



## **Wokingham Canoe Club**

# **RULES AND GUIDANCE FOR MEMBERS**

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<b>Authorised (Chair on behalf of WCC Committee)</b>	<b>GR</b>

**Wokingham Canoe Club – Rules and Guidance for Members**

**Document Control**

<b>ISSUE</b>	<b>DESCRIPTION</b>	<b>Sections Affected</b>	<b>DATE</b>	<b>BY</b>
0	Initial Issue	All		Chair
1	Revision of Paragraph	Revision Para: 8 Wearing of BA by racing members	Nov 2002	AGM
1a (NOT ISSUED)	Reformat of Rules	All (numbering, order and format only)	May 2004	Secretary
2	Re drafting of Rules in line with Wokingham Waterside Centre Requirements	All	Aug 2004	Committee

<b>This document has been compiled with reference to the following documents and guidance: (Copies are held by the Club Secretary)</b>		
Wokingham Canoe Club Constitution	Wokingham Waterside Centre Operations Handbook	British Canoe Union (BCU) Health & Safety Policy
BCU Duty of Care Policy	BCU Club Operating and Safety Procedures	BCU Club Information Pack
BCU Coaches Code of Conduct	BCU Equal Opportunities Policy	BCU Risk Assessment Guidelines
BCU Injury Prevention Guidelines	BCU Child Protection and Vulnerable Adults Policy	BCU Harassment Policy

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# Wokingham Canoe Club – Rules and Guidance for Members

## 1.0 FOREWORD

- 1.1 The objective of this document is to clearly set out the Rules of Membership of Wokingham Canoe Club. The rules are formulated as advice and guidance for the safe operation of paddlesport by Club members. Reference should be made to the Club Constitution, Wokingham Waterside Centre Operating procedure or British Canoe Union guidelines where appropriate.
- 1.2 Activities of the Club will be managed in accordance with the rules and guidelines laid down by the English National Governing body for Canoeing and Kayaking. This is the British Canoe Union (BCU).
- 1.3 Any member violating the Rules of Membership or being adjudged guilty of unsatisfactory conduct may by resolution of the General Committee be suspended or expelled

## 2.0 HEALTH AND SAFETY

### General

- 2.1 The BCU participation statement is:  
“Canoeing & Kayaking are ‘assumed risk’ ‘water contact sports’ that may carry attendant risks. Participants should be aware of and accept these risks, and be responsible for their own action and involvement.”
- 2.2 All members are responsible for the health and safety of themselves, other members and other Centre users. All members are advised they have a “duty of care” toward anyone engaged in a Club activity and that this duty of care is greatly enhanced when dealing with people under the age of 18 years.
- 2.3 It is the duty of members to acquaint themselves with health and safety requirements and follow all guidelines.
- 2.4 The Health and Safety policy is managed by Risk Assessment. The Club Risk Assessments are noted at Annex B and are maintained by the Club Health and Safety Officer.
- 2.5 The general policy on Health and Safety is to:
- 1) Establish and maintain a safe and health environment throughout the Club and its activities;
  - 2) Establish and maintain safe working procedures among members;
  - 3) Make arrangements to ensure safety and minimise risks to health in connection with the use, handling, storage and transport of substances and equipment, where required;
  - 4) Ensure the provision of sufficient information, instruction and supervision to enable all Club members to minimise hazards and contribute positively to their own health and safety, and that of others;
  - 5) Maintain the Club environment in a condition that is safe and with minimum risk to health and to provide and maintain access to and from that environment that are safe and without risk.

### Fire and Evacuation

- 2.6 In the case of fire and/or requirement for emergency evacuation:
- 1) Activation of the fire alarm system will automatically open all electronic door locks and be notified to the Thames Valley Business Park security Centre;
  - 2) Members will immediately evacuate the Centre by the quickest and safest route following the evacuation signs within the Centre;
  - 3) Congregate at Designated Assembly Point adjacent to the car park.

### First Aid and Accidents

- 2.7 First Aid equipment is available:
- 1) Within, and Outside, the emergency room aid room in the Centre (key in the office);
  - 2) In the wet lobby and kitchen;
  - 3) In the boat stores.
- 2.8 First Aid is available from any session leader or qualified coach.
- 2.9 All incidents requiring first aid are to be recorded in the Centre Accident and Incident book located in the Waterside Centre office.

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### **Injury Prevention**

- 2.10 The following guidelines are provided to reduce the risk of injury:
- 1) Ensure you are fully warmed up before commencing to move heavy objects or commence an activity;
  - 2) Share the load. Under current health and safety guidelines a plastic single kayak is classed as a two-person lift and an open canoe a four-person lift;
  - 3) Lifters should use a good upright posture and ensure their backs are kept straight and they lift using their leg muscles. Note: it is not only heavy objects which cause injury; lifting, moving and stretching in awkward spaces can also cause injury;
  - 4) The load should be balanced with equal number of lifters on each side;
  - 5) Ensure boats are empty of water and gear before attempting a lift;
  - 6) Permitted lifting weights have been standardised at 12kg for adults between 18 and 25 years of age and should be progressively reduced for children depending on their physique. If in doubt, ask for assistance.

