



Wokingham Canoe Club

RULES AND GUIDANCE FOR MEMBERS

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Wokingham Canoe Club – Rules and Guidance for Members

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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 Paddle UK 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 Paddlesports. This is Paddle UK.

1.3 Any member violating the Rules of Membership or being adjudged guilty of unsatisfactory conduct may by resolution of the Committee be suspended or expelled.

2.0 HEALTH AND SAFETY

General

2.1 The Paddle UK 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 and vulnerable adults.

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 Assessments. The directory of Club Risk Assessments are noted at **Annex A** and are maintained by the Club’s Health and Safety Officer.

2.5 The general policy on Health and Safety is to:

1. Establish and maintain a safe and healthy 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.

2.6 Buoyancy aids must undergo a documented safety check once a year by the Club’s Health and Safety Officer.

Fire and Evacuation

2.7 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

2.8 First Aid equipment is available:

1. In the wet lobby and kitchen;
2. In the boat stores.

2.9 First Aid is available from any qualified session/group leader or coach involved in club activities.

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First Aid Kits are available in the filing cabinet should they be needed and can be used by anyone with first aid training.

- 2.10 All incidents requiring first aid are to be recorded in the Club's Incident Book as soon as is practical, and if appropriate notify the Waterside Centre.

Injury Prevention

- 2.11 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 12 kg 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;
 7. Members using the kayak ergometers ("ergos") should take care during use and report any wear or damage to the Bosun. A member unsure about correct usage should contact the Racing Officer or Bosun for guidance.

Protection of Young People and Other Vulnerable Groups

- 2.12 As a Paddle UK affiliated Club, the Club (and the Waterside Centre) has adopted the Paddle UK 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 "in loco 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 coaches will be required, at reasonable intervals, to complete a positive vetting system comprising a Disclosure and Barring Service certificate that will be processed by the Disclosure & Barring Service. The contents of this check will be confidential between the person, Paddle UK and the DBS. 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 on Wednesday evenings and Sunday morning sessions). Access to the kitchen may be limited from time to time when the Centre 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 club sessions (Wednesday evening and Sunday mornings) and at other times, at the discretion of the Committee.
- A3.4 Access will be gained using electronic key fobs. The key fob readers have been installed to

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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 any of the areas.

A3.5 Adult members will be provided with one key fob and Family members will be provided with up to two key fobs. A deposit will be required for each key fob issued which will be surrendered if the key fob is subsequently lost or stolen. Lost or stolen key fobs should be reported to the Membership Secretary as a matter of urgency. Those members hiring boat spaces will have their key fob programmed to open the Club boat store shutter door. The application form for obtaining a key fob is available on the Club's website and completed forms should be sent to the Waterside Centre for the key fob to be issued.

A3.6 Qualified Paddlesport leaders under 18 can apply to the committee for key fob access

A3.7 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 Equipment CLUB

B3.1 The Club has a limited number of boats, buoyancy aids and paddles and other equipment that are provided primarily for use by the membership at the club sessions.

B3.1.1 Club sessions are Wednesday evening and Sunday morning. All other training times have been arranged to accommodate the other various groups and therefore access to the boats and equipment is subject to B3.4.

B3.1.2 Club equipment shall not be used by non-members apart from during club sessions, when the boats must be booked out correctly and the session fee paid. The exception to this would be when visiting coaches are asked to help run trips, when they could use Club boats.

B3.2 Racing boats must not be raced without the prior permission of the Racing Officer. The Racing Officer will take in to account the experience of the paddler(s) and the type of race when deciding whether or not to give permission. Racers can only borrow a club boat if they enter a competition under the club name. The member(s) borrowing the boat will be responsible for repairing any damage sustained beyond reasonable wear and tear. As examples, minor scratches are reasonable wear and tear. Damage to the bow or stern from dragging a boat across concrete are not.

B3.3 Kayaks and Open canoes must not be used in white water or weirs without the prior permission of the Coaching 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 Coaching/Racing Officers on each and every occasion. 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 Coaching Officer (dependent upon Boat type required); if not available then
2. Bosun; if not available then
3. Chair.

