



Stonehenge and Pewsey Canoe Club

Club Information Pack

Affiliated to the BCU
Registered Number 44772



STONEHENGE & PEWSEY CANOE CLUB

Based at Pewsey Wharf on the Kennet and Avon Canal, the canoe club offers all you need to enjoy the fun and games of Paddlesport in a safe and friendly environment. We cater for all ages and abilities as Paddlesport can be a whole family activity.

The club has qualified British Canoe Union (BCU) instructors who are willing and eager to share all they know about this rapidly growing sport. They are:



Stephen Richardson
Level 2 Coach



Michael Richardson
Level 1 Coach



Richard Jeffries
Level 1 Coach

We also have further Level 1 coaches; Mike Goodhew, Aeron Neale, Torran Green, Will Young, Alex Sheppy, Harry Shakeshaft, and Olivia Shakeshaft.

As well as Pewsey Wharf, the club also uses Pewsey Swimming Pool if you want to practice those wetter aspects of canoeing in the comfort of a nice warm swimming pool. These are usually during the winter months when the weather is against us on the canal, although there will be odd occasions throughout the summer when we will be in the pool. Keep an eye on our website for future dates:

www.pewseypaddlers.co.uk

Pool places are limited so please book by emailing spcanooclub@btinternet.com, but canal sessions do not require booking.

Club night activities include:

- BCU Paddlepower/Performance coaching (Details can be found on the BCU website)
- Learn to Eskimo Roll sessions
- Rescue and Safety coaching
- Open Canadian training

The club also runs weekend river trips to places such as the River Wye (Symonds Yat), the Thames, the Hamble as well as surfing weekends and sea touring. See the website for photos of recent trips and future dates.



Paddlesport Disciplines

Stonehenge and Pewsey Canoe Club is lucky enough to have a variety of different craft. These include:

General purpose kayaks

Traditional open canoes

Slalom kayaks

K1 and K2 racing kayaks

Eskimo Duo (2 seater kayak). **Ideal for novices and disabled paddlers.**

Polo boats

Sea Kayaks

This enables members to experience the full variety Paddlesport has to offer, whether you are looking for gentle touring or the excitement of white water. There are a number of slalom and river race events throughout the year that the club attends too.



Joining the Club

We offer 3 taster sessions after which you are required to join the club by filling out a membership form and paying the appropriate fee. Membership runs from April to April so if joining part way through the year the cost is 50%.

Parents of under 18's must fill in a consent form and parents of under 12's must remain in the near vicinity during the session.

There is also an activity register to be signed at each session by all participants.

We have the following policies in place, included in this pack for you to look at. Health and Safety, Child Protection, Club Code of Conduct and Equity Statement.

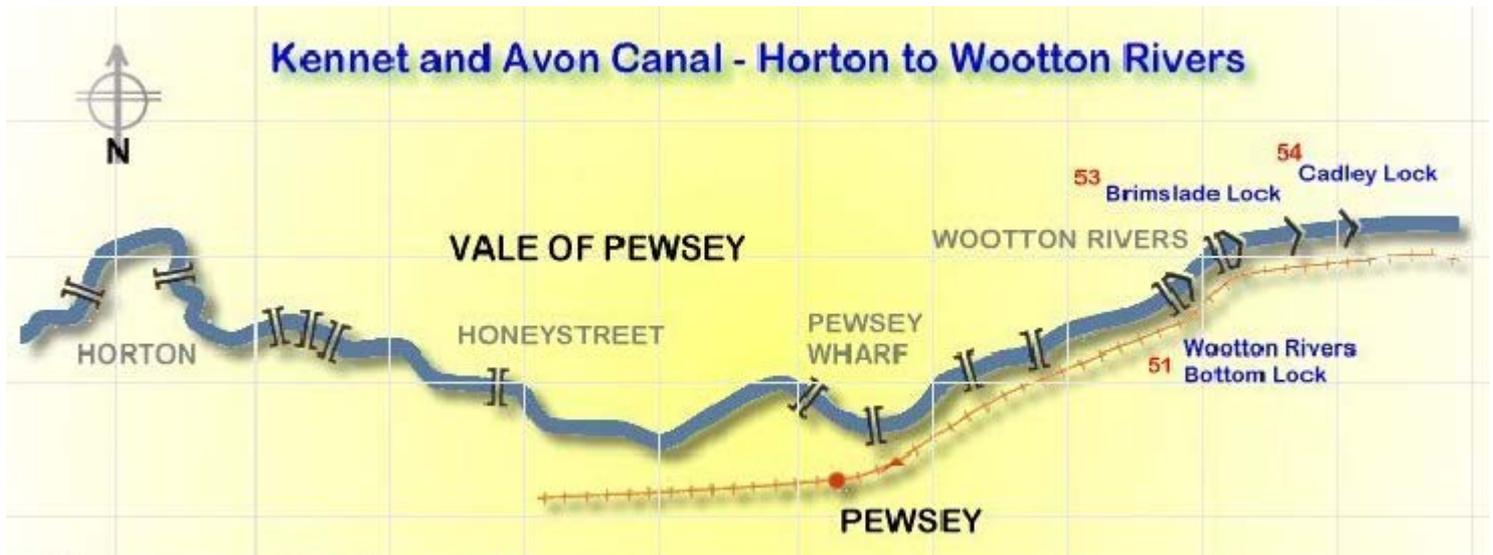
For more information contact the club Membership Secretary, Steve Wild on email spcanoecub@btinternet.com

