

Rules and Guidance for Members of Haverfordwest Kayak Club

1. General Rules

- 1.1. No Club activity may take place unless at least three members are taking part and at least one of those is a competent adult paddler experienced in the discipline concerned.
- 1.2. All those taking part in club activities must wear buoyancy aids and other appropriate safety equipment, unless an express dispensation is given by the leader running the activity, whose decision will be final.
- 1.3. Members will follow the directions and instructions of activity leaders at all times.
- 1.4. Any member engaged in Club activities who acts in a way likely to cause nuisance or offence or otherwise bring the Club into disrepute will be liable to suspension or expulsion from the Club.
- 1.5. Coaches will give a clear explanation when they decide to cancel or change an event, or to require use of particular equipment, or to exclude any person.
- 1.6. Coaches or leaders may exclude from an activity, anyone they consider to be in breach of these measures or other club Policies, Rules, or the Code of Conduct. Coaches should try to follow the BCU guidance "Managing Challenging Behaviour". Therefore in those circumstances where it is practical and desirable, the coach or leader will give the opportunity to stop the offending behaviour and warn that further breaches will lead to exclusion. However a coach has the right to exclude any person immediately if they think it is appropriate and will always be supported by the Club if they do so.
- 1.7. Where an individual is excluded the matter will be reported to the Club Chair and the Club Welfare Officer who will decide on appropriate further action.
- 1.8. Any member who deliberately or negligently causes damage to the equipment of the Club or to any property it rents or hires, will be liable for the full cost of repair and any other expenses incurred by the club as a result of the damage.
- 1.9. Any accidents leading to loss or injury or dangerous "near misses" must be recorded and reported as soon as reasonably possible to the Club Secretary, who will maintain an accident record book and to the Welfare Officer.

2. Rules relating to Juniors

- 2.1. No person under the age of eighteen years may take part in any club activity unless their parent/ guardian has completed the appropriate consent form
- 2.2. Junior members may not canoe alone using club equipment or facilities
- 2.3. Junior Members taking part in club activities do so entirely at the discretion of the activity leader, who may decline to allow them to take part. The activity leader may take responsibility for the safety, pastoral care and discipline of juniors, or may require that they be accompanied by a parent or guardian, who is capable of undertaking the activities proposed, and who undertakes to be responsible for those matters.

3. General Guidance Relating to Junior members

- 3.1. This guidance is to be read in conjunction with the club Welfare Policies, Rules and Code of Conduct. The Club will endeavour to ensure that all children can take part in all appropriate club activities, however where following these guidelines would prevent a child from taking part in an activity then the guidance must be followed. The child's safety and welfare will always come before any other consideration.
- 3.2. Coaches, helpers and club members are requested not to consume alcohol or smoke in the presence of juniors.
- 3.3. All club members should lead by example in matters of safety and manual handling
- 3.4. It is undesirable for helpers or other club members to transport unaccompanied juniors without parental consent, unless there is an emergency and no reasonable alternative.
- 3.5. If a coach or officer of the club were to be contacted by inappropriate text or e.mail by a junior they must forward it to, and/or copy into their reply, the club welfare officer.
- 3.6. Where the club runs activities for children from other organisations it will be the responsibility of the leaders of that organisation to ensure they have parental consent and bring to the session appropriate medical details and emergency contact details for every child taking part.
- 3.7. Parents/guardians must sign up their children on the website events page using the parent's contact details so that the child cannot be contacted directly by others.
- 3.8. Where a child has medication that needs to be taken onto the water the parent must seek the consent of the coach leading the activity and the medicine may be kept by the child or the coach for the duration of the activity at the direction of the coach.

- 3.9. Parents or guardians should remain reasonably available for the time that juniors under 16 years are on the water, so that they may take over responsibility for the child if they are taken ill or are excluded from the session.

4. Guidance Relating to all Outdoor Sessions

- 4.1. Activity leaders will only be responsible for other members whilst they are actually taking part in a club activity, and therefore parents or guardians must ensure that they make their own arrangements for transportation and supervision of junior members before and after club activities.
- 4.2. The nature of the activity, fixed start time and estimated finish time will be published on the website.
- 4.3. The coach or leader will keep a record of attendance.
- 4.4. The leader of any junior trip will draw up a brief written plan providing essential details of the proposed activity and retain this as a record.

5. Rules and Guidance for Junior Pool Sessions

- 5.1. Parents/guardians are fully responsible for the safety, welfare and pastoral care of their children at all times and in all parts of the pool building, other than - from the time they join the group on the poolside to the time they are dismissed on the poolside.
- 5.2. Juniors may not go onto the poolside more than five minutes before the correct start time for the pool session, or remain on the poolside once they are dismissed.
- 5.3. Juniors may not swim in the kayak club part of the pool at any time in the session without the consent of the coach
- 5.4. Juniors may not enter the pool water or use any club equipment without the specific authority of the coach leading the session.
- 5.5. Adults are only permitted on the poolside if they are assisting with running the session and have completed the appropriate welfare checks.

These Rules and Guidance were adopted by the General Committee on 21st January 2010

Signed

Date

Name:

Haverfordwest Canoe Club Chair