



Purley Canoe Club

Club Rules and Organisation of Club Activities

The General Committee has agreed the following rules to ensure that all club canoeing activities are organized safely. These rules can only be amended or changed by a majority decision of the Club's General Committee.

1. GENERAL CLUB RULES

- 1.1. No Club member may move any equipment, including boats, until instructed by the Nominated Organiser or Coach of the activity.
- 1.2. All canoeists must wear an approved buoyancy aid at all times on all open water activities. If playing canoe polo in the pool then an approved buoyancy aid must be worn.
- 1.3. No Club members can undertake any Club water based activity without the Nominated Club Coach instructing them to do so. (see section 2 of these rules). Club members must paddle in groups of not less than three.
- 1.4. It is desirable that members can swim 50 meters in light clothing.
- 1.5. All participants of Club activities must co-operate & listen to Nominated Organisers or Coaches of activities. Members participation in activities is at the discretion of the Nominated Organiser or Coach.
- 1.6. Parents/Guardians must understand the risks associated with paddlesport and take full responsibility for any of their children under 10 years of age, during any activity.
- 1.7. Participants in any Club water activity, under the influence of alcohol or drugs will be barred from taking part.
- 1.8. Any equipment provided by the paddler will be checked. If it is found to be unsafe or unsuitable, the Club reserves the right to insist on Club equipment being used instead.
- 1.9. Members must inform the Nominated Coach, Organiser and the Membership Secretary of their medical condition(s) which may have any bearing on their paddling ability or safety. These members have a responsibility to inform these Club officials of any changes in their medical details.
- 1.10. No Club member shall leave any activity without the permission of the Nominated Organiser.
- 1.11. The vehicle drivers are responsible for securing all equipment onto their vehicles or trailers (they are towing).
- 1.12. These drivers are responsible for the safety of any passengers/ Club members who they transport to the venue for Club activities.
- 1.13. All members must use the Club's boats and paddles in the pool sessions, except by prior arrangement. Therefore Club equipment will be made available at all pool sessions.
- 1.14. Only coaches will be allowed in the water at the same time as the boats during pool sessions.
- 1.15. If Club members wish to participate in pool sessions, they must book a place at the session through the Booking Secretary, prior to the session. This will be on a first come first served basis. If they do not attend the pool session, which they booked, then they will be expected to pay for the session.
- 1.16. During all pool sessions no food or drink will be brought into or consumed in the pool area.
- 1.17. All members have a responsibility to provide the Nominated Organiser, Coach and the Membership Secretary with their next of kin details for any event and to inform these Club officials of any changes in these details.
- 1.18. All Adult Members must abide by the "Club Code of Conduct" (see Club's constitution, Section 19).
- 1.19. All Junior Members must abide by the "Junior Code of Conduct" (see Club's constitution, Section 19).
- 1.20. Any additional rules as laid out by the provider of the pool facility or other facilities will be adhered to by Club members. (See Section 6 of the Club's Constitution).
- 1.21. All members of The Club must abide by these rules. Any member found to be disobeying these rules will be sanctioned accordingly, either by the Nominated Organiser or Coach for that activity or the committee (see Section 6 of the Club's Constitution). If they are Junior members, their parents will also be informed.

2. EMERGENCY PROCEDURES

- 2.1. A Nominated Organiser or Coach, with a current First Aid qualification, will be appointed for each Club activity and they will be responsible for administering First Aid during that activity as required.
- 2.2. The Club First Aid boxes will be located in the following Club venues:-
 - a. Club Pool Store – In the white tray
 - b. Club Equipment Store – In the small dry bag containing the licences and the bothy.
 - c. Club Food box – (for residential weekends).
- 2.3. All Club members, Nominated Organisers, Nominated Coaches and Club Officials have a duty to inform the Club Welfare Officer, of any alleged abuse (see Club's Constitution clause 14.12).
- 2.4. The Nominated Organiser or Coach is responsible for contacting the emergency services as required. Therefore they must ensure they have the equipment with them on the activity, to do this either, a mobile phone, money for a public telephone or a radio if at sea.

