of The River when “Red Boards” are in operation as published or announced by The River Authority.”*

- i. No paddling may take place on any section of The River when “Red Boards” are in operation as published or announced by The River Authority.
- ii. No paddling may take place using Club Equipment on any section of The River when “Yellow Boards” are in operation as published or announced by The River Authority.
  - The Club advises all Members that paddling on “Amber/Yellow Boards” is an increased risk and recommends that this does not take place, but this is subject to assessment by the individual if using personal equipment and should include the wearing of Buoyancy Aids by all.
  - All Club Programmed Sessions will be cancelled during Red Boards and Amber Boards.

*“The Club is fully committed to safeguarding and promoting the well-being of all its Members, ensuring a positive and enjoyable experience for all.”*

- i. The Club is fully committed to safeguarding and promoting the well-being of all its members, ensuring a positive and enjoyable experience for all. The Club believes that it is important that Members, Coaches, the Committee and Parents/Guardians of Junior Members associated with The Club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, Members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of The Club.
- ii. The Club recognises the benefits and limitations of the use of Social Media and e-mail communications. To provide the most balanced use, the Club sets out guidelines which are expected to be followed by members. In some circumstances it may be necessary or reasonable to go outside these guidelines, but the individual members involved may need to justify the reasonableness of doing so. See also **Communications** and **Social Media/e-mails**.
- iii. All Members are expected to abide by the following code of practice:
  - Take responsibility in ensuring they are up to date with the rules, understand and adhere to them.
  - Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
  - Recognise the valuable contribution made by Coaches and Officials who are usually volunteers. They give their time and resources to enable you to partake in Canoeing/Kayaking.

- Respect decisions made by Officials but, if necessary, follow the appropriate means and channels for checking or questioning decisions or results on occasions where there is strong evidence that a mistake may have occurred. Thereafter publicly accept Officials' judgements when final.
- Be a positive role model, treat other paddlers and Officials with the same level of respect expected to be shown in return.
- Use correct, appropriate and proper language at all times, at no times using swear words or other offensive language or actions.
- Not to smoke, consume alcohol or drugs at The Club or whilst representing The Club.
- Keep to agreed timings for training and competitions or inform their Coach (where individually expected) or Team Leader (for races) if they are going to be late.
- Wear suitable kit for training sessions and races, suitable for the conditions and/or race rules.
- Pay any fees for training or events promptly.
- Bullying of any form will not be tolerated and is not to be accepted or expected.
- Encourage everyone to enjoy sport and understand that people have different motivations for taking part.

## Sanctions



*“Ideally The Club will not need to apply Sanctions, however to ensure The Club has a Safe, Friendly and Appropriate Environment, Sanctions may be applied when necessary.”*

- i. Ideally The Club will not need to apply sanctions, however to ensure The Club has a Safe, Friendly and Appropriate Environment, sanctions may be applied when necessary.
- ii. In the first instance any person forgetting or ignoring the Policies or Codes of Conduct or reasonable instructions of any Coach or any Club Official can expect to receive a verbal reminder.
- iii. For repeated ignoring of the Policies or Codes of Conduct or reasonable instructions of any Coach or any Club Official persons can expect to receive a final reminder and warning of further Sanctions.
- iv. For persistent and/or flagrant ignoring of the Policies or Codes of Conduct or reasonable instructions of any Coach or any Club Official, persons can expect to be excluded from a particular Club Session or number of Club Sessions.
- v. For actions which are serious in the first instance, or where exclusion from a particular Club Session or number of Club Sessions has not rectified the issue(s) then Members can expect to be excluded from The Club and non-Members excluded from paddling at The Club and having application for Membership refused for a period of time.
- vi. The Club cannot accept liability for any loss incurred by persons being excluded whether direct or indirect, monetary or otherwise (including loss of unused portion of the Membership period remaining).
- vii. Nothing within these Sanctions is intended to limit other or additional action being taken by The Club, by any of its Members in their own right, any other person or Statutory Authority.

