



Stour Valley Canoe Club

NEW MEMBERS INDUCTION PACK

COMPILED BY: ROB MOORING | CLUB SAFETY OFFICER - GRANT RUSSELL | TRAINING COORDINATOR

MEET THE COMMITTEE

Dave Robinson (Chairman)

Anne Newlin (Secretary)

Rob Mooring (Safety Officer)

Carol Evans (Treasurer)



Grant Russell (Training Coordinator)

Ben Williams (Kit Officer/Fundraiser)

Lucy Simms (Welfare Officer)



SVCC Mission Statement

"It is the Clubs aim to provide a safe and enjoyable environment at all times and to empower all to participate in the exciting and fun sports of Kayaking and Canoeing. We as a club are committed to providing a positive and fulfilling experience for all who join us".

SVCC Club Responsibilities

- All activities have been risk assessed with the aim for all paddlers to have an enjoyable time whilst keeping them as safe as possible. - Written risk assessments are available on request.
- All coaches are qualified in the activities they will be leading.
- All coaches are BCU members
- All coaches are First Aid trained and will have access to a First Aid Kit.
- SVCC holds Combined Liability Insurance, provided for the club through affiliation to British Canoeing.

SVCC Code of Conduct

It is important that you read and understand the following information regarding our Code of Conduct, Participation and Welfare Statements.

Participation - Members Responsibilities for conduct

- Participants should at all times on and off the water treat club members and other paddlers with respect as you would want to be treated yourself. Participants must act appropriately towards each other at all times.
- Participants must ensure they familiarise themselves with the clubs welfare policy (page 5) in Particular the safeguarding of both Children and at-risk Adults.
- Participants should take care of property belonging to the club or club members.
- Participants must understand that activities offered are of a physical nature and potentially a heightened risk is present at times. Therefore, participants should at all times act in accordance with a general understanding of the risks inherent in the sport and never act in a way that places themselves or fellow paddlers at unnecessary risk. Failure to do so may result in one or more of the following: minor cuts, grazes, bruising, strains and sprains. There is Possibility of drowning on any river.

Participants should notify coaches of any medical or other condition that may affect their ability to take part in the activity. The participant should also make coaches aware of where their medication is located on their person whether on land or on the water.

- No alcohol or drugs are to be brought to the Club venue.

Participation statement

- SVCC reserves the right to refuse participation if the participant fails to follow health & safety guidelines for the activity.
- SVCC also reserves the right to refuse participation if the participant fails to follow any of the above SVCC club Code of conduct.

Please contact a member of the SVCC Club Committee if you need further clarification on any of the above.

NEW PADDLER – RIVER SAFETY TIPS

1. Stay in line of sight of others at **ALL** times
2. Paddle with other competent paddlers at **ALL** times - **DO NOT** go off ahead of main group - especially in narrow sections or near obstructions/trees or on bends in the river.
3. Avoid trees and other river obstacles.
4. If you get in to difficulty **SHOUT** or **BLOW WHISTLE** for assistance.
5. If you capsize and cannot right your kayak then get out and **SHOUT 'SWIMMER'!** or **BLOW WHISTLE**. Forget about your boat!
Your personal safety is the **TOP PRIORITY!** Someone will recover your boat!
6. Keep your paddle with you if possible- (if not - remember kit is replaceable)
Your personal safety is the **TOP PRIORITY!** Someone will recover it!
7. If capsized and you come out of your boat in the main flow but need to wait for a safe place to swim to closest bank. Turn on to your back and point your body 'feet-first' downstream with your bottom raised 'to avoid rocks' (This is the safest position to float downstream in fast flowing water). Your buoyancy aid will keep you high in the water and you can see where you are going to spot a safe place to get out.
8. If you end up capsized in trees and can easily extract from your boat and the trees - either on to bank or in to main flow then do so.
9. If not - but you can exit your boat and you can stay safely where you are - then stay put and await assistance to arrive.
10. Once safely on a bank let people know you are safe and whether you are injured.
11. Take time to get your breath back and settle yourself. If able to - empty your own boat and get yourself organized again.

NEW PADDLER – APPROPRIATE PADDLING CLOTHING TIPS

There is always a potential for a swim when first starting out on your kayaking journey, so it is always advisable to wear some basic clothing suitable for watersports.

Some suggested examples are:

- **Neoprene Wetsuit** – a must in winter months – these can be purchased reasonably cheaply online or in stores like Decathlon/Go Outdoors or even some larger supermarkets (you might consider borrowing to start with)
- **Neoprene Wet-shoes/wet-boots** - purchased from same as above
- **Thermal base layer top** 'manmade fibre' (winter) - purchased from same as above - can be worn over or under wetsuit
- **Base layer Leggings** 'manmade fibre' (winter) - purchased from same as above
- **Neoprene gloves** 'optional' (winter) or **Pogies**
- **Spare clothes** to change in to after each session - **bring a Towel too**
- **Base layer rash vest** 'manmade fibre' (summer - or additional layer in winter) - purchased from same as above
- **Shorts** 'manmade fibre' (Summer ONLY)