### **Weight Training**

- 2.11 The following should be observed when using weights:
- 1) Any person wishing to use weights equipment must first have an induction session by a nominated Club representative;
  - 2) It is recommended that a minimum of 2 people are present for training session;
  - 3) Free weights must not be used if only 1 person is present;
  - 4) A person nominated by the Club must supervise members under 18 years;
  - 5) All equipment must be visually inspected prior to use. If equipment becomes unserviceable it must not be used. A “DO NOT USE” sign must be placed on it and the relevant nominated Club representative informed;
  - 6) Equipment must be cleaned and returned to storage after use;
  - 7) If users feel unwell whilst using equipment they must stop immediately, rest and not recommence until fit to do so.

### **Protection of Young People and Other Vulnerable Groups**

- 2.12 As a BCU affiliated Club, the Club (and the Waterside Centre) has adopted the BCU policy on Child Protection, Vulnerable Adults and Harassment. Information can be found on the notice board.
- 2.13 It is expected that the Club and Waterside Centre will have a high number of young people below the age of 18 in attendance. The following are recommended for the protection of young people and adults alike:
- 1) Be aware of potential problems;
  - 2) No adult should intentionally be alone with a young person or persons. Adults are strongly advised to keep in sight of other adults at all times when in the presence of young people;
  - 3) Adults in charge of young people are reminded that they are “loco in parentis” and have a common law duty to take the same level of care of young people as the actual parents would. If in charge of young people members must be prepared to justify their actions in a court of law.
- 2.14 All adult members will be required, at reasonable intervals, to complete a positive vetting system comprising a Criminal Records Enhanced Disclosure form that will be processed by the National Criminal Records Bureau. The contents of this check will be confidential between the person, the BCU and the NCRB. However, copies of the certificates must be provided to the Club, (and Wokingham Waterside Centre, where required).

## **3.0 CLUB CODE OF CONDUCT**

### **A Access**

- A3.1 Membership provides access to the changing areas, toilets and kitchen. Access to the kitchen may be limited from time to time when others have hired out the function room for use.
- A3.2 Members are asked to keep the changing areas, toilets and kitchen in a clean and tidy condition.
- A3.3 Access to the boat store will be provided to those persons who have paid for boat storage. General access to the boat store will be provided during all club sessions and at other times, at the discretion of the Committee.

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- A3.4 Access will be gained using electronic swipe cards. The card swipes have been installed to maintain the external security of the building and members are asked to refrain from propping open any external doors thereby giving free access to the public. Members are requested to refrain from leaving valuables in the changing areas. The Club cannot accept any responsibility for any property left in the changing areas.
- A3.5 Senior Members will be provided with one card and Family members will be provided with up to two cards. A deposit will be required for each card issued which will be surrendered if the card is subsequently lost or stolen. Lost or stolen cards should be reported to the Membership Secretary as a matter of urgency. Those members hiring boat spaces will have their swipe card programmed to open the Club boat store shutter door.
- A3.6 When leaving the building members should:
- 1) Check to ensure they are the last person to leave the building;
  - 2) Ensure all lights are switched off, windows & doors locked and shutters closed;
  - 3) If locked in, instructions for the exit are posted adjacent to the wet lobby door (back door).

### **B i**      **Equipment CLUB**

- B3.1 The Club has a limited number of boats, buoyancy aids and paddles that are provided primarily for use by the membership at the club sessions.
- B3.2 Racing boats must not be raced without the prior permission of the Racing Officer. If portages are involved this permission will normally not be given.
- B3.3 Kayaks and Open canoes must not be used in white water or weirs without the prior permission of the Recreation Officer.
- B3.4 General access to the Club equipment, for use at the club outside of Club Sessions, may be given to suitably qualified and experienced club members, by agreement of the Recreation/Racing officers. The committee reserve the right to withdraw such agreement.
- B3.5 Club equipment may be used away from the Club, such as Club Trips / Races and personal use, with the prior permission of the Club on each and every occasion. Permission for personal use will not be given if the equipment is required for a Club Session or Club Trip. Permission can be granted by:
- 1) Firstly, Racing or Recreation Officer (dependant upon Boat type required); - If not available then
  - 2) Bosun; - If not available then
  - 3) Chairman.
- B3.6 Where Club equipment is to be used on trips, racing or personal use, it must be logged on departure and return in the Club Equipment book in the Club boat store. Club equipment must be returned promptly after completion of the activity and any damage reported to the Bosun. Members are asked to treat equipment as though it were their own and may be liable for the cost of repair or replacement.
- B3.7 All club boats should be carried by two persons at all times, especially in the boat store, to prevent damage to themselves and privately owned equipment.
- B3.8 For the avoidance of doubt, those persons using their own equipment outside Club Sessions will be deemed to be under private use and not a Club organised event. Please remember safety at all times and avoid the likelihood of bringing the name of the Club into disrepute.
- ii**      **CENTRE**
- B3.9 The Centre has a number of boats, buoyancy aids and paddles that are available for Club use, and for which the Club pays an annual usage fee. Such equipment may be used:
- 1) On Wednesday and Sunday Club Sessions (subject to non-use by the Centre);
  - 2) Racing boats may also be used at other times under the agreement with the Centre. Details are available from the Club's Racing Officer;
  - 3) Recreational boats may be used at other times under the agreement with the Centre. Details are available from the Club's Recreational Officer.
- B3.10 Where Centre equipment is to be used outside of Club Sessions, this must be arranged, on each