Junior Members

The club has been accredited to receive the Sport England Clubmark award. This is awarded by the BCU when a club is able to demonstrate that it meets all the BCU criteria with regard to coaching program; safeguarding and protecting children; sports equity and ethics and club management. Clubmark is an acknowledgment that we take these issues seriously and that we are striving to provide a high quality and welcoming environment for young participants in the sport. Our club Welfare Officer, Richard Jeffries, is responsible for ensuring our child protection policy is implemented and he can be contacted on 01672 562395 should you have any concerns.



When, Where & What you need



From Easter to September the club paddles here at Pewsey Wharf. We meet every other Tuesday evening at 6.40pm, in order to be on the water for 7.00pm, in the car park of St Francis School opposite the Wharf.

With our wonderful British weather we cannot guarantee what the conditions will be like on the day so we suggest that you bring along with you:

- A thermal top or T-Shirts to layer
- Bottoms that won't hold too much water.
- A lightweight cagoule
- Old trainers or wet shoes (these are essential).

MOST IMPORTANT, BRING A DRY SET OF CLOTHES TO CHANGE INTO AFTERWARDS

The pool sessions are normally held on a Sunday and you will only need swimming kit and a T-shirt. All other canoe kit will be provided at both the outdoor and indoor sessions.

There is a small charge of £4 for all sessions for members and £6 for non members. Please remember that the pool sessions require booking and that the activity register needs signing at all sessions.

Committee

The Club is run by members who have joined the committee. They are currently as follows:

| | |
|------------------------------|---------------------|
| Chairman | Mike Goodhew |
| Treasurer | Mary-Anne Danek |
| Membership Secretary | Steve Wild |
| Media Coordinator | Samantha Richardson |
| Session Coordinator | Val Young |
| Club Welfare Officer | Richard Jeffries |
| Equipment Officer | Richard Kiy |
| Volunteer Coordinator | Cathryn Shakeshaft |
| General | Stephen Richardson |
| | Tim Fowle |
| Junior Member Representative | Olivia Shakeshaft |

If you would like to be a part of the committee you are welcome to join us or if you have any suggestions please feel free to talk to one of the above committee members.

We are supported by:



St Francis School



For more information you can go to www.bcu.org.uk





Stonehenge and Pewsey Canoe Club

Health and Safety Policy

The Club undertakes to operate a Health and Safety Policy in accordance with British Canoe Union guidelines. Canoeing is a relatively safe sport but any water-based activity carries a number of inherent risks and it is the responsibility of every member to ensure that those risks are minimised.

All members of the club are responsible for taking reasonable precautions to ensure their own safety, that of other members and other river/canal users when engaging in club activities. In addition all adult members have an enhanced responsibility for the safety of junior members.

The Club or its representatives will:

1. Carry out a dynamic on-site risk assessment at all away trips before members are permitted to take to the water. Members will only be permitted to embark at the discretion of the trip leader whose decision will be final.
2. Carry out a dynamic on-site risk assessment at Pewsey Wharf before each session provided an up to date generic risk assessment has been recorded.
3. Ensure that parental consent is obtained before any junior member is allowed to take part in any away trip or event.
4. Carry out regular safety checks on all club equipment. Any equipment failing such a check will be repaired or taken out of use and clearly marked.
5. Ensure that, in the event of an accident or incident e.g. a capsize on the canal; the safety of members is the first priority. Equipment should only be recovered if there is no appreciable risk to individuals.
6. Ensure that all members wear a suitable buoyancy aid when paddling.
7. Ensure that equipment is only used by junior members under the supervision of an adult member until they have passed their BCU 1 Star or equivalent and that they always paddle in a group of 3 or more.
8. Maintain records for all club coaches to ensure their continued capability to lead training sessions and carry out above risk assessments.

