



TYNE VALLEY CANOE CLUB

POLICY AND RULES

1 STATEMENT

The following rules and regulations have been formulated by the General Committee to support Section 24 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 the British Canoe Union 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 in the club bulletin. Changes to the Club Constitution can only be made at a General Meeting (section 16 of Club Constitution)

3 MEMBERSHIP CATEGORIES

1) Classes of Membership: Membership shall consist of three categories:

- i) Full Members - over the age of 18.
- ii) Family Members - to include spouse and/or children.
- ii) Junior Members - under the age of 18.

2) 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'.

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. There will be a maximum of one temporary membership available during a trial period after which 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 British Canoe Union Coaches. However, 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.**

- 2) No junior or novice member may take boats or equipment from the Clubhouse or 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) Juniors over the age of 13 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 the pool area next to the steps.
- 5) Novice members must not paddle without a coach or competent paddler being present who holds a BCU 3 Star Award or higher or until they have passed their BCU 2 Star Award. They must paddle in groups of not less than three and remain in the pool area next to the steps.
- 6) 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 BCU Coach.
- 7) Junior and novice members must not paddle under or below the bridge unless a BCU Level 3 Coach supervises them.

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.
- 3) Intermediate members may paddle through the Bridge site only if accompanied by a Level 3 Coach, who may instruct a group of no more than eight.
- 4) Experienced members who are at the standard of 4 Star or above may paddle through and below the Bridge site at their discretion. It is advised that they never paddle alone and a minimum group size of three is recommended.

5 COACHING

1. **Coach Attendance** – Coaches intending to coach on club evenings and at events will confirm their intention through the delegated person by email or phone. For Friday evenings notification will be made from Wednesday until Friday 5.00pm. Knowing which course is running on the club sessions will help with the allocation of equipment.
2. **Supervision** - All club canoeing and kayaking activities will take place under the supervision and guidance of qualified British Canoe Union Coaches.
3. **Assistance** - Where possible, coaches will be assisted by paddlers who hold the BCU 3 Star Award or higher. This will give extra safety cover and enable prospective coaches to gain experience working along side a coach.
4. **Performer Preparation**- Coaches will ensure that members are adequately clothed and suitably equipped for the paddlesport activity in which they intend to participate.
5. **Coaching Programme** – Coaches are to ensure that they plan their sessions taking into account the new BCU awards and that participants have the opportunity to use a range of different types of canoe and kayak.
6. **Paddlesport Certification** – 1, or 2 Star testing may conclude a paddlesport programme if appropriate. Paddlepower Awards can be signed off at the end of a six week programme. Members who are working towards higher level awards such as 3 and 4 Star (discipline specific) will be involved in a more long term paddlesport programme spread over a year or more.
7. **Site use** – Coaches are to disperse groups above and below the bridge to separate adult, youth, and children. The site will be appropriate to the group ability level and the state of the water will be a determining factor in site selection.

8. **Risk Assessment** - All club coaches will reference the risk assessment sheets appropriate to the selected site they intend to use for their teaching. All coaches will have copies available in their club coach packs and further copies are available in the club operations file held in the main canoe store.
9. **Group Structure** - Coaching groups will be structured adult, youth, child and accordingly novice, intermediate and experienced. No adults will be coached with children.
10. **Juniors** - Juniors under 13 will be allocated as a group to the coach responsible for organising junior coaching in the club.
11. **Group Rotation** – Groups will be rotated every 6 weeks/sessions. The final session will incorporate a mini competition or trip where possible.
12. **Coach Rotation** – At the end of a six week block coaches will rotate in the following way:
 - Coach who has been teaching children will move to adult and visa versa unless otherwise planned or agreed.
 - From novice to intermediate if it is appropriate.
13. **Coach Operating Guidelines and Terms of Reference** - All qualified BCU Coaches will adhere to the BCU and club guidelines/operating procedures for group ratios as detailed below:

Level 1 Coach – Generic. Bank based or water based coaches can:

- Deliver sessions in any type of canoe or kayak.
- Deliver one off taster sessions with groups of up to 8 on sheltered water under the supervision of a Level 2 Coach or higher.
- Deliver taster session at specific venues on very sheltered water unsupervised for the club if it is deemed suitable.
- Assist a Level 4 Coach on grade 2, 3+ water if they are an experienced white water paddler.
- Assess the Paddlesport Start Award.

Level 2 Coach – Generic. Boat based coach can:

- Deliver sessions with groups of 8 in any type of canoe or kayak.
- Deliver a series of six progressive session in a sheltered water environment.
- Operate independently on sheltered water.
- Take responsibility for Level 1 Coaches.
- Deliver and assess for Paddlesport Start and Paddlepower awards and up to and including the BCU 2 Star.
- Assist higher level Coaches on grade 2, 3+ water if they are experienced white water paddlers.

Level 3 Trainee Coach - Discipline Specific. The Trainee coach can:

- Work independently to deliver discipline specific sessions with groups of 8 in a sheltered water environment.
- Assist Level 3 Coaches or higher on moderate grade 2 water to deliver coaching sessions.

Level 3 Coach – Discipline Specific. The Trainee coach:

- Can deliver discipline specific sessions to groups up to 8 on moderate water as determined within the BCU remit of the award.

- Who hold the relevant 5 Star certificate may teach groups up to 8 on Grade II water and lead on Grade III water or as determined as advanced water within the remit of the award.

Level 4 and 5 Coach - Discipline Specific. Level 4 Coaches:

- Can coach groups up to 8 on moderate and advanced waters as specified in the discipline remit of the award.

Note – From 2007 until 2010 there will be an overlap of some BCU awards due to changes to the award structure and syllabus. This policy document will be frequently updated to take into account published and adopted changes as they are approved by the BCU.

For the definitions of water specific to the different paddlesport disciplines refer to the club Coaching Policy document and the British Canoe Union Handbook.

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 course/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 rinsed in fresh water and hung in sets on the pegs in the canoe store. It is important that equipment is free of mud, sand and salt before being returned to the store.
- 7) A set of equipment comprises of a kayak/canoe, helmet, buoyancy aid, spray deck and paddle.
- 8) 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, an action, which will damage the loam cover and grip.

By members

- 1) Equipment will be issued at the canoe store by a Committee Member, Club Coach or delegated person to members who are in possession of current Club membership. If there is doubt members will be requested to produce their Club membership card.
- 2) Members may use Club equipment for organised Club sessions and events.
- 3) 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.

- 4) 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 in the Club bulletin.
- 5) 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:

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

These guidelines may be subject to review and alterations if found to be appropriate. These may be the result of changes to guidelines 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: November 2009.
D. Gray (Chairman).