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 will be liable for the cost of repair or replacement.

B3.7 It is recommended that club boats are carried by two persons at all times, especially moving in

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and out of the boat bay, to prevent damage to themselves and privately owned equipment.

B3.8 The club owns a trailer which will carry both kayaks and canoes, this is primarily for use for club sessions and trips but can be used by members themselves.

See Annex B – Use of Club Trailer

B3.9 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.

CENTRE

B3.10 The Centre has dragonboats that are available for Club use during Club sessions, and for which the Club pays an annual usage fee.

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.

C3.2.1 Storage of personal items in the boat store is not allowed. Bikes are not to be left in the Boat Store. Storage of bikes should be in the bike racks provided.

C3.2.2 There is no space for storage of personal paddles. These can be left in or alongside boats, but must not be propped up at the end of the racks.

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 Adult 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 When a member acquires a boat which is already in an allocated boat space, they may retain that space until the end of the membership year after which they will need to join the boat storage waiting list.

D3.4 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. The boat storage list will be publicly displayed.

D3.5 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.

D3.6 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.

D3.7 Members leaving the store unattended must ensure the lights are switched off and the shutter door is closed.

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.

D3.9 Coaches, competent paddlers and dragonboat helms will have their boat storage fee reimbursed as an incentive to donate their time and skills to help the club function. A points scheme allocates points to coaches, competent paddlers and dragonboat helms based on participation. Eligible individuals require 12 points in coaching occasions throughout the year. On any paddling session or trip, if the number of paddlers on the water require the presence of a second coach then both coaches receive a point on that occasion. Boat storage fee

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reimbursement does not entitle a coach, competent paddler or dragonboat helm to a boat storage space. If a coach, competent paddler or helm desires a boat storage space they must apply for a suitable space and join the waiting list until a space is available.

D3.10 Boat storage is for members – and the club accepts no liability for any damage

1. Only active Wokingham Canoe Club members are permitted to store boats in the club bay/cage. Lapsed / non-renewing members agree to remove their boat and any other equipment within one month of the expiry of their membership.
2. Members agree that storage of their boats and any other equipment in the bay/cage is entirely at their own risk. The club accepts no liability for any damage to boats and/or equipment howsoever caused.
3. Where reasonably possible, renewing members will be allocated the same space as the previous year, Members understand and accept that payment for storage does not provide a right to a specific space in the bay/cage, and that another space may need to be allocated for the effective management of the bay/cage.
4. The Committee has the right to move or request the move of boats to different slots if reasonably required for the effective management and maintenance of the bay / cage.
5. Details of the boat being stored, and the code to any lock (if used) must be logged with the Bosun, and updated if the code/boat is changed.

D3.11 Power to remove, sell or dispose of boats/equipment.

In the case of an abandoned or unauthorised boats/equipment the Committee may:-

- (a) move the boat/equipment to any part of the club premises without being liable for any loss or damage to the boat / equipment howsoever caused;
- (b) upon giving 1 months' notice require the member or former member to collect the boat/equipment;
- (c) upon giving three months' notice in writing by registered post to the member or former member at his/her last known address shown in the register of members sell the boat / equipment and deduct any monies due to the Club, or adopt the boat for club use.
- (d) If the member or former member cannot be identified, Upon notifying all current members and posting a notice on the website giving three months notice, sell the boat / equipment and deduct any monies due to the Club, or adopt the boat for club use.
- (e) if the boat / equipment is unsaleable (in the reasonable opinion of the Committee), after giving notice in writing as aforesaid, dispose of the boat and/or equipment in any manner the Committee may think fit.
- (f) The proceeds from such a sale will be used: (a) To pay any money owed by the Member to the Club. (b) To pay any costs and expenses incurred through such sale. (c) Any balance remaining will be returned to the Member on application by him/her in writing to the Club within six months of the above mentioned notice after which time the Committee may apply such balance for any of the purposes of the Club. For the avoidance of doubt, the Member shall not be entitled to any interest which has accrued in respect of such balance. Such interest shall revert for investment, at the Committee's discretion, for the benefit

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of the Club.