## Social Media and E-mails



*“Social Media and E-mails form an integral and essential part in binding together the members and Club activities.”*

- i. The Club believes that Social Media and emails form an integral and essential part in binding the members and Club activities. However the use of these as forms of communication have limitations and potentially harmful aspects that needs to be carefully balanced.
- ii. It is widely recognized that the over-use of Social Media platforms can have a negative impact on the health & wellbeing of individuals. The Club encourages all members to be mindful of this and follow more general guidance on its safe and managed use.
- iii. All members will be permitted access to the website at [www.longridgecanoecub.org.uk](http://www.longridgecanoecub.org.uk); this is available to all and the Club will endeavor to maintain this with up-to-date information. For reasons of safety and controlling access of non-members attending, specific information about when Club Sessions are taking place will not generally be shared here in advance.
- iv. All members will be permitted access to a public Facebook Profile Page at <https://www.facebook.com/longridgecanoecub>. There are no approvals needed and the page is accessible to any Facebook user. For reasons of safety and controlling access of non-members attending, specific information about when Club Sessions are taking place will not generally be shared here in advance. It is the individual’s responsibility
- v.
- vi. Members’ Email Newsletter, [Subscribe to News Letter](#); a Members Social Media Facebook Group page at <https://www.facebook.com/groups/longridgecanoecub/>) and Public Facebook Profile Page at <https://www.facebook.com/longridgecanoecub>.



- vii. Members may from time-to-time be featured in publications available within The Club, within Canoeing/Kayaking networks, and to the wider public (through any form of media).
- viii. Sharing of names, ages, location details and appropriate images of any Member amongst all other Members is highly likely to occur, this needs to be accepted as inevitable by Members (and Parents/Guardians of Junior Members).
- ix. Sharing of names, ages, location and appropriate images of any Member amongst Canoeing/Kayaking networks is highly likely to occur where Members take part in races, this needs to be accepted as inevitable by Members (and Parents/Guardians of Junior Members).
- x. Sharing of names, ages, location and appropriate images of any Member with the public may occur. Where any Member does not desire this to occur then they are asked to make this clearly known to the Committee. The Committee will make every reasonable endeavor to manage and control this.
- xi. The Club cannot guarantee privacy where other parties have access to information either shared within Social Media or otherwise available in the public domain. By way of example, taking part in races will put information about Members in the wider/public domain, this needs to be accepted as inevitable by the Members (and Parents/Guardians of Junior Members).

## Storage of Personal Equipment



*“The storage of any personal items at The Club is not permitted with the exception of personally owned Canoes or Kayaks which may be stored in allocated boat storage racks.”*

- i. The storage of any personal items at The Club is not permitted with the exception of personally owned Canoes or Kayaks which may be stored in allocated boat storage racks.
- ii. The boat storage racking has limited space and so is subject to availability at the time of requesting and the fee must be paid for at the rate set by the Committee. Boat Storage Racking is only available to fully paid Members, however Membership does not guarantee allocation of a space.
- iii. Rack spaces will be allocated for a maximum period of 12 months, running from 1<sup>st</sup> May each year, after 12 months all spaces will be subject to further request with Membership renewal and then reallocation as above.
  - At no time should any personally owned Canoes or Kayaks be placed or stored in racks intended for The Club’s equipment.
  - At no time should any personally owned Canoes or Kayaks be placed or stored in racks allocated to others, without their consent.
  - The Committee may limit/cap the number of rack spaces allocated to any individual, but if not restricted further then the maximum number of spaces per Member will be 3.
  - The Committee may at their discretion allocate rack spaces with priorities other than ‘first-come, first-served’ : such as to Coaches or Committee Members; and/or de-prioritize for paddlers with less frequent attendance.
- iv. The Club cannot accept responsibility for any theft or damage of any privately owned boat or equipment. The owners are advised that they take adequate measures to satisfy themselves that their items are adequately secured/locked and to takeout adequate insurance for equipment whilst in use and in storage.



# Swimming



This section is not intended to mean swimming in the event of a capsized.

