



Addlestone Canoe Club Rules and Regulations



The “Club” is Addlestone Canoe Club (ACC)
“Canoeing” refers to all paddle sport activities

The Club is registered as a Charitable Incorporated Organisation (CIO) registered number: 1158049

Members, Temporary Members and Affiliated Group Members agree to be bound by the Constitution, and these Rules and Regulations and those of British Canoeing. (These rules to be read in conjunction with ACC Constitution, and all subsidiary ACC Codes of Conduct and policies and operating and other procedures. In the event of any conflict the Constitution will prevail in all instances.)

Membership

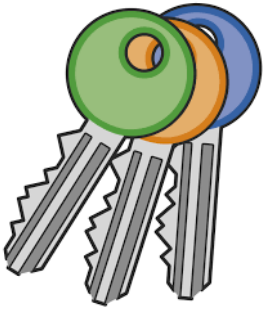
1. Membership year runs from 1st April-31st March. If joining after 31st October half set fees apply.
2. All paddlers using the club, its facilities or equipment must be either club members, attending as part of an affiliated group, or join as temporary members.
3. Temporary membership (relevant form to be completed and fees paid via WebCollect) is available for 30 days from your first session and will expire after 30 days or 3 taster sessions whichever is sooner, after which relevant membership fees apply.
4. All members and temporary members must sign in the day sheet (or Google form for racers using the QR code at club) at every visit to the club and pay boat hire fees if applicable.
5. It is the responsibility of members to ensure their guests have completed temporary membership forms, signed in and paid the relevant fees.
6. Members should keep Membership Secretary up to date with any change of personal details.

Boat Storage



Boat storage at the club may be available (members only) and is at the discretion of the committee. Priority is given to juniors and regular paddlers. (See boat storage application form via WebCollect). It is your responsibility to arrange insurance for your particular needs. Storage is reviewed annually on 1st May.

Access to the Club Keys



Access to the club and boat store keys may be available to members 18 years and over only at the discretion of the committee and after a minimum of 6 months membership (see key application - Google form for conditions). Misuse of the club, site or equipment may result in withdrawal of keys use and expulsion from the club.

Site Rules

1. No smoking anywhere on ACC site.
2. No alcohol to be consumed on the premises except in the case of special events organised and approved by the committee, i.e. mulled wine at the Christmas paddle.
3. Vehicles must be parked responsibly on site, not on Burcott Gardens. The club is located at the end of a residential road and members and their guests are required to respect our neighbours, please drive considerately, and do not block driveways or park on grass verges.
4. Bad behaviour or excessive noise will not be tolerated and any charges of misconduct or conduct detrimental to the club by individuals or affiliated groups will be investigated by the committee, who will take appropriate action.
5. Young people under 16 must sign in and their parent/carer must wait on site until officer/coach of the day is in attendance.
6. Children under 12 years old must be signed in and parents remain on site or, at the discretion of the coach in charge, must remain immediately contactable & accessible in the event of an incident. Parents must ask the coach in charge if they can leave the site and give an emergency contact number to be used for that session.
7. The coach in charge/officer of the day has the right to deny access to the premises and equipment to anyone disobeying club rules or otherwise causing a nuisance.
8. The club is run by its volunteer members and expects all to do their full share to keep the clubhouse and boathouse clean and secure. Mops and cleaning materials are provided in the cleaning cupboard and kitchen for members to use.
9. Tea, coffee and squash is available, and payment must be made for these (an honesty box is provided – pink tin) please wash up and put away used items.
10. First Aid supplies are provided and positioned in the foyer. Coaches will also carry their own supplies. Any incident requiring first aid should be reported to the coach in charge and entered on the incident form located near the First Aid Box. Any incident resulting in a trip to hospital must be reported to the committee.



1. All boats and equipment hire must be paid for before use.
2. Approval from a Head or Assistant Head Coach/ the Chairperson or Vice Chair must be obtained before taking equipment away from the club, these items must be recorded in the Equipment Hire Book (located in the foyer) and the appropriate charge paid. (No charge applied in the case of members representing the club at approved competitions).
3. Any damage must be reported to coach in charge and information entered in the Log Book (located in the foyer). Any individual or affiliated member will be held responsible for making good any damage outside of reasonable wear and tear.
4. Members are not permitted to use equipment belonging to other members without prior consent of that owner.
5. Care should be taken of all boats and equipment, ensuring that boats are properly emptied, and everything is put away correctly after use.
6. No insurance cover is provided for personal belongings left at the club.
7. The gym equipment is only to be used with the approval of Head Racing Coach. All members wanting to use the Gym must complete a Gym induction and sign the Gym waiver. Gym equipment must be put away after use. (Juniors are not permitted to use gym equipment unless supervised by an approved club coach.) Please also see the Gym Rules displayed at the club.
8. Items of clothing and kit left in the changing rooms are collected in the Lost Property box (located in the boatshed) and if not claimed are disposed of after one month.

Insurance

Club paddling activities are covered by BC Insurance.

The club also has public liability and occupier liability Insurance.

Any accidents/incidents must be entered on the Incident form and the committee informed.

Conduct

Be considerate and respectful to other paddlers and water users.

Show consideration and respect for the club's neighbours, those who help (volunteers) and the environment (follow Canoeist Code of Conduct).