- (g) The Club reserves the right not to sell or otherwise dispose of the boat and canoeing equipment having followed the procedure set out above, and instead the Club shall be entitled to use such boat and canoeing equipment for Club purposes without the Member's permission and without restriction. The Club shall not be liable for any loss or damage in respect of using such boat and canoeing equipment in these circumstances.

D3.12 Second Boat Space

- (a) Second boat spaces are only available on request.
- (b) Second boat spaces will be managed by the membership secretary and the bosun.
- (c) There will be a fixed quota of second boat spaces. Once these spaces are filled, members will be added to a waiting list for second boat spaces.
- (d) Spaces may not be available if a space is required for club boats or as a first boat space for a member.
- (e) A second boat space is charged at a cost of 1.5 times the standard space fee.
- (f) A second space is not guaranteed to be available year after year.
- (g) Discounts do not apply to second boat spaces.
- (h) A second boat space, if allocated will not be in the boat bay.
- (i) Paragraphs D 3.10 and D3.11 above apply to second boat spaces.

D3.13 Access To Boat Store

The boat store is in the cage at the far end of the car park. The cage is a shared space with equipment not belonging to the club. The cage **MUST** be kept locked at all times.

- (a) Access to the cage will be using a key stored in the boat bay.
- (b) Members who have a space in the Boat Store will be given access to the boat bay.
- (c) The club will not issue keys to the cage, members must access by using the key stored in the bay.
- (d) The cage must not be left unlocked at any time.
- (e) Members must return the key to the bay immediately after locking the cage.

E Water Based Activities

E3.1 Buoyancy aids shall be worn at all times, in all craft, in particular novice paddlers.

Hard foam buoyancy aids worn around the chest are the only permitted type of buoyancy aids.

Paddlers are required to ensure that their buoyancy aid is properly fitted, and meets ISO standard 12402 with a buoyancy of at least 50n.

The following exceptions exist:

- 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. Where club equipment is being used three suitably qualified or experienced members should be on the water together.

E3.4 Club activities must not be undertaken on fast moving water, white-water or weirs without the appropriate Coaches being in attendance as indicated by Paddle UK guidelines.

E3.5 Helmets must be worn for the following activities:
1. Rafting and Raft building

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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 Paddle UK 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 Paddle UK membership card. The Bosun will purchase a quantity of EA Licence's for the club boats and attach them to the boats.
- 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 must not be done.
- 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.
- E3.14 The following water-based activities will be supported by the Club:
Marathon
Slalom
Touring Inland (Placid)
Touring Inland (White Water)
Touring Foreign
Surfing
Sea Kayaking
Dragon Boating
Standup Paddleboard (SUP)
General Recreation
- Junior Paddling Activities**
- E3.15 No Junior members may paddle alone from the Club house.
- E3.16 No Junior members may take a club boat from the Club house unless a responsible adult is present. A responsible adult is defined as a competent paddler in the appropriate craft.
- E3.17 Juniors must wear buoyancy aids at all times unless exempted with the express permission of their coach on an organised race-training session.
- E3.18 Juniors may not paddle without a competent adult present until they have passed Paddle UK 2-Star or the Paddle Sport equivalent. Juniors must paddle in groups of 3 or more. See Section E3.15.
Paddlers under the age of 8 years MUST be accompanied by a parent or guardian on the water

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with them throughout the session.

Water Activities During Hours of Darkness

- E3.19 Paddling in darkness is a hazardous activity and the Club advises that only those who are experienced or competent should undertake it.
- E3.20 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

- E3.21 Members must acquaint themselves with the information on Environment Agency Strong Stream Warnings displayed on the notice board.
- E3.22 Whenever Cautions or Strong Stream conditions exist, the Club advises that:
- Privately owned boats**
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.

