



TYNE VALLEY CANOE CLUB

POLICY AND RULES

1 STATEMENT

The following rules and regulations have been formulated by the General Committee to support Section 23 of the Club Constitution. The objects of the rules are to ensure best practice when running organised events and canoeing activities and to satisfy the duty of care of the Club to the participating membership. Any rules identified in brackets below are referenced from the Club Constitution and can only be changed at a Club General Meeting.

2 REVISION AND ALTERATIONS TO POLICY AND RULES

The rules and regulations may be revised and altered by the General Committee when it is appropriate and in the best interests of the Club and its members to do so. Changes may be made to the rules on the recommendations of Canoe England or when safety policy or operational procedures are required to be updated. Operational procedures may be reviewed on an annual basis to ensure club activities and events operate smoothly and effectively. All club members will be given a copy of the rules and regulations of the club and any revisions and updates will be published on the club website. Changes to the Club Constitution can only be made at a General Meeting (section 13 of Club Constitution)

3 MEMBERSHIP CATEGORIES

1) Classes of Membership:

These are listed in the club constitution

3) Temporary membership is available to prospective members who wish to try canoeing. A charge of £3.50 will be paid in addition to the hire of club equipment for two trial sessions. After this Temporary Membership period a club membership will be required by persons wishing to continue participating in club events and activities.

4 CONDITIONS FOR GOING ON THE WATER (Club sessions)

In general and in order to ensure the safety of its members all club canoe coaching activities will take place under the supervision of qualified Canoe England Coaches or canoeists who are competent and with the appropriate skills.

It is recognised that more experienced and advanced canoeists may wish to self-programme their activity. In order to ensure the overall safety of its members the following policy rules have been formulated for the guidance of all club members and coaches.

Junior and novice members -

- 1)** No junior or novice member may canoe alone from the Clubhouse during club activities.
- 2)** No junior or novice member may take boats or equipment from the Club store unless a Coach, a delegated person or a Committee member is present.
- 3)** All junior and novice members must wear buoyancy aids and helmets during canoeing activities at all times.
- 4)** Junior members over the age of 13 and Novice members may not paddle without a coach or competent adult being present who holds a BCU 3 Star Award or higher until they have passed their BCU 2 Star Award. They must paddle in groups of not less than three and remain in sight of a coach who is aware of their intentions.

5) Junior members under the age of 13 years may take part in canoeing activities only when a parent is in attendance or a responsible adult is in loco-parentis and under the supervision of a qualified Canoe England Coach or competent paddler allocated to the group.

Adult members

1) No adult members are allowed on the water in the pool area except in the presence of at least two other adult members who hold the BCU 3 Star Award.

2) Helmets and buoyancy aids will be worn at all times during the canoeing activity.

5 COACHING

1. **Supervision** - All club canoeing and kayaking activities will take place under the supervision and guidance of qualified Canoe England Coaches.
2. **Assistance** - Where possible, coaches will be assisted by paddlers who have been deemed competent and who are willing to support a coach. This will give extra safety cover and enable prospective coaches to gain experience working along side a coach.
3. **Paddler Preparation**- Coaches will ensure that members are adequately clothed and suitably equipped for the paddlesport activity in which they intend to participate.
4. **Coaching Programme** – Coaches are to provide a session that takes into account the ability of the group. Sessions should be planned that fit with the BCU Personal Performance awards and that participants have the opportunity to use a range of different types of canoe and kayak.
5. **Paddlesport Certification** – Programmes of activity will offer a range of skill development that works towards the appropriate award that is suitable for the paddler.
6. **Site use** – Coaches are to deploy groups above and below the bridge as appropriate to the group ability level and the state of the water being a determining factor in site selection.
7. **Risk Assessment** - All club coaches will be aware of the site specific risk assessment sheets appropriate to the selected site they intend to use for their teaching. All coaches will have copies made available through the club website or in their club coach packs. A copy is available in the club operations file held in the main canoe store. Coaches should also carry out a dynamic Risk Assessment before a session takes place.
8. **Coach Operating Guidelines and Terms of Reference** - All qualified Canoe England coaches will adhere to the BCU Terms of Reference document as a club guide for operating procedures of group ratios for different water conditions.

6 USE OF CLUB EQUIPMENT

Club equipment is checked on a regular basis to ensure serviceability. In order to maintain the equipment in good condition the following set of guidelines should be followed:

- 1) No item of club equipment must be removed from the canoe stores without the prior permission of a Committee Member or delegated person.
- 2) Club member and club use and planned event will take priority over any private/outside group borrowing.
- 3) Equipment will be allocated on club evenings appropriate to the programme which is currently running.
- 4) All members who use Club equipment have a duty to ensure that it is well cared for and treated with respect.

- 5) Canoes and kayaks must be carried to the water and not dragged along the ground. After use, they must be emptied of water before being returned to the canoe store.
- 6) Helmets, buoyancy aids and spray decks should be hung in the allocated sections in the canoe store. It is important that equipment is free of mud, sand and salt before being returned to the store.
- 7) Do not remove air bags from kayaks or canoes. Always check that they are inflated before canoeing.
- 9) Do not remove fittings from kayaks to place into others such as foot rest bolts or attachments?
- 10) Handle paddles with respect and do not jam them into the kayak cockpit or throw them onto rocky ground.

By members

- 1) Members may use Club equipment for organised Club sessions and events.
- 2) Members who wish to borrow Club equipment for private ventures and events may do so by booking through the named Committee member with this responsibility and on the understanding that they do not paddle waters, which is outside of their experience or capability. It is recommended that they be of at least BCU 3 Star standard or above and if in doubt the Club shall exercise the right to refuse permission for a member to borrow equipment.
- 3) Members and non-members will be charged a small fee for the use of Club equipment on all club events and for private loan. This charge will be reviewed on an annual basis and any alterations will be notified to members.
- 4) Any equipment borrowed for private use will be returned immediately after use and appropriate fees paid to the delegated person.

By non-members

Outside user groups such as BCU Organisers, school groups or associations will be allowed access to the Club equipment subject to the following:

- 1) The General Committee has approved the period of use.
- 2) A fee has been agreed and payment is made to the Club Treasurer with cheques made payable to Tyne Valley Canoe Club.
- 3) Equipment will only be loaned to groups who will be supervised and lead by qualified BCU Coaches who are known to the Club Committee.
- 4) Appropriate rules determined above for the use of Club equipment are followed.
- 5) Access to the Club store will be supervised at all times and checks made to ensure all club equipment is returned after use.
- 6) Access to the club store will be arranged with a key holder or Committee Member.
- 7) The General Committee shall have the right to revoke access to the Club equipment and its use if circumstances require this course of action.

7 CLUB POLICIES

The Club has in place a number of pertinent policies, which should be considered in support of the general rules defined in this document. They include:

- Child Protection and Harassment Policy.
- Equality Policy
- Risk Assessment Policy.
- Club Code of Conduct.

- Junior Code of Conduct.
 - TVCC Harassment Policy.
 - Guidelines for the use of Photographic and Filming Equipment Policy.
 - Coaching Policy.
 - Coaches Conduct Policy.
 - Supervision of Away Trips and Events Policy.
 - Duty of Care Policy.
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These guidelines may be subject to review and alterations as a result of changes to guidelines from Canoe England and based on the recommendations appropriate to changes in legislation. Any adjustments to the policy document will be subject to the approval of the Club General Committee and members will be informed of the revisions at the Annual General Meeting.

Date of last revision: May 2014