Please note – Drysuits are expensive! We would advise you wait until you are sure the sport is for you before committing to such a purchase! Other club members can help and advise with more specialist kit

The club provides windproof/waterproof Goggles – Helmets – Buoyancy aids – paddle and boat

HEALTH AND SAFETY POLICY STATEMENT

- Written risk assessments are available for all club activities.
- SVCC holds Combined Liability Insurance, provided for the club through affiliation to British Canoeing.
- Coaches are fully qualified/trained in the activity they specialise in. Appropriate courses regularly attended to maintain skills and qualifications where required.
- SVCC have a dedicated Safety Officer, who has attended an Events Safety course. They provide support to the committee and all club members on Safety issues and act as single point of contact on all safety matters. They carry out risk assessments and update and maintain current risk assessments annually. If you have a safety concern, please direct them to the Safety Officer in the first instance.
- SVCC have a dedicated Welfare Officer who has received clearance through the Disclosure and Barring Service (previously CRB). And has attended appropriate Safeguarding Courses. Providing support to the committee and all club members on Welfare and safeguarding issues and acts as single point of contact on all safeguarding matters. The club takes its safeguarding seriously and strives to maintain high standards in this area. If you have a welfare or safeguarding concern, please direct them to the Welfare Officer or Assistant Welfare Officer in the first instance. See the Club Welfare information on page 5 for more detail.
- Coaches and some experienced club members are first aid trained.

SVCC Disclaimer information

- SVCC cannot be held responsible for personal accidents and recommend participants take out their own cover if they wish to be insured against personal accident.
- SVCC cannot be held responsible for any accident whilst travelling to or from a venue.
- Participants having received a brief from SVCC coaches take part in the activities at their own risk.
- Participants Parking in the Panda Pre-School car park do so at their own risk – no responsibility for any damage or loss of property is accepted by the Stour Valley Canoe Club.

Club Welfare (including Child Protection)

Stour Valley Canoe Club is committed to safeguarding the well-being of its members. All members should show respect and understanding for the rights, safety and welfare of others, and conduct themselves in a way that reflects the principles of the club.

We believe that kayaking should be a positive and enjoyable part of participant's lives and to achieve this, the club has the following aims:

- Club coaches should follow the British Canoeing Code of Ethics.
- All Club coaches, helpers and officials working with young people should read and adhere to the British Canoeing Safeguarding Children Policy and Safeguarding Adults Policy. The Club will follow the guidance of the policy in the event of any concerns or allegations. [P1-British-Canoeing-Safeguarding-Children-Policy-290518.pdf](#)
[P6-British-Canoeing-Safeguarding-Adults-Policy-2905188.docx.pdf](#)
- All Club members are made aware of this policy.
- The club aims to ensure that coaches working with young and vulnerable people undertake a screening procedure.
- The Club will obtain parental permission and details of any medical conditions before juniors travel on any club trips away from the local area.
- Club events will be supervised by British Canoeing qualified coaches. The Club will encourage and support helpers to gain qualifications and encourage coaches to keep their qualifications up to date.
- The Club committee shall include two Welfare Officers to deal with any issues concerning Child Protection or Harassment.
- The Club Welfare Officers are accessible and approachable for children, young people and adults at risk. Any concerns regarding child protection or adults at risk reported to the Club Welfare Officers will be recorded and responded to, in writing using the British Canoeing Recording Concerns Report Form.
- The Welfare Officers are responsible for implementing recruitment and screening procedures within the club and a confirmation signatory verifying the identity of individuals completing disclosures.
- The club will review this policy and its Safety policies regularly.
- If the nature of your concern makes it inappropriate to speak with the clubs designated safeguarding leads, you should contact external Child services details can be obtained from the internet.

Club Welfare Officer



Lucy Sims

Email – welfare@stourvalleycanoe.club

Signature form

These details will be kept secure in line with GDPR legislation

(Please hand this form back to a member of the Committee once completed)

I hereby acknowledge that I have read and understood the participation & code of conduct statement (page 2) and Welfare (including Child Protection) statement (page 5) and that I agree to abide by the conditions as set out in the participation, code of conduct and welfare statements. I furthermore understand that failure to abide by these conditions may result in membership being revoked and the possibility of forfeiture of the membership fee if any breach is deemed serious enough by the SVCC committee.

Signed.....

Date.....

CONSENT TO DATA GATHERING AND IMAGE USAGE.

The club occasionally takes photos & video of member activities. These may be used on our website, social media, local press etc, helping us to promote the club.

We also need to gather some basic personal data (as per the membership form) as part of the membership process in order to correctly administer club activity. This data is all held securely by the committee and disposed of securely at the cessation of membership.

If you are UNABLE to agree to this it may limit the activities you can undertake with SVCC. Please write below either AGREE or RESTRICT. If you write restrict we will need to enter into a dialogue directly with you to establish a workable way forward (including a tailored statement for you to sign) before you can join us.

Signed.....

Date.....

For children and young people below 18 years, full parental/ guardian consent is required for each child.

Name.....

Name.....

Name.....

Name.....

Parent Signature.....

Date.....