Club boats

1. Adult members, inexperienced on moving water, must not launch
 2. Adult members, experienced on moving water, launch at their own risk with others of suitable experience (no less than three)
 3. Junior members should not launch unless they have previous written consent from a parent or guardian and a suitably qualified coach is present
 4. All members deciding to launch, wear buoyancy aids, irrespective of their competency
 5. No members should launch during hours of darkness.
- E3.23 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 and Group Sessions

- F3.1 Members are encouraged to participate in the Club sessions/groups which presently comprise:
1. Wednesday evening organised sessions (subject to daylight). Sessions to be organised by suitably qualified coaches or suitably competent paddling members* and shall cater for different abilities and interests;
 2. 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;
 3. Other groups as provided by the Club's coaching community, such as Monday evening racing practice.
- *See Annex C – Competent Paddling Member
- 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 Paddle Sports in a safe and healthy environment. It is hoped that all senior members would assist with the running of the Wednesday and Sunday club sessions. This undertaking will be land based.

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. There may be occasions when additional Club Trips are arranged with the agreement

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of the Trips Officer or the Sessions Officer. 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 such as waterproof cagoules, or throw lines;
 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;
 5. Where appropriate, undertaking a risk assessment;
 6. An account summary should be prepared at the end of each event; payments for trips and events must go through the Treasurer. All costs have to be transparent from the outset and coaches may claim expenses through the club.

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 Centre or 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 Dogs are not allowed anywhere within the Waterside Centre building unless a registered service Dog.
- H3.6 Persons using the landing stage and pontoon are requested to wear a buoyancy aid.
- H3.7 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

- 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.

J Classes of Membership

- J3.1 Full Members: Over the age of 18 on the date of joining or renewal.
- J3.2 Junior Members: Under the age of 18 on the date of joining or renewal.
- J3.3 Family Members: Up to two related adults and two children under the age of 18.
- J3.4 Family Members – 1 Adult: 1 adult and up to 2 children under the age of 18.
- J3.5 Student Members: Over the age of 18 and in full-time education at the date of joining or renewal.
- J3.6 Associate Members: Non-paddling members of the Club.

- K** Other: Categories as defined by the Club Committee.

Brief Committee Role Descriptions

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K3.1 **Chair**

The Chair will preside at all meetings of The Club and at all meetings of the Committee.

The Chair will be responsible for co-ordinating and guiding the activities of The Club and maintaining public relations in accordance with its rules and general policy as expressed by the majority of its members.

The Chair shall ex officio be a member of any other committee meetings of The Club. The Chair, in association with the Committee Members, will develop a business plan for The Club, which will be presented to the first Open Committee Meeting for discussion and ratification of the Committee.

The Chair shall represent or arrange for the representation of The Club at BCU regional level and at meetings of other organisations, if required and at the centre.

The Chair will be responsible for health and safety.

K3.2 **Secretary**

The Secretary will be responsible for the organisation of meetings of the Committee and of The Club and the recording of minutes relating to such meetings. Other responsibilities include all correspondence relating to the general business of The Club.

The Secretary will receive copies of the minutes relating to the Section Committee meetings.

K3.3 **Treasurer**

The Treasurer will be responsible for the collection of all monies and shall keep such records of account as required by the AGM.

The Treasurer shall have the power to examine the books of any Section after giving one week's notice and shall report any discrepancies to the Committee.

The Treasurer shall audit the records of each section annually and shall produce at the AGM balance sheets showing the financial status of each Section and of the general funds accompanied by the Independent Examiners report, if required.

The Treasurer must make the Committee aware of any existing or potential financial or cash flow problems.

The Treasurer will ensure that a minimum of three named Committee Members are authorised to sign cheques. Cheques must be signed by two signatories.

K3.4 **Membership Secretary**

The Membership Secretary will maintain an up to date list of members and issue membership renewals and collect membership and renewal fees, which in turn are to be transferred without delay to the Treasurer.

The Membership Secretary will pass onto the Bosun all relevant information in relation to boat storage.

K3.5 **Public Relations Officer**

The Public Relations Officer will be responsible for liaising with the press and for the maintenance of all forms of external publicity (including The Club's website).

K3.6 **Events & Social Secretary**

The Events and Social Secretary shall organise a programme of social and paddling events. The Events & Social Secretary shall liaise with the Trips Organiser to plan a calendar of events and trips designed to appeal to as many club members as possible.