*“Swimming may need to take place for assessment of competent swimming.”*

- i. Swimming may need to take place for assessment of competent swimming.
- ii. Swimming is only permitted with a competent adult on the bank edge, within 25m, and when a competent rescue paddler is on the water in the vicinity.
- iii. Swimming must not take place without adequate assessment of the conditions including water quality, presence of weed, presence of other craft, water temperature and flow rates.

## Use of the Longridge Activity Centre Site



*“The Club has access arrangements with the Longridge Activity Centre Site. The Club is bound by the rules of the site and all Members are to respect those rules and notices displayed by the Centre.”*

- i. The Club has access arrangements with the Longridge Activity Centre Site. The Club is bound by the rules of the site and all Members are to respect those rules and notices displayed by the Centre.
  - The Club and its Members share the site of Longridge Activity Centre with the Activity Centre and its other users and visitors. All Members are required to be polite and respectful when dealing with others and generally when sharing the areas of the site.
- ii. Members should take home all their rubbish after each session or for small items of ‘normal’ waste or rubbish place it appropriately in rubbish bins provided. Where the rubbish bin within The Club area is nearly full and needs emptying then all Members are requested to assist by emptying it into the Centre’s main rubbish disposal area (by the main car park).
  - Items no longer wanted such as old/damaged canoes/kayaks (or parts thereof) or paddles or items of clothing are not ‘normal’ waste and so must be removed immediately by the Member and disposed of appropriately (this means such item must not be placed in The Club’s rubbish bin nor any of the Centre’s rubbish bins).
- iii. Changing rooms, showers and toilets are available for Members to use within the main facilities block of Longridge Activity Centre.
  - Take care of all personal belongings, valuables should not be left unattended at any time. Neither The Centre nor The Club can accept responsibility for any loss, theft or damage of any personal belongings or valuables.
  - All facilities should be treated with respect and must be left in no worse condition than found. If there are any issues or concerns with the facilities, such as cleanliness or damage then this should be reported to the Centre.

- iv. Parking is at the owner's risk. All vehicles should be parked considerately and as directed by the Centre or the Committee. The Centre nor The Club can accept responsibility for any loss, theft or damage to/from/of any vehicles.
  - All Members are advised that the overflow car park is an uneven surface and is likely to become muddy and rutted particularly after rainfall and in the winter. Extra care and attention needs be taken to avoid grounding of vehicles or becoming stuck.
- v. Parking of trailers requires permission of the Committee.

## Visitors and Guests



*“The Club welcomes Visitors and Guests who wish to paddle with The Club and recognises the benefits for the Club and the Visitors sharing training and development skills...”*

- i. The Club welcomes Visitors and Guests who wish to paddle with The Club and recognises the benefits for the Club and the Visitors sharing training and development skill; however, this approach needs to be balanced against the longer-term and over-riding benefit of a sustainable level of Membership and encouraging & attracting paddlers to join as full Members.
- ii. Visitors to The Club as Prospective Members are limited to a maximum of 4 paddling sessions.
- iii. After the maximum number of paddling sessions has been reached then the Prospective Member will be required to join as a full Member before any further Paddling at The Club.
- iv. The Club may charge a Visitor fee for each visit / ‘trial session’ or for a block of visits. The fee will be as set by the Committee at the time.
- v. Where the Visitor has a current BC Marathon Divisions Ranking then they may be asked to join the appropriate Group Session relative to their ranking.
- vi. Where the Visitor is a beginner or novice then they must join a taster session, introductory session or core competence session with an appropriate level Coach. These sessions are subject to Coach availability and may not be available at every Club Session.
- vii. Other Visiting paddlers are welcome by invitation only and will need to be Hosted by a current Member and subject to arrangements being in place for that invitation. The Host will be required to liaise with the Visitor with regards The Club’s Policies and Codes of Conduct applicable during their visit.
- viii. All Visitors will need to complete the Visitor’s Register Form, at each visit, including where applicable the name of their Host.

# Appendix: British Canoeing Code of Ethics



# Appendix: British Canoeing Child and Vulnerable Groups Protection Policy



# Appendix: List of Coaches and their level of experience



# Appendix: Currently Programmed Club Sessions





# Appendix: Current Membership and Visitor Fees

