

NCC/OP/001

Norwich Canoe Club - Rules & Operating Procedures February 2017

1. GENERAL

Norwich Canoe Club is affiliated to British Canoeing and has clubmark accreditation valid until 04/01/2020. The certificates are displayed on the noticeboard and available on our website.

1.1. Canoeing is a “Water contact sport” and is an “Assumed risk” activity as are the other associated activities of Norwich Canoe Club (the Club) such as running and gym training, which carry attendant risk. Club Members and people with Parental/legal responsibility for a Club Member should be aware of and accept these risks, and accept responsibility for their actions and involvement.

1.2. To the extent permitted by applicable laws, the Club accept no liability for any direct, indirect, incidental, special or consequential loss or damage to anybody (whether arising in contract, tort including negligence or otherwise) arising out of, or in connection with, any of its activities except for personal injury or death of any person caused by negligence.

1.3. The Club minimises risk by safety management. It reserves the right to cancel or modify any activity if it feels that this is required due to the level of any form of risk.

1.4. All Club Members must be able to swim 50m in the clothing they wear for canoeing/kayaking.

1.5. All Members are required to abide by the Club Rules & Operating Procedures as well as any policies the Club implements or adopts.

1.6. The Club and its Members will be bound by the Club Constitution.

1.7. All Members will follow the rules of any event where they are representing the Club.

1.8. All Members are expected to give up at least one day annually to assist in the maintenance and running of the Club.

1.9. It is the responsibility of all Club Members to ensure safe closure of the Club and any adjoining areas.

NCC/OP/001

1.10. The Club will maintain a common format database of Members details, documents Rules & Policies, letterheads etc. that may only be amended after consideration by the Committee.

1.11. The Club will ensure that all qualified coaches and volunteers who have been identified as responsible by the committee who will be responsible for children and vulnerable people will hold a current DBS certificate.

1.12. The Club recognise that from time to time non members such as Parents, Carers and Friends of Members may offer to help with Club activities, however they must be supervised by a Club Coach/Volunteer (who holds a current DBS certificate) at all times.

2. HEALTH & SAFETY GENERAL

2.1. The Club will endeavour to provide a safe and healthy environment in which to pursue the sport of canoeing and associated activities and will form policies and procedures for all aspects of the Club's health and safety operation.

2.2. The Club will follow guidelines as recommended by the Governing Body, British Canoeing and will ensure that safe systems of work are employed by maintaining up-to-date risk assessments.

2.3. Club Members will follow the rules of the waterways they are paddling on.

2.4. Concerns, Accidents and Incidents or Near Misses will be recorded in the Accident/Near-Misses Book and a report sent to British Canoeing if necessary via the online form available from a link on our website on the policies and procedures page.

If an incident has occurred which resulted in: an injury to a person, or If medical assistance was provided or an ambulance called or it was reported under RIDDOR (major incidents in the workplace) or damage was caused to property, equipment, vehicles etc, then the incident must also be reported to British Canoeing's insurers.

2.5. Reports in the Accident/Near-Misses Book will be considered by the Committee at the first available meeting where the Health and Safety Officer deems it appropriate.

2.6. A First Aid Box will be available and prominently displayed in the Club House. This will be checked on a regular basis and a record of the contents and the date of each check will be maintained. There is a second one upstairs in WBH and a third in the kitchen. An AED (Defibrillator) is available on the outside of the building. The code is C159X. This is checked weekly in accordance with the manufacturers guidance.

2.7. Dry bags containing small first aid kits and emergency blanket which can be carried in a boat during sessions, will be hung visibly in the clubhouse available to all group leaders.

NCC/OP/001

2.8. Three throw lines will be hung up in the clubhouse in a visible position and available to any group leaders wanting to take one with them in a boat or for use in an emergency situation.

2.7. Level 3 and Level 2 Club Coaches at the club will hold up to date British Canoeing qualifications, which includes current First Aid certificates, current DBS checks and current BCU membership. Level 1 coaches will hold up to date British Canoeing qualifications and current DBS checks and First Aid if deemed appropriate by the Head Coach and/or committee.

2.8. There will be on-going capsized and rescue training for all members which can at times take place during club sessions when accidental capsizes occur if the welfare of the capsized paddler is not compromised.

2.9. Where appropriate fire extinguishers will be provided and prominently displayed.

2.10. A prominently displayed notice will give non-members, visitors and guests a simple means to familiarise themselves with the basic Club Rules and Operating Procedures.

2.11. The Club will adopt British Canoeing Codes of Conduct to encourage sound and safe practice in the Club's activities.

