



SDCC Code of Practice

Fun, inspiring, and inclusive, whilst also being knowledgeable, approachable, and affordable

It is the policy of Swindon and District Canoe Club that all members and parents of youth members follow the relevant sections in our Code of Practice.

COATE WATER

Paddling on Coate Water

- Minimum of 3 craft (3 kayaks/2 kayaks, 1 canoe/2 SUP, 1 kayak etc) paddling on the lake at any time.
- Be considerate and respectful to the needs of other lake users.
- Try to keep 5 metres away from the reed beds, and further away during swan nesting season.
- Be aware of people fishing the lake and give them a wide berth and follow any reasonable requests from them on where to paddle.
- The area around the diving board and the island are out of bounds.
- If you have a known health condition, please inform the instructor or coach at the start of the paddle.
- You can get on the water once 3 craft are ready to start, at least 2 adult members need to be on the water before a youth member can get on.
- As much as possible, keep access to the slipway free to all users.
- Let the Coaches/Instructors know if you have anything you particularly wish to practice or learn.

Using Club Equipment at Coate

- Payment must be made prior to the event preferably online, or cash before getting on the water.
- Be considerate of others at all times and ensure kit is moved out of the compound and on to the slipway ASAP.
- Two people should carry kayaks and canoes if there is no trolley available.
- Empty water from kayak/canoe before carrying back to the compound, return all equipment borrowed to the correct place.
- On Kayaks, please check that the air bags are inflated correctly in the stern, and make sure the stern bung is screwed in tightly.
- On canoes, please check the following: stern and bow ropes are attached and stored correctly, the seats are secure, and the stern and bow buoyancy are in place.
- On SUPs, please check they are inflated to the correct PSI, the waist leash is present, the fin is attached correctly, the pump is returned to the correct place.
- Any defects, damage or loss of equipment report it to the Duty Officer ASAP.

Using own kit at Coate Water

- Craft and kit to be washed down before using at Coate especially if previously used elsewhere so that waterway contamination is kept to a minimum.
- Park considerately when using the small car park by the compound.
- Key holders should ensure that the first gate is always locked.

DORCAN POOL

General Information for Dorcan Pool

- Dorcan Recreation Complex rules must be followed at all times whilst in the building or on their land.
- Spectators can only be members or parents of youth members; any other spectators must get permission to attend from the committee prior to the event. This can be done via email.
- At 8.10pm we can access the changing rooms.
- Appropriate swim wear to be worn, nose clips and goggles are recommended.
- Pool Eyes are responsible for pool safety and their instructions must be followed. The red emergency evacuation bag is to be brought in and put pool side, in the case of an evacuation Pool Eyes to take it out to the evacuation point as designated by Dorcan. Pool Eyes need to concentrate on the pool so do not ask for coaching from them. Pool Eyes are not to offer or do coaching/instructing either.
- Pool Eyes will let members know when they can access the pool.
- Yoga Mats are put on the pool side.
- Please do not jump/dive into the pool.
- No swimming unless this is part of the skill being practiced.
- No Seal launches from side.
- Pool Eyes will sound the whistle to indicate that it is time to clear the pool.
- Empty water from kayak before carrying back to the container, return all equipment borrowed to the correct place.
- Any defects in equipment please report to a committee member.
- Anyone learning playboating flips/tricks must wear a helmet or sign a waiver to accept all responsibility and liability for any accident or injury incurred.
- All under 18's must wear a helmet when taking part in playboating activities, it is advised for adults to wear a helmet as well.

Using own kit at Dorcan Pool

- Kayaks and any kit used must be washed inside and out before going into the Pool.
- You can park around the side by the container as kayaks need to go in via the pool side emergency exit door.

TRIPS

- The trip leader needs to ensure the correct risk assessments are in place for the access and egress points, these need to be emailed to the club at least 7 days prior to the trip taking place. An example RA can be provided as well as help in completing one if required.
- The trip form needs to be completed and emailed in at least 24 hours prior to the trip. A trip form is available on the website.
- All trip risk assessments need to be made available to all participants, over 18, who wish to see them.