K3.7 **Racing Officer**

The Racing Officer will co-ordinate any relevant Section Leaders and Co-opted members and be responsible for the development of all forms of racing within The Club. The Racing Officer responsibilities will include: the co-ordination of competition entries with Section Leaders; the development of racing coaching resources; the development and implementation of The Club's Rules for Membership as they apply to racing.

Coaching And Development Officer

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K3.8 The Coaching And Development Officer will co-ordinate be responsible for the development of all forms of recreational paddling (Kayak and Open) within The Club. The responsibilities will include the development of coaching resources and the development and implementation of The Club's Rules of Membership as they apply to recreational paddling.

Session Officer

K3.9 The Session Officer will be responsible for the organisation of the formal Club Wednesday and Sunday sessions and the appointment of the necessary crews to support these formal sessions.

Youth Member

To represent the views and interests of Junior Members of The Club.

Health and Safety Officer

The Health and Safety Officer will keep up to date with all aspects of health and safety as they relate to paddle sport and to provide advice and guidance to the Committee of The Club on these matters.

Bosun

The Bosun is responsible for the implementation of The Club's Rules of Membership as they apply to facilities hired by The Club and the all items purchased by The Club. The Bosun will liaise with the Membership Secretary and will allocate and maintain an up-to-date list of spaces available for boat storage by the members and allocate the said spaces. The Bosun will keep an up-to-date list of equipment purchased by The Club and the current condition of such equipment and advise the Committee of its state.

Trips Organiser

The Trips Organiser shall organise a programme of paddling trips and activities.

Youth Development Officer

To design and implement an ongoing programme of Youth Development to include BC initiatives e.g. PaddlePower. This may include liaison with other youth development organisations. This Officer will be the lead for all aspects of youth protection in line with the BC Child Protection Policy.

Welfare Officer(s)

The Welfare Officer(s) will look after safeguarding matters and bring them to the attention of the Committee. They will act as the liaison with Paddle UK on safeguarding matters and will need to attend any relevant BC safeguarding courses.

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Document Control

ISSUE	DESCRIPTION	Sections Affected	DATE	BY
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
3	Addition of Rules for Juniors Paddling	Revision of Rule E3.1 Novices wearing BA Addition Rules E3.14 – 17: Juniors Paddling Activities Renumbering Rules E3.18 – 22 (from E3.14 – 18): Water activities in Darkness/ Strong Stream	Oct 2005	Committee
4	Rewording to tidy aspects of Rules	Throughout document, the term 'General' has been deleted to leave just 'Committee'. The term Paddlesport has replaced canoeing & kayaking 'vulnerable adults' added 2.2 First Aid Kit locations: 2.7, 2.8 Reporting of accidents 2.9 'all coaches' 2.14 Clarification of use of facilities A3.1 Disclaimer A3.4 to include all areas 'on each and every occasion' B3.4 Members WILL now have to pay for any damage or loss to equipment. B3.6 Clarification for the use of Centre equipment B3.9 Clarification on storage of bikes. C3.2 No personal paddles to be left in the bay C3.2.2 11.10.11 Clarification over boat storage D3.2 Rewording of water based activities and the numbers of people on the water. E3.3 Clarification for the use of helmets E3.5 No Pushing in rewording E3.9 BCU 1* changed to BCU 2* E3.17 Strong Stream Warnings – Private Boats / Club Boats, E20/21 Competent Paddlers – inserted F3.1 Hoped all senior members will assist F3.3	Nov 2011	Committee