The Club expects all members to:

1. Accept the decision of committee members or other suitably experienced members on all safety related issues.
2. Wear a buoyancy aid when conditions or inexperience make it desirable to do so or, if a junior member or novice, at all times when on the water.
3. Consider the safety of themselves and others at all times.
4. If an adult member – carry out basic checks of the equipment that you propose to use before taking to the water e.g. suitability of boat, buoyancy in place, no obvious signs of damage to boat, paddles or buoyancy aid. Ensure that equivalent checks are carried out on the equipment to be used by any junior members. Report all problems that cannot be immediately repaired to a coach or committee member who will decide whether the damaged item should be taken out of use. His/her decision will be final.
5. Keep Club premises clean, tidy and clear of obvious hazards at all times. Keep all gangways, passageways, doorways and exits clear.
6. Familiarise themselves with the location of all safety equipment, information and emergency exits when at the pool.
7. Take responsibility for any accompanying children.

8. Use Club equipment only for its intended purpose.
9. Seek assistance if experiencing difficulty removing boats from or replacing boats on racks.

Signed.....Date.....



Stonehenge and Pewsey Canoe Club

Duty of Care and Child Protection Policies

Stonehenge and Pewsey Canoe Club believe that the welfare of the children within its care is of the highest importance, both through the implementation and review of this policy and the utilisation of Long Term Paddler Development planning.

On the advice provided by the British Canoe Union, the committee of Stonehenge and Pewsey Canoe Club implement the following policies.

- 1) During all canoe club activities where any of the participants are under the age of 18 years, then there shall be at least two adults present, one of whom will be a suitably qualified BCU coach. In the event that only one adult is present then the event will be cancelled.

This action is to be introduced not only for the protection of the participants but also for the protection of the volunteers that give up their time to allow these activities to take place. The committee acknowledges that this action seems harsh, but it is hoped that this will encourage more members and parents to become involved with the sessions.

- 2) All instructors and committee members that are responsible for the welfare of under-18 club members during activities shall be screened through the police protection system to reassure members and parents of their suitability to work with such members.
- 3) All club members are made aware of the Club Code of Conduct.
- 4) For participants under the age of 18 years consent forms must be signed by a parent / guardian.
- 5) The club will only use BCU qualified/updated coaches. The club will encourage and support helpers to gain qualifications and assist coaches to stay up-dated. Where members require reassurance that the activity leaders are suitably qualified, then copies of official BCU instructor certificates can be obtained through the Chairman, Dan Cowan.
- 6) The club will identify a person whose role it is to deal with any issues concerning child protection and vulnerable adults and notify this person to all members. Anyone with concerns in respect to children or vulnerable adults should then contact that person. If that person is unavailable they can contact the BCU Child Protection Officer on Tel: 0845 3709514
- 7) The club will adopt and regularly review a Health and Safety Policy.
- 8) The club will review this policy annually.

It is noted that these actions have been put into place, not as a result of any incident, but as a preventative measure against any incident occurring. If you have any further enquiries, or suggestions that the committee may wish to consider, then please do not hesitate to contact the welfare officer.

Richard Jeffries 01672 562395

Date.....Signed.....



Stonehenge and Pewsey Canoe Club

Club Code of Conduct

It is the policy of Stonehenge and Pewsey Canoe Club that all paddlers, volunteers, coaches and parents show respect and understanding for each other and conduct themselves in a way that reflects the principles of the Club. The aim is for all paddlers to improve performance and have fun. Everyone involved in the Club should abide by the Club Rules and Policies.

Paddlers

- Take care of all property belonging to the club or club members
- Treat other club members with respect at all times — on and off the water — treat other paddlers as you would want to be treated yourself
- Control tempers and avoid behaviour which may inconvenience or upset others
- Co-operate and listen to your coach or club officials

Club Officials, Coaches and Volunteers

- Consider the well being and safety of paddlers before the development of performance
- Develop an appropriate working relationship with performers, based on mutual trust and respect
- Make sure all activities are appropriate to the age, ability and experience of those taking part
- Display consistently high standards of behaviour and appearance
- Follow BCU and club guidelines and policies
- Hold the appropriate, up-dated qualifications and insurance
- Encourage paddlers to value their performance and not just results
- Never condone the use of prohibitive substances

Parents/Guardians

- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Never punish or belittle a child for loosing or making mistakes
- Publicly accept official's judgments
- Support your child's involvement and help them to enjoy the sport
- Use correct and proper language at all times
- Set a good example by applauding good performances of all paddlers

Signed.....Date.....

