



Crouch Kayak Club Rules and Guidance

The rules are formulated as advice and guidance for the safe operation of paddle sport by club members. Reference should be made to the Club Constitution, Crouch Kayak Club Standard Operating Procedures (SOP) or Paddle UK guidelines where appropriate.

Activities of the Club will be managed in accordance with the rules and guidelines laid down by the English National Governing body for Paddle Sports. This is Paddle UK.

Any member violating the advice & guidance of membership or being guilty of unsatisfactory conduct may by resolution of the Committee be suspended or expelled.

HEALTH AND SAFETY

The Paddle UK participation statement is: "Canoeing & Kayaking are 'assumed risk' 'water contact sports' that may carry attendant risks. Participants should be aware of and accept these risks, and be responsible for their own action and involvement."

- All members are responsible for the health and safety of themselves, other members and other Club users.
- All members are advised they have a "duty of care" toward anyone engaged in a club activity and that this duty of care is greatly enhanced when dealing with people under the age of 18 years and vulnerable adults.
- It is the duty of members to acquaint themselves with health and safety requirements and follow all guidelines.

The Health and Safety policy is managed by Risk Assessments. The directory of Club Risk Assessments is maintained by the Club's Health and Safety Officer (H&S)

The general policy on Health and Safety is to:

- Establish and maintain a safe and healthy environment throughout the club and its activities.
- Establish and maintain safe working procedures among members.
- Ensure safety and minimise risks to health in connection with the use, handling, storage of equipment, where required.

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- Ensure the provision of sufficient information, instruction and supervision to enable all club members to minimise hazards and contribute positively to their own health and safety, and that of others.
 - Maintain the Club environment in a condition that is safe and with minimum risk to health and to provide access to and from.

First Aid and Accidents

- First Aid equipment is available to be used by anyone with first aid training.
- 1 x Green First Aid Kit for use on land/or in the store, is located in the boat store under the whiteboard right side of the door shutter.
- The club defibrillator is in the white filing cabinet.
- 1 x Red First Aid Kit (Waterproof) should be taken by a qualified first aider on club paddles.
- If equipment from first aid kits are used, please advise the Equipment Officer.
- First aid kits should be checked once every three months by the H&S officer or Equipment Officer, with main checks being: review expiry dates, replace used equipment.
- Photos of current first aiders will be shown in the store on the notice board.
- During club sessions first aiders will be identified in the pre-paddle brief.
- BSC members can also offer first aid assistance.
- Report any injuries or accidents sustained during any club activity or whilst on the club premises.
- All accidents and incidents must be notified to H&S officer within 24hrs and accident/incident form completed. (Forms located in a filing cabinet inside the store).

THE CLUB HAVE THEIR OWN DEFIBRILLATOR WHICH IS STORED IN THE FILING CABINET. THE NEAREST OTHER DEFIBRILLATOR IS LOCATED AT THE TOP OF CORONATION RD, HIGH STREET OUTSIDE RIO CINEMA

- Fire and Evacuation - Assemble point is located at the bottom of the ramp in the BSC car park.

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- In the case of fire and/or requirement for emergency evacuation: Members will immediately evacuate by the quickest and safest route.
 - The Fire Extinguisher is located on the left-hand side of the store.
 - Equipment and H&S officers are responsible for main checks being: review expiry dates, replace.

The following guidelines are provided to reduce the risk of injury:

- Ensure you are fully warmed up before commencing to move heavy objects or commence an activity.
- Share the load. Under current health and safety guidelines a plastic single kayak and an open canoe is classed as a two-person lift.
- Lifters should use a good upright posture and ensure their backs are kept straight and they lift using their leg muscles. Note: it is not only heavy objects which cause injury; lifting, moving and stretching in awkward spaces can also cause injury.
- The load should be balanced with an equal number of lifters on each side.
- Ensure boats are empty of water and gear before attempting a lift.
- Permitted lifting weights have been standardised at 12 kg for adults between 18 and 25 years of age and should be progressively reduced for children depending on their physique. If in doubt, ask for assistance.
- Members using club equipment should take care during use and report any wear or damage to the Equipment Officer. A member unsure about correct usage should contact Equipment Officer, Coach or session leader for guidance.

Store Access

Access will be gained using electronic key fobs. These fob readers have been installed to maintain the external security of the building. Access to the boat store will be provided to those persons who have paid for boat storage and committee officers. Access for general CKC members will be provided during organised club sessions only.

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Web: www.crouchkayak.club

E-Mail: info@crouchkayak.club



Members are asked to refrain from propping open any external doors/shutters or leaving the store unattended there by giving free access to the public.

CCTV

CCTV operating systems have been installed to monitor and safeguard CKC and members property. Cameras are located in and around the compound, please be mindful of this if you are removing garments inside the store. We would advise members to instead use the BSC facilities. For further information relating to storage of personal data contact admin@crouchkayak.club or speak to a committee member.