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and every occasion, with the Centre Quartermaster. Equipment must be logged on departure and return in the Centre Equipment book in the Centre boat store. Centre equipment must be returned promptly after completion of the activity.

B3.11 When in use by Members, Centre equipment will be subject to the same rules of use as Club equipment.

### **C Boat Store**

C3.1 All boats are to be emptied of water and dried before being brought into the boat store.

C3.2 All equipment is to be stowed/racked/hung in the appropriate places.

C3.2 Storage of personal items in the boat store is not allowed unless prior permission is received from the Bosun. Storage of bikes should be in the bike racks provided.

### **D Boat Storage**

D3.1 Boats can be stored in the boat store for an annual fee. Up to one boat can be stored by Senior and Junior Members and up to two boats by Family Members. Each space will be numbered or named and members are required to ensure boats are placed in the allocated space.

D3.2 Spaces will be hired out on a 'first come first served basis'. Once a member has hired a space they will be able to retain a space from year to year by payment of the annual fee. The Club may terminate any agreements upon provision of reasonable notice to members in question.

D3.3 The Bosun will allocate boat spaces, and a list of members requiring space will be maintained to ensure that members have knowledge of their likelihood of being allocated a space.

D3.4 Members who do not pay for their boat space within one month after the fee is due will have their boat removed and their space will be reallocated. The member in question will be given reasonable notice prior to any action being undertaken.

D3.5 Members will be responsible for insuring any boats or equipment left in the store. The Club cannot accept any responsibility for any property left in the boat store.

D3.6 Members leaving the store unattended must ensure the lights are switched off and the shutter door is closed.

D3.7 All boats must prominently display the sticker provided with your membership number on. Stickers will be provided free of charge when the boat space is paid for. Multiple stickers are available for those members who wish to swap boats during the year. Audits will be carried out on a regular basis.

D3.8 Members are requested to use the space allocated. If a boat is found in your space, please remove it carefully and place it on the stands or on the floor. Please do not remove it from the boat store.

### **E Water Based Activities**

E3.1 **Buoyancy aids shall be worn at all times, in all craft, with the following exception:**  
**1) Racing paddlers, in Division 6 or above and over the age of 18, may be excused when paddling racing craft, on the understanding the activity is undertaken solely at their own risk.**  
**2) Racing paddlers in Division 6 or above and who are under the age of 18 may be excused when paddling racing craft, provided a signed disclaimer from their parents or guardians is lodged with the Club.**

E3.2 **The Racing Officer or racing coach responsible for the activity reserves the right to insist buoyancy aids are worn where there are reasonable concerns regarding the prevailing conditions and/or the paddler's ability.**

E3.3 The Club recommends that water based activities consist of at least three suitably qualified or experienced members at any one time.

E3.4 Club activities must not be undertaken on fast moving water, white-water or weirs without the

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appropriate Coaches being in attendance as indicated by BCU guidelines.