River trips, sea paddles, weekend courses

- Check with the leader to ensure your ability and skill level is suitable.
- The leader should carry out a risk assessment and check the SDCC risk assessment prior to completing a trip form.
- If you have a known health condition, please inform the instructor or coach at the start of the paddle.
- If you have Paddle UK On the Water membership, then your card should be with you on a trip. For Paddle UK Club Associate members, the club has river licences available for trips.

White water centres

- Check the WW centre website and book yourself on to the correct session.
- Check with the organiser that your ability and skill level is suitable.

Land Based Contact

- There needs to be a Land Based contact for every club trip.
- They must not be related to anyone going on the trip and needs to always be available on the phone for the duration of the trip.
- Trip leader to give the Land Based Contact a copy of the trip form with the details of all the participants and their emergency contacts on.
- Trip leader is to notify the Land Based contact when the trip is beginning and all participants are safely on the water, they are also to notify the Land Based Contact when the trip is finished, and all participants are safely off the water.
- If anything adverse happens during the trip the Emergency Events – Operating Procedures need to be followed.
- If the Land based contact has not heard from the trip leader within half an hour of the expected finish time, they need to attempt to message and/or call the trip leader to find out what is happening. If they are unable to contact the trip leader then they need to attempt to message and/or call the Assistant Trip Leader, if they are unable to contact the assistant leader then they need to notify the emergency services, the Chairperson, Safety Officer, Welfare Officer and the emergency contacts of the situation.

Hire of Club Equipment

- The cost of hiring kit is £5.00 for sheltered water river trips or £10.00 for river trips with weirs, rivers at grade 2 or above and WW centres.
- Equipment can be hired for personal use, the cost is £10 for flat water and £20 for white water or weirs. A deposit of £50 is required that will be refunded upon the safe and timely return of all kit.
- The appropriate kit hire form needs to be completed and emailed in, forms available on the website.
- All equipment hired is the full responsibility of the club member who is borrowing it.
- Any loss or damage to equipment whilst on loan is required to be reported to a committee member upon return.

- Kit can be hired for a period of 1 week, unless required to be returned earlier. The return date will be confirmed when the kit is hired. It is the responsibility of the member hiring the kit to ensure it is returned on time.
- Any kit returned late will incur an additional fee.
- Any member continually returning kit late may be refused future hire of equipment for trips.

PHOTOS/VIDEOS

- Photo permission can be given or withdrawn at any point during the membership.
- A list of members who have given permission for their photograph/video to be taken is on the Facebook group. Check this list prior to taking a photograph/video of members.
- If consent is not given, respect this and do not include that member in the photograph/video.
- No photographs/videos of members to be stored on a personal device.
- For photographs/videos at Dorcan pool, permission to be sought at the time, and only the member who is wanting photographs/videos of the skill they are practising is to be included. Videos should only be used for training purposes and not put on to any form of social media unless explicit consent is given.
- Photographs/videos of members must not be posted on personal social media unless permission has been asked for and given by every member in the photograph/video for use on a private page.

PAYING ONLINE

- Payments to the club can be made directly into the club bank account or paid in Cash at Coate or Dorcan.

Bank details: Swindon and District Canoe Club
 Account no: 69977062
 Sort Code: 30 98 97

WHAT TO DO IF YOU HAVE A CONCERN?

- Speak to the Club Welfare Officer, or to the Chairperson.
- Put your concern in writing to admin@swindondistrictcanoeclub.co.uk or direct to one of the above.
- Please refer to Section 9 in the **CONSTITUTION** - Discipline and Appeals for further information.

Reviewed by:	L. Goddard (Chairperson)
	J. Thomas (Treasurer)
Reviewed on:	January 2025
Next review due:	January 2026