Boat Storage Club/Private

Only CKC members of private boats will be offered boat storage within the club store. These members will be issued with a personalised programmed key fob which will allow access through the side door.

Lost or stolen key fobs should be reported to the Equipment Officer as a matter of urgency. Please be aware lost fobs will incur a replacement fee and you may experience limited access due to the timeframe to disarm and re-program a new fob.

Members are requested to use the same boat slot they are allocated each time. If a boat is found in your space, please remove it carefully and place it elsewhere on the stands or on the floor. Please do not remove it from the boat store.

The Equipment Officer will allocate boat spaces, and a list of members requiring space will be maintained to ensure that members have knowledge of the likelihood of them being allocated a space.

- Club and private boats are to be placed in the same designated numbered bay at the end of each session.
- Private boat owners will be issued a bay number when a slot becomes available.
- The position of boats will be decided by the equipment officer.
- Boats are to be stored forward facing with skegs towards the shutter door.
- All equipment must be monitored throughout the year. Any repairs/replacements of equipment must be documented and costs to repair/replace agreed by the committee
- All CKC equipment must undergo a documented annual safety check. This is to be carried out by the club's H&S and Equipment Officers before the start of each season.

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DO NOT LEAVE ANY GEAR HUNG OVER BOATS

All equipment to be stowed IN boats/racked/hung in the designated areas. Owners equipment to be stowed IN boats, hung on hooks located to the right of the store or taken home.

Please keep the store tidy, we discourage keeping a rubbish bin in the store because it encourages mice, so take all litter home. Under no circumstances is cash to be left in the store.

If you are the last person out of the store, please ensure lights are turned off and the compound gate and store are locked.

Fees

Overdue membership or boat storage fees will result in the removal from the CKC membership system. The members will also be requested to remove their boat from the store. Reasonable notice prior to any action being undertaken will be given.

Insurance

THE CLUB CANNOT ACCEPT ANY RESPONSIBILITY FOR PROPERTY LEFT IN ANY OF THE STORE AREAS

- Members will be responsible for insuring their own boats or equipment left in the store.
- CKC insurance covers all listed CKC equipment. (members equipment is not included)
- CKC is a Paddle UK affiliated club, which provides members third party liability insurance during club led paddles/events only.

Conflict of Interest

All members have an obligation to disclose any conflicts of interest immediately to be assured that members only act in the best interest of the club. However, in the event of a conflict of interest arising within the club the appointed club committee will look at the potential risk the individual holds as to how they could exploit their position to either benefit personally, for a friend, family member or other connection.

If the conflict of interest is with one of the club's committee members then that member would not be permitted to be part of the discussion or decision-making process.

These matters would be raised with the club secretary or the Chairman.



Paddle UK Membership

Paddle UK on the water membership includes a waterway license to paddle over 4,500km of river navigations and canals across England and Wales. This is a legal requirement on many waterways across the country. These can be obtained through Paddle UK website www.paddleuk.org.uk.

You will be required to present your membership number upon request by the waterway authority.

Equipment loan outside organised club events: *(Only members who meet all criteria's will be allowed to hire club equipment)*

1. Person/persons signing out the equipment must be observed as a CKC member, that actively paddles with the CKC group during scheduled club sessions or club events for a minimum period of 2 years.
2. All person/persons using the equipment has knowledge and the necessary skills to use the equipment correctly and safely and that the person signing the loan agreement accepts full responsibility.
3. Any outstanding fees must be settled prior to equipment loan.
4. **NO ONE IS PERMITTED TO HIRE CLUB EQUIPMENT FOR FINANCIAL GAIN**
5. *(Additional details on loan policy and agreement forms are available from the equipment or H&S officers).*

Club Equipment Hire During Club Sessions and Events

When club equipment is used by club members, other than on a club led paddle, it must be entered in the 'equipment book' (which is located below the white board).

If equipment is hired, the hirers details must be noted in the black folder, (also located under the white board), so they can be invoiced.

- Equipment is made available on a first come basis.
- All equipment must be signed out and booked in when returned.
- Boats must be emptied of water, washed and dried before being brought into the boat store.
- Spray decks should be rinsed and hung up to dry.

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- Used equipment must be placed back where it belongs, in a clean and serviceable condition.
 - Boats are to be stored forward facing with skegs towards the shutter door.
 - Any damage/loss should be brought to the attention of the equipment officer.
 - No one is exempt from hire fees

It is *recommended* that club boats are carried by two persons at all times, especially moving in and out of the boat slot, to prevent damage to themselves and privately-owned equipment.