On the Water

The site shall be used for the purpose of canoe club activities only between the hours of:

0630 to 2100 Monday to Friday with closing up by 22.30

0830 to 2100 Saturday with closing up by 22.00

0930 to 2000 Sunday, with closing up by 21.00

Entry to the club and its grounds shall not be before:

6.30am Mon-Fri

8.30am Sat

9.30am Sun

All Canoeists must be **off the water by 9pm, Mon-Sat and 8pm Sunday** or up to half an hour after sunset (whichever is the earlier) only if light permits.

NO PADDLING IS PERMITTED DURING HOURS OF DARKNESS.

Indoor/outdoor gym or fitness sessions must finish **by 9pm Mon-Sat and 8pm Sun.**

The coach/officer of the day must ensure all equipment is put away, safety equipment checked, and club is cleared and locked by the closing times.

The club expects all members to respect these hours of use and any member not abiding by these times will face disciplinary action and possible expulsion from the club (with no refund of membership fees.)

1. All club coaches/club approved paddlers must be DBS checked.
2. All participants on the water must wear a suitable buoyancy aid.*
3. All paddling equipment to be used with coach approval.
4. Paddlers must be able to swim 25 meters in light clothing while wearing a buoyancy aid. (*Race paddlers may be expressly authorised by their coach in certain water conditions to paddle without a buoyancy aid.)
5. Minimum age for taking part in paddling instruction is 7 years except at the discretion of L2 coach or above.
6. Helmets must be worn at Coxes Lock, visits to any weirs and on white water.
7. Jumping or seal launching from Coxes Lock wall is NOT a permitted club activity.
8. Seal launching is not permitted in any location where it is likely to cause damage to the bank or the boat.
9. Special care must be taken when crossing the road at New Haw Lock, ensure cars have stopped before crossing and show respect to motorists.
10. It is advisable NOT to paddle alone, it is recommended that adults paddle in groups of three or more.
11. Juniors under 16 years should always be accompanied by a coach or club approved paddler. Juniors over 16 years may paddle in groups of three or more with the approval of their coach and parent/guardian.
12. Members, parents/carers must state any medical condition/special needs/ medication required to coach in charge before going canoeing
13. Canoeing involves some degree of personal risk. Whilst the organisers and the committee shall take reasonable precautions to ensure the safety of participants, they shall not be held responsible for any loss or damage to life, health, equipment, or other belongings, howsoever caused. It is advisable not to paddle alone. Recommended minimum number is three paddlers.
14. Licenses are required for the Wey Navigation, Thames and other waters when using personal boats (except if you are a BC member).
15. All participation in any club paddling session or trip is at the discretion of the coach in charge/appointed session leader.

Affiliate Membership



Recognised youth organisations, schools and adult groups may affiliate to the Club and are bound by its rules and regulations. Affiliate groups must apply to the committee and may not use the club without first booking with the bookings secretary. Affiliate groups using their own coaches must be BC qualified and hold the relevant permit from their groups governing body.

Canoeist's Code of Conduct

Your canoe is a traditional craft used throughout the world for exploring wilderness areas and quietly observing wildlife and flora. By following the simple steps below, you can ensure your presence is not detrimental to the environment:

- Leave the environment as you find it.
- Find out about the area before you go, noting its sensitive places, species, and breeding seasons.
- Leave no trace of your visit and take your litter home with you.
- Keep noise to a minimum.
- Take care not to cause damage when launching or landing along natural banks. Float your canoe for launching and lift out when landing.
- Where possible keep to any designated paths or launching points.
- Gravel banks may contain fish spawn – avoid paddling over them in low water conditions.
- Paddle at a distance and in a manner to minimize any disturbance to wildlife.
- Be aware of Environment Agency information to help protect the freshwater environment when using canoes and equipment overseas.
- Report pollution or damage to appropriate authorities.

Junior Code of Conduct

All junior club members are asked to always abide by the following rules:

1. Always sign in the logbook (or Google Form for Racers using the QR code) when attending the club.
2. To be on time for training sessions and participating events or inform your coach if you know you are going to be late.
3. Co-operate with and respect all requests and decisions made by the coaches, helpers, officials, and administrators.
4. Be considerate and respectful to other paddlers and water users and other members of the public. Treat other people as you would want to be treated yourself.
5. Do not leave sessions without the permission of the coach or leader.
6. Junior members are not allowed to smoke, consume alcohol or drugs of any kind whilst on the club premises or whilst representing the club at any events.
7. Never paddle alone. No matter how well you think you can paddle. Abide by the club rule of paddling in groups of 3 or more if you are over 16 (this is at your coaches' discretion).
8. Respect all wildlife i.e. swans, ducks, and fish etc. and do not disturb it in any way, shape, or form.
9. Respect the environment and riverbank. Seal launching is not permitted in any location that is likely to damage the bank or boat. Seal launching can lead to erosion.
10. If you have an issue that you feel conflicts with the rules, tell an appropriate adult i.e. a coach or approved club helper and they will try and resolve it for you.
11. Follow the Canoeist's Code.
12. Junior members are encouraged to take an active interest in all disciplines of paddling that the club offers. However, no-one will be expected to participate in any activity they are not comfortable with.