

## 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 our Code of Practice. Every member has an individual responsibility to behave sensibly, act with common sense and cooperate with the club's operating and safety guidelines issued by the club. These can be found below and in Health and Safety Policy.

### COATE WATER

- Minimum of 3 craft paddling on the lake at any time, at a coach/instructors discretion this may occasionally be reduced to 2 craft.
- Try to keep 10 metres away from the reed beds.
- Be aware of, and respectful to, other lake users.
- The area around the diving board and the island are out of bounds.
- If you have a known health condition, that may affect you during the session, please inform the instructor or coach at the start of the paddle.
- Let the Coaches/Instructors know if you have anything you particularly wish to practice or learn.
- Payment must be made prior to the event.
- Two people should carry kayaks and canoes.
- Empty water from kayak/canoe before carrying back to the compound, return all equipment borrowed to the correct place.
- Ensure kit is in a suitable condition for use prior to going on the water.
- Any defects, damage or loss of equipment report it to the Duty Officer ASAP.
- Personal craft and kit to be washed down before using at Coate.
- 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.

### DORCAN POOL

- Dorcan Recreation Complex rules must be followed at all times.
- 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.
- Pool Eyes instructions must be followed.
- The red emergency evacuation bag is to be 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. At the discretion of coaches/instructors in the pool, Pool Eyes can offer some instruction to paddlers.
- Pool Eyes will let members know when they can access the pool.
- Yoga mats are put on the pool side.
- 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 returning it to the container, return all equipment borrowed to the correct place.
- Any defects in equipment please report to a committee member.
- 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.
- 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.
- Personal equipment used at Dorcan must be washed inside and out before going into the Pool.
- If you have a known health condition, that may affect you during the session, please inform the instructor or coach at the start of the paddle.

## **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.
- If you have a known health condition, that may affect you during the paddle, please inform the instructor or coach at the start.
- The land based contact 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 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.
- 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.
- Only take photos/videos if express consent has been given by all members who would be included in the shot. 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, 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.

### **FIRST AID AND ACCIDENTS**

- First aid kit, accident book and incident book are located in the shed at Coate Water, Dorcan pool staff take responsibility for first aid when we are there, the trip leader is responsible for first aid during trips.
- List of first aiders can be found on the door of the shed at Coate Water and on the container door at Dorcan.
- All accidents must be reported, however small, and the relevant form completed.

### **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@swindondistrictcanooclub.co.uk](mailto:admin@swindondistrictcanooclub.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)
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