



Addlestone Canoe Club Rules and Regulations



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

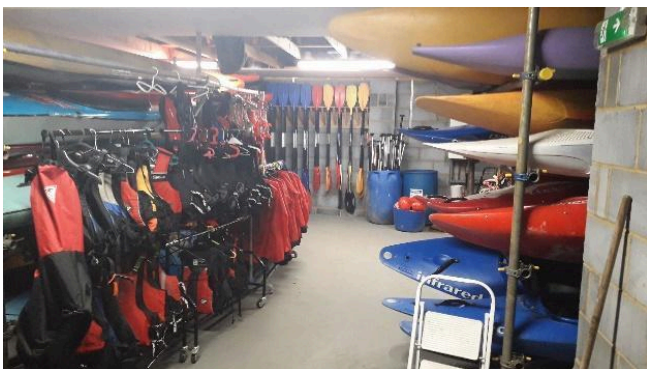
The Club is registered as a Charitable Incorporated Organisation (CIO) registered number: 1158049

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

Membership

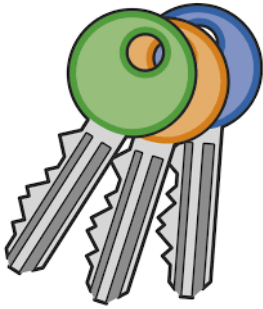
1. Membership year runs from 1st April-31st March. If joining after 31st October half set fees apply.
2. All paddlers using the club, its facilities or equipment must be either club members, attending as part of an affiliated group, course participant or joining as temporary members.
3. Temporary membership (relevant form to be completed and fees paid via paddleuk.justgo.com) is available for 30 days from your first session and will expire after 30 days or 2 taster sessions whichever is sooner, after which relevant membership fees apply.
4. All members and temporary members must sign in at every visit to the club and pay fees if applicable.
5. It is the responsibility of members to ensure visitors have signed in and paid any relevant fees.
6. It is the members’ responsibility to keep the 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 paddleuk.justgo.com). 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, the site, any equipment or the rules 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. Juniors must not be left unsupervised on site.
7. Children under 12 years old must be signed in and parents remain on site. In some circumstances, parents may leave (at the discretion of the coach in charge) but they must remain immediately contactable & accessible in the event of an incident and give an emergency contact number to be used for that session.
8. 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.
9. 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.
10. 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.
11. First Aid supplies are provided and positioned in the foyer. Coaches will also carry their own supplies or one of the club's first aid kits (available in the boatshed). Any incident requiring first aid should be reported to the coach in charge and entered on the incident form (See QR code for [online form](#) or paper copies located in foyer under the First Aid point). Any incident resulting in a trip to hospital must be reported to the committee.



Equipment

1. Approval from a Lead Coach/the Chairperson must be obtained before taking equipment away from the club, these items must be recorded in the Equipment Hire Book (located in the foyer).
2. Any damage must be reported to coach in charge and information entered on the Maintenance Repairs log on Team App. Any individual or affiliated member will be held responsible for making good any damage outside of reasonable wear and tear.
3. Members are not permitted to use equipment belonging to other members without prior consent of that owner.
4. Care should be taken of all boats and equipment, ensuring that boats are properly emptied, and everything is put away correctly after use.
5. No insurance cover is provided for personal belongings left at the club.
6. The gym equipment is only to be used with the approval of Lead 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.
7. 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 Paddle UK 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 or equivalent 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. Members are responsible for their own river licences if they are not partaking in a club activity.
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 Paddle UK qualified and hold the relevant permit from their groups governing body.

Code of Conduct

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

1. Always sign in the logbook (when attending the club).
2. To be on time for training, club 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 volunteer 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. 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. Follow The Paddler's Code.
9. All 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.



The
**Paddlers'
Code**

Respect · Protect · Enjoy



Be prepared! Always wear a buoyancy aid and carry a means of contacting the emergency services on your person.



Check you have the appropriate leash for the environment if paddling SUP. Or your craft/equipment before each trip.



Plan your adventure! The weather can change rapidly due to rain, wind or tide. Check river levels and avoid offshore winds.



Ensure you are equipped for the trip and that it is within the capabilities of you and your group.



Be aware of potential hazards such as weirs, overhanging trees and tidal waters. Look out for warning signs.



Look out for bacteria, viruses or toxic algae. Don't enter water that looks or smells bad. Report to the Environment Agency.



Leave no trace, take only photographs and leave only ripples.



Having the correct waterways licence helps to preserve our precious rivers and canals



These are our places to enjoy, protect and respect, and this is our code.

paddlerscode.info

Enjoy