- E3.5 The Club recommends that Helmets should be worn for the following activities:
- 1) Rafting and Raft building
  - 2) On Grade 1 water and above
  - 3) Weir work
  - 4) Surfing
  - 5) Polo
  - 6) Games which could result in falling onto boats or being struck by flailing paddles
  - 7) Any activity where the session leader assesses that head injury is possible
- E3.6 Notwithstanding the above, the BCU guidelines on safety, equipment and instruction should be adhered to at all times.
- E3.7 Members are responsible for ensuring their own private craft are properly licensed for use on the River Thames and carry the appropriate EA licence plate or a valid BCU membership sticker.
- E3.8 Swimming in the river should only be done under supervision and a buoyancy aid must be worn. Beware that the river frontage outside the Club may be shallow.
- E3.9 Members are advised that pushing others into the water and jumping from the bank may be hazardous and should be discouraged where it causes offence or is likely to cause injury.
- E3.10 Members are advised to respect other users of the Waterside Centre and the general public on the bank. Particular reference is made to splashing close to a Centre activity group.
- E3.11 Following a capsize, inexperienced members should follow the advice of a coach or experienced paddler, who will attempt to get them out as quickly and safely as possible.
- E3.12 All cuts and grazes should be covered with a waterproof plaster before going onto the water. All members are advised to shower after paddling and if river water is swallowed, drink plenty of drinking water. Where required, especially in the case of juniors, an appropriate adult should be advised.
- E3.13 All members should be aware of the condition Leptospirosis (Weil's Disease) and should study the information posted on the notice board.
- Water Activities During Hours of Darkness**
- E3.14 Paddling in darkness is a hazardous activity and the Club advises that only those who are experienced or competent should undertake it.
- E3.15 All craft must show navigation lights between sunset and sunrise or in restricted visibility. In the case of canoes and kayaks this is a white light showing all round (360 degrees). Alternatively a white light may be fixed to the bow and the stern. Lights must be fixed to the craft.
- Water Activities During Strong Stream Warnings**
- E3.16 Members must acquaint themselves with the information on Environment Agency Strong Stream Warnings displayed on the notice board.
- E3.17 Whenever Cautions or Strong Stream conditions exist, the Club advises that:
- 1) Adult members, inexperienced on moving water, should not launch
  - 2) Adult members, experienced on moving water, launch at their own risk
  - 3) Junior members should not launch unless they have previous written consent from a parent or guardian
  - 4) All members deciding to launch, wear buoyancy aids, irrespective of their competency
  - 5) No members should launch during hours of darkness
- E3.18 Marathon Races and competitions will be subject to risk assessment by the race organiser, prior to commencement. However the Club advises members that they should not compete if they are not confident that they are appropriately experienced to manage the prevailing conditions.

## **F Club Sessions**

- F3.1 Members are encouraged to participate in the Club sessions which presently comprise:

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- 1) Monday evening time trials;
- 2) Wednesday evening organised sessions (subject to daylight). Sessions to be organised by suitably qualified coaches or suitably competent members and shall cater for different abilities and interests;
- 3) Sunday morning organised sessions from 10.00 am to 12.30 pm. Sessions to be organised by suitably qualified coaches or suitably competent members and shall cater for different abilities and interests.
- 4) Other sessions as provided by the Club coaching community.

F3.2 Paddlers under the age of 18 who are not accompanied by their parent/guidance must have a signed consent form registered with the Club.

F3.3 The provision of a land crew is necessary to ensure that all members can pursue the sport of canoeing in a safe and healthy environment. All senior members are required to assist with the running of the Sunday morning club sessions between the months of April and October. This undertaking will be land based, within the Waterside Centre and is provided between the hours of 9.30 am and 1.00 pm.  
See Annex A – Job Descriptions

### **G Club Trips**

G3.1 Club trips will be deemed to include any events which are organised by the Club, outside of Club Sessions and Flat-water racing calendar, and which are staged away from the Waterside Centre. Any events that do not fall within the above definition will be considered to be a private, and not a Club organised, event.

G3.2 Club trips must have:  
1) Where appropriate, the correct number of suitably qualified coaches in attendance. The coaches will be expected to provide the appropriate safety equipment;  
2) Parental consent forms completed where a parent or guardian does not accompany juniors;  
3) Contact details communicated. Details of the home contact should be agreed where appropriate;  
4) Compliance with the appropriate laws and regulations in respect of any travel arrangements and any insurance requirements have been satisfied;  
6) Where appropriate, undertaking a risk assessment.

### **H General**

H3.1 Members are to use their best endeavours to keep the Waterside Centre clean and tidy at all times. Any items needing attention should be reported to a member of the Club Committee.

H3.2 Members using the kitchen or function room must be clean and dry and not wearing canoeing clothing.

H3.3 Running, ball games etc are not permitted within the confines of the Waterside Centre. The confines include the ground and first floors, the area between the building and the waterfront including the external stairs, concrete apron, and landing stage.

H3.4 Smoking is not permitted within the Waterside Centre except in the designated areas.

H3.5 Persons using the landing stage and pontoon are requested to wear a buoyancy aid.

H3.6 Boats and equipment should not be left on the landing stage or close to the water, as they may constitute a hazard to others. The bank / towpath is a public right of way and is often busy. It must not be obstructed.

### **I Access to the Marina & Rowing Course**

I3.1 Access to the Thames and Kennet Marina is currently allowed at all times. Areas of access are indicated on the map on the notice board. All members must stay away from the moored boats.

I3.2 Access to the Redgrave/Pincent Regatta Course is currently allowed weekdays after 1700 hrs and at weekends when not in use. Access is restricted to the water only and does not extend to the banks, except in emergency.