2.12. Tuition during the Club Courses or Introductory/Taster sessions will be under the instruction of appropriately qualified Club Coaches who may be supported by Club Members. The courses must be run in line with British Canoeing recommended ratios and coaching guidelines.

3. OPERATIONAL PROCEDURE

3.1. The Club Training Sessions will be organised by the Head Coach or Lead Coach in charge as designated by the Head Coach.

3.2. The Head Coach or designated Lead Coach will write all the names of those paddling in that session up on a chalk board or oversee that this is done in a clear and appropriate way.

3.3. The Head Coach or designated Lead Coach will split the group into smaller groups if this is deemed necessary for the session to run successfully. The groups will take into consideration paddlers ability, weather conditions and any other factors which need to be considered.

3.4. If there are multiple groups then a Designated Group Leader will be identified to lead and be responsible for each group.

3.5. The stretch of water each group will be using will be written up on the chalk board.

NCC/OP/001

3.6. A briefing will be given by the Head Coach or designated Lead Coach before each session outlining details of the session and any Health and Safety issues that may apply particularly to that session as a result of the dynamic risk assessment.

3.7. The opportunity for Club Members or Guests to take part in Club Training Sessions will be at the discretion of the Head Coach or designated Lead Coach.

3.8. Details of the Club Training Sessions will be found in the monthly programme posted on the Club Web Site and on the Members only Facebook Group.

3.9. Each paddler is individually responsible for removing their name from the chalk board on their return. They should not remove anyone else's name. Any paddler who fails to record or remove their name on a regular basis may be brought before the committee to explain their behaviour and this will be treated as a serious breach of the Club's operating procedure.

3.10. Tampering or improper removal of the information on the Chalk Board will be deemed as misconduct.

3.11. In accordance with BCU guidance the Club advises that no members paddle alone and strongly recommends that adults paddle together in a group of three or more. Division 6 and above adult paddlers, if they consider paddling alone, must have considered the risks and done everything possible to minimise them and be sufficiently experienced to cope with the prevailing conditions. If any paddler is in doubt about the risks or their suitability to paddling alone then they should not do so and seek the advice of a qualified coach of level 2 and above.

3.12. Juniors are forbidden to paddle at any time unless an adult coach is present.

3.13. Any groups of paddlers wanting to paddle at times other than club session times should inform the Head Coach or a senior coach and ascertain their permission to paddle. Permission to paddle will be entirely at the discretion of the Head Coach or the Senior Coach.

3.14 Taster sessions (max 2) can be undertaken by a club coach although this should be agreed by a senior coach.

4. RISK ASSESSMENTS

4.1. There will be a formal and continuous generic risk assessment of all Club activities carried out by the Club Health and Safety Officer that will include all areas of water used by the club and these Risk Assessment will be displayed prominently in the clubhouse.

4.2. The Committee will be advised of any issues causing concern that arise during these risk assessments by the Club Health and Safety Officer and they will adopt the safest methods for undertaking the Club's activities.

NCC/OP/001

4.3. A dynamic risk assessment will be carried out for each session by the Head Coach or designated Lead Coach both before and continuously throughout each session, and sessions may be cancelled or changed as deemed necessary by these coaches at any time.

4.4. The Head Coach or designated Lead Coach are encouraged to consult with all available Canoe England qualified coaching staff if they feel unusual conditions or the situation requires a breadth of input to make a sensible judgment. They are encouraged to do this both before and during any session and particularly where unusual conditions or the situation requires unusually careful management.

4.5. All sessions will be conducted at the discretion of the Head Coach or Delegated Lead Coach.

4.6. This discretion allows the Coach responsible for the Training Sessions to assess safety, weather conditions, the ability of the Paddlers and other factors such as other craft on the water and to conduct sessions accordingly.

4.7. All decisions concerning Health and Safety are the responsibility of the Health and Safety Officer and qualified British Canoeing coaches.

4.8. Members are to be encouraged to warm up before a session as a means of preventing injury and improving mental awareness.

5. BUOYANCY AND BUOYANCY AIDS

5.1. The Club recommends that all Paddlers wear a buoyancy aid whilst on the water.

5.2. Junior Members (under 18 years old) ranked Marathon Division 6 and above must wear a Buoyancy Aid whilst on the water unless the Head Coach or Coach in Charge views that they have the level of competence so that the risk of capsizing is low and the Parent/Person legally responsible for the Junior has given their consent using the Club Buoyancy Aid Instruction form.