- 2.5. It is the Duty of the Nominated Organiser/ Coach to inform the Coaching Advisor, & Nominated Home Contact as soon as is practicable, but no later than 48 hours after the incident/ accident, of the full details of any incident or accident which occurred during the activity. This information must be recorded in the accident book and /or incident report, which are held by the Coaching Advisor (see Club Constitution -Section 19).
- 2.6. The Nominated Home Contact will inform the member's next of kin/ home contact about the incident.

3. GENERAL GUIDELINES FOR ORGANISING CLUB ACTIVITIES

- 3.1. All Club water Based activities will be proposed by the General Committee and then authorised by the Coaching Advisor.
- 3.2. The Coaching Advisor will have the power to Veto any Water Based Activity and the General Committee will support that decision.
- 3.3. For each Activity a "P.C.C. registered coach or volunteer" (see Club Constitution clause 10.8, 14.14, 14.16, & 14.17.) should be nominated, as the "Nominated Organiser" of that activity and they will organise that particular activity. A "P.C.C. registered coach" should also be nominated as the "Nominated Coach" for any water based activity whilst the group is on the water. These organisers and coaches should be nominated at the same time as the programme is finalized and approved by the Coaching Advisor.
- 3.4. Every effort will be made to ensure that at all activities where a group of Juniors, of mixed gender, are present, two Adult P.C.C. registered coaches or volunteers (one of each gender) must also be present.
- 3.5. During pool sessions only seven boats will be allowed in the pool at any one time. However during pool slalom or games evenings 10 - 12 people will be allowed in the pool area but they must keep out of the pool itself unless they are taking part in the actual slalom course or game, or have capsized.
- 3.6. If activities are led by non club coaches, e.g. through professional centers, the Coaching Advisor must be confident that these coaches are suitably qualified to lead that activity.
- 3.7. Non members participation at events is at the discretion of the Committee or Coaching Advisor.

4. RESPONSIBILITIES OF NOMINATED ORGANISERS AND COACHES

- 4.1 The Nominated Coach must endeavour to work within their remit as outlined in the current British Canoeing Coaching Policies, procedures and guidelines or with the approval of the Coaching Advisor to work outside of their remit based on their training and experience.
- 4.2 Nominated Organisers, Coaches and Club Officials are responsible for enforcing sections 1 & 3 of these rules during activities, and to ensure the Club exercises its "Duty of Care" to its members, in order to maintain their safety and welfare whilst on Club activities.
- 4.3 It is the responsibility of the Nominated Organiser/Coach to complete a risk assessment of the chosen venue/ river for their activity in accordance with clause 14.3 of the Club's Constitution and advise the participants of the activity accordingly.
- 4.4 Nominated Organisers & Coaches are also responsible for all the Club equipment used during that activity, as well as cleaning all the Club equipment after an activity.
- 4.5 It is the duty of the Nominated Organiser/ Coach to inform the Quartermaster of any loss or damage to the equipment before or after the activity.
- 4.6 The Nominated Coach of an outside activity, must endeavour to nominate a "Home Contact" who can be contacted if any needs so arise, this person's name and telephone number must be given to the Coaching Advisor and the Club Welfare Officer. Every Club member on the activity must be given the "Home Contact's" telephone number before the activity commences. The "Home Contact" must have a list of participants on the activity and an emergency telephone number, e.g next of kin, for each of them.
- 4.7 The Nominated Organiser of an outside activity is also responsible for sending out the information and appropriate Activity Forms to those interested Club members.
- 4.8 The Nominated Organiser of a pool session must ensure that access to the pool is available and the boats/equipment are clean before they are used in the pool.
- 4.9 The nominated pool organiser must inform the Booking Secretary of any member who did not pay their pool fees, or any member who had reserved a place and did not attend the pool session.
- 4.10 The Nominated Organiser of any activity must collect all the money and relevant forms from the participating Club members. This money and these forms must be passed to the Treasurer within 7 days of the Activity.
- 4.11 Nominated Organisers/ Coaches are responsible for maintaining confidentiality of medical & next of kin details.

5 DECLARATION

Each member upon joining the Club shall sign a declaration which states that they understand the risks associated with canoeing and that they undertaken the sport at their own risk. This declaration also states that they agree to abide by these Club Rules.