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		Club Trips – wording for additional trips added. G3.1 'account summary for all trips' G3.2		
		No dogs added. H3.5		
		Access to the Marina & Rowing Course. Updated. I13.2		
		That the boat storage list be publicly displayed. D3.4	AGM 2011	
		Temporary use of racing boats See Annex B	14.5.12	
5	Updated to reflect policy evolution	References to British Canoe Union updated to British Canoeing throughout	March 2016–2017	Committee
		Changed Annex A reference to 'directory of risk assessments'		
		Clarification on recording of first aid incidents. 2.9		
		Addition of use of ergos to injury prevention section. 2.10		
		Deletion of weight training information following removal of weights from boat store. Was section 2.11		
		Corrected "loco in parentis" to "in loco parentis". 2.12.3		
		Updated CRB checks to DBS checks. 2.13		
		Updated references to swipe cards to key fobs. A3.4 and A3.5		
		Added information on obtaining key fobs. A3.5		
		Clarified Monday evening time trials as group meetings, not club sessions. B3.1.1		
		Amended wording for use of club racing boats in portage situations. B3.2		
		Amended recommendation on carrying club boats by two persons. B3.7		
		Amended use of Centre boats to only refer to dragonboats. B3.10		
		Use of Centre equipment in other circumstances deleted. B3.10 and deletion of previous sections B3.11 and B3.12		
		Clarification on storage of personal items in boat store. C3.2.1		
		Renamed Senior member to Adult member. D3.1		
		Clarified wording on boat storage acquisition for boats that already have boat storage space. D3.3		
		Introduced boat storage fee reimbursement for coaches, competent paddlers, and dragonboat helms accumulating 12 coaching points throughout the year. D3.9		

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		Amended wording for use of club equipment with a minimum number of members from 'must' to 'should'. E3.3		
		Inserted list of water-based activities E3.14		
		Inserted definition of 'responsible adult' in relation to junior paddling activities. E3.16		
		Clarified wording for adult accompaniment of junior paddlers under 8 years of age. E3.18		
		Clarified Monday evening time trials as group meetings, not club sessions. F3.1		
		Amended Trips and Events Officer to Trips Officer title. G3.1		
		Inserted Classes of Membership, J3.1 to J3.6		
		Inserted Brief Committee Role Descriptions, K3.1 to K3.15		
		Deleted Annex B and replaced with C, previously Use of the Canoe Club Trailer; Annex D Competent Paddlers becomes Annex C		
		Inserted new Annex D, Extended Committee Role Descriptions		
6	Updated to reflect policy changes	Inserted annual buoyancy aid safety testing 2.6.	Feb 2018	Committee
		Updated family membership definition, J3.3.		
7	Updated to reflect policy changes	A3.6 Added policy on issue of key fobs Existing A3.6 Renumbered to A3.7	April 2021	Committee
8	Updated to reflect policy changes	Added new paragraphs: D 3.10 Boat storage is for members – and the club accepts no liability for any damage D3.11 Power to remove, sell or dispose of boats/equipment.	February 2023	Committee
9	Updated to reflect policy changes	E3.14 Added SUP to list of club activities	April 2023	Committee
10	Updated to reflect policy changes	B3.2 Wording changed to allow use for competition	November 2023	Committee
11	Changed Recreational Officer to Coaching and Development officer	K3.8 changed to replace references to recreational officer and remove section leaders/coopted members	December 2024	AGM/ Committee
12	Replaced further references to Recreation Officer	B3.4-B3.5 Changed	February 2025	Committee
13	Updated for second boatspaces and new boat store	Added D13.12 and D13.13	June 2025	Draft - Committee

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14	Replaced references to British Canoeing To Paddle UK and updated section E3.1 buoyancy aids	Changed references to “British Canoeing” to “Paddle UK” throughout. E3.1 changed to clarify the permitted buoyancy aids.	October 2025	Draft Committee
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This document has been compiled with reference to the following documents and guidance: (Copies are held by the Club Secretary)		
Wokingham Canoe Club Constitution	Wokingham Waterside Centre Operations Handbook	Paddle UK Health & Safety Policy
Paddle UK Duty of Care Policy	Paddle UK Club Operating and Safety Procedures	Paddle UK Club Information Pack
Paddle UK Coaches Code of Conduct	Paddle UK Equal Opportunities Policy	Paddle UK Risk Assessment Guidelines
Paddle UK Injury Prevention Guidelines	Paddle UK Child Protection and Vulnerable Adults Policy	Paddle UK Harassment Policy
Paddle UK Recommended Constitution		