Stonehenge and Pewsey Canoe Club

Junior Code of Conduct

All junior members are asked to abide by the following rules at all times:

- Co-operate fully, respecting all requests and decisions made by the coaches and helpers.

- Be on time for training sessions and events or inform your coach if you are going to be late.

- Paddlers must control their tempers and avoid behaviour which may inconvenience or upset others.

- Be considerate and respectful to other paddlers and water users-treat other paddlers as you want to be treated.

- Paddlers must wear suitable kit for paddling as agreed with a coach.

- Not to leave sessions without the permission of a coach or leader.

- Take care of all property belonging to the club or any club member- and be responsible for caring for your own equipment and clothing.

- Junior members are not allowed to smoke, consume alcohol or drugs of any kind whilst on club premises or representing the club at events.



The aim is for all paddlers to improve their skills and have fun!



Stonehenge and Pewsey Canoe Club

Equity Statement:

Stonehenge and Pewsey Canoe Club is strongly committed to equal opportunities for all sectors of the community. It is the policy of Stonehenge and Pewsey Canoe Club to ensure that all participants, volunteers, coaches or parents receive equal treatment regardless of age, gender, marital status, employment status, social class, colour, race, ethnic or national origin, religious belief or disability.

Equal Opportunities Policy:

The Equity Statement should also be incorporated into an Equal Opportunities Policy which identifies the following aims:

- ✓ Eliminating any barriers or 'perceived' barriers to participation within the club
- ✓ Ensuring that all members are aware of, understand and follow the club's equity statement
- ✓ Increasing awareness within the club of the needs of those who face discrimination
- ✓ Ensuring that the club considers equal opportunities in all its activities
- ✓ Ensuring that the club premises are accessible to all, including those with physical disabilities
- ✓ Ensuring that the rules of the club state that discriminatory language or behaviour is not acceptable
- ✓ Ensuring that the implementation of the policy is reviewed regularly and monitored for effectiveness.

In order to ensure that equal opportunities is really 'owned' by the club and is an integral part of the club's philosophy it is important that all club committee staff and coaches are involved in the process of developing the policy.

Signed.....Date.....



Stonehenge and Pewsey Canoe Club

Consent Form

All participants under the age of 18 must have written consent from either a parent or guardian before engaging in any canoe club activity. This form should be signed and returned to the nominated club official and kept with them at all times.

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|-----------------------------|
| <u>Name of Child:</u> |
| <u>Date of Birth:</u> |
| <u>Parent/Carer:</u> |

| | |
|-------------------------|--|
| <u>Address:</u> | <u>Alternative Contact Name and Address</u> |
| | |
| <u>Post Code:</u> | <u>Post Code:</u> |
| <u>Tel (day):</u> | <u>Tel (day):</u> |
| <u>Mobile:</u> | <u>Mobile:</u> |
| | <u>Relationship to Child:</u> |
| | |

| |
|--|
| <u>Family Doctor:</u> |
| <u>Surgery Tel No:</u> |
| <u>Please state any medical condition and/or medication:</u> |
| |
| |

- I have had the activities of the club explained and agree to my son/daughter taking part in these activities.
- I confirm to the best of my knowledge that my son/daughter does not suffer from any medical condition other than those listed.
- I consent to my child receiving medical treatment, which, in the opinion of a qualified medical practitioner, may be necessary.
- I consent to the release of my son/daughter medical notes to a suitably qualified medical practitioner.
- I confirm that my son/daughter is not subject to any court order prohibiting publication of their image and that the canoe club may use photographs in club newsletters and the website unless otherwise agreed.
- I consent to my son/daughter travelling by any form of public transport, minibus or motor vehicle driven by a club coach or any other parent attending, to any event in which the club is participating.
- I agree to be at the pick-up/drop-off point at the agreed time.
- I understand that the club or organisers accept no responsibility for loss, damage or injury caused by or during attendance on any of the clubs organised activities except where such loss, damage or injury can be shown to result directly from the negligence of the club or the organisers.

Signed – Parent/Carer:.....**Date:**.....

Child Protection Officer: Richard Jeffries

Tel no. 01672 562395