5.3. Club Coaches responsible for members may exercise the right to insist on them wearing Buoyancy Aids.

5.4. All Members ranked in Marathon Racing Division 7 and below must wear a buoyancy aid whilst on the water.

NCC/OP/001

5.5. All Members including Club Coaches will wear a buoyancy aid during the Club introductory courses and/or any taster/introductory sessions and may consider it appropriate after having assessed the risks and skill level of the paddlers to also wear a buoyancy aid when coaching at other times and with other groups.

5.6. All boats (the Club's and those privately owned by members) must have sufficient buoyancy in them to keep the boat afloat and be able to support the Paddler in the event of a capsized

6. PADDLING AT NIGHT

6.1. All boats on the water in the dark must display a white bow light and a red stern light. Although latest guidance suggests all round white lights this can be confusing when interpreting direction of travel.

6.2. Groups paddling at night must take appropriate safety equipment with them.

7. EMERGENCY CUPBOARD

7.1. An Emergency Cupboard located in the boat shed will be locked with a combination lock to comply with data protection and the code will only be known to coaches and responsible adults. This cupboard contains;-

- Spare glasses - it is suggested these remain outside the cupboard so people can see the combination lock clearly.
- Contact details for all members parents or carers -this is in the upstairs office locked cupboard
- Separate list of medical details of those people who have declared a significant medical condition on their membership forms.

7.2. The Health and Safety Officer or a person appointed by the committee will check the charge on the mobile phone, torch and other items in the cupboard weekly and keep a dated record in the cupboard of all checks carried out.

8.FINANCIAL

8.1. All Members are required to pay the relevant membership and boat storage fees, according to the appropriate membership type, complete with membership application/renewal form, to the Club Membership Secretary. Payment is due (or standing order started) by 1st March each year.

8.2. If members do not set up a standing order in January over 12 months they can liaise with the treasurer about setting up a standing order over 10 months. If it is not set up before the end of Feb when payments are due they will need to pay the full annual amount.

NCC/OP/001

8.3. If anybody cannot pay their fees or would like payment terms they can make an appeal to the Bursary Committee. The Bursary Committee will endeavor to seek mutually agreeable terms for membership and boat storage fees and will consider each case on its individual merits.

8.4. Guests may be asked to pay a nominal per capita attendance fee, though this can be waived in circumstances approved by the Committee.

9. INSURANCE

9.1. The Club is affiliated to the National Governing Body and as such is covered by their third party insurance policy, which encompasses all of the Club's activities as long as each activity has a risk assessment displayed in the clubhouse.

9.2. The Club's Boats, Paddles and other equipment are insured through the Club. It is the responsibility of individual Members to ensure their own personal equipment is insured.

10. EQUIPMENT

10.1. Individuals are not to use other Members' equipment or school equipment without first gaining the specific permission of the individual or from a senior representative of the school.

10.2. Club boats and equipment can only be used with the consent of a Club Coach.

10.3. Any damage or defect of the boats or equipment must be reported to the Club Boatman.

10.4. The Club Boatman will report Equipment Status, Damage and Maintenance to the Committee.

10.5. Boat racking comes with membership. All racks will be labelled with members names and on 1st March that year any members who have not paid will have their boat racking reallocated. If they subsequently pay up they will have already lost their usual space.

10.6. There is no guaranteed second K1 racking. If you feel, for your training needs you need a second rack you need to write to the Senior Coaches by the end of January explaining why you need it and a charge of £50 is payable by the end of February if your request is granted. If this is not paid no extra K1 boat racking will be considered for the year. New second boats must have racking agreed before they are delivered to the club.

NCC/OP/001

11. DAMAGE TO PROPERTY

11.1. Any act of malicious damage to club property and equipment, or to Club Members' property by a Club Member shall be dealt with by the Club Committee after an enquiry. The person causing the damage will be required to pay for the damage in full and may be suspended from Club activities.

11.2. Any Member responsible for any accidental damage may be held responsible for the cost of repair as decided by the Club Committee.

11.3. The Club Committee shall take all reasonable steps to investigate instances of Malicious or Accidental Damage, including interviewing any individual implicated, before deciding on action to be taken. An implicated Junior Member or Person in another legal care shall be allowed to have a Parent/Carer or another adult Member present to act as a 'friend' during any interview.

12. CONDUCT

12.1. Any Club Member violating any of the Rules, Operating Procedures and Policies of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the Club Committee, be suspended or expelled. Any Club Member so suspended or expelled may appeal to a Special General Meeting if such an appeal is sponsored by not less than ten per cent of Club Members who are entitled to vote.

Signed by the NCC Community Coach.....Date

Tim Scott

Signed ChairpersonDate

Kerry Duff

Review Date February 2020