VHF Radio

The club VHF radio is kept adjacent to the white cabinet. It should only be used by those who have completed the appropriate VHF course. Please remember any conversation on the radio is likely to be overheard by someone outside of the club, so use it in accordance with the regulations. (Instructions for the radio are in a filing box inside the white cabinet)

Place the radio back in the same location and if required place on charge ready for the next session.

Ropes and Tow Lines

Three tow lines are kept on hooks just inside the side door. Feel free to use them. When returning, please wash in fresh water. If they have been deployed, repack them correctly ('Hand over hand') If you're not sure, ask someone who knows.

Water Based Activities

Buoyancy aids shall be worn at ALL times, by All during any water-based activities.

DO NOT STEP ONTO THE PONTOON WITHOUT WEARING A BUOYANCY AID

If you are hiring a CKC buoyancy aid then it is your responsibility to check with a coach, paddle leader or experienced paddler that this is fitted correctly before the session starts.

The Club recommends that water-based activities consist of at least three suitably qualified or experienced members at any one time. Where club equipment is being used three suitably qualified or experienced members should be on the water together.

Crouch Harbour Authority (CHA) – River Licences

Members are responsible for ensuring their own private craft are properly licensed for use on the River Crouch and carry the appropriate valid CHA license. These can be obtained directly through the CHA website. Once fees have been paid attach sticker to your boat and small tags on their person.

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CKC owned club boats each display a training sticker which allows club kayaks to be exempt from the fee. If you are using a club boat and asked by the CHA you may reference the CKC training sticker.

River Crouch Paddle Procedure

- Invitations are distributed to club members prior to planned club led paddle events.
- Numbers attending will be shared with committee members prior to the event.
- Suitability of each paddlers in relation to distance, weather conditions, will be discussed with individuals prior to launching.

Club kayaks are distributed on the day, on a first come first served basis. Club safety equipment should be checked, this includes splash decks, buoyancy aids, skeg's on kayaks.

VHF radios, tow lines, contact tow lines and first aid equipment to be distributed by the senior leader on the day.

If group numbers are high or the group has a significant divide in experience and skill then the group can be split into social paddlers and development (faster paddlers).

To promote ongoing training for members the committee will cooperatively prepare a list of competent paddlers who have previously volunteered to take on a leadership role on paddle events.

Suitable leaders will be selected to give the paddle briefing and lead/control for the duration of the paddle. This will give all volunteers an opportunity to lead a group.

Experienced paddlers will be available to give support on the day prior to the "volunteer leader giving his/her "paddle briefing".

Paddle Briefing Consists of the Following Points:

- Any health conditions that may impede the paddle, must be communicated to the paddle leader before they launch.
- Weather forecast.
- Tide Times.
- Proposed direction and possible dangers or obstructions i.e. (ongoing club races, jetties, cargo ships, harbour entrance and additional river traffic).
- Identifying any proposed stopping places to reassess any individual group selection.

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- Check members have suitable clothing and equipment, (Lights and whistle).
 - Distribute club safety equipment to both proposed groups (VHF radio, tow lines, contact tow lines, first aid equipment etc).
 - Identify the VHF radio channel and their operators present.
 - Prior to leaving the jetty, identify who wishes to be in each group, social or developers.
 - Identify qualified first aiders
 - Identify which side of the jetty to launch from and return to.
 - Assist other members into their boats and keep the centre of the jetty free for dinghy sailors to pass.
 - Leader to take head count at the start and end of each paddle.

Day and Night Paddle Safety

CKC don't generally paddle at night but at the beginning and end of the season, where daylight hours are shorter, Wednesday club led paddles may return as darkness falls. In these scenarios:

- Check weather and tides.
- Buoyancy aids must be worn at all times.
- Only experienced paddlers.
- No solo paddling, the club would advise a group of 3 plus.
- It's very easy to become disorientated in the dark, keep close to each other.
- Remain vigilant at all times, waves and passing crafts.
- Dress for the water temperature.
- All craft must show navigation lights between sunset and sunrise or in restricted visibility. In the case of canoes and kayaks this is a white light showing all round (360 degrees).
Alternatively, a white light may be fixed to the bow and the stern. Lights must be fixed to the craft or attached to the paddler.
- Advise at least one member of the group carry a VHF radio.
- Leave a passage plan with family or friends which includes estimated time off arrival (ETA).



Water activities during strong tides or wind warnings whenever these conditions exist, the club advises that:

Peer paddles

- All members, inexperienced on moving water, should not launch.
- All members, experienced on moving water, launch at their own risk.
- All members deciding to launch, wear buoyancy aids, irrespective of their competency.
- No members should launch during the hours of darkness without sufficient lights or during/pending thunderstorms.

Organised Club led paddles

- All members, inexperienced on moving water, must not launch.
- All members, experienced on moving water, launch at their own risk with others of suitable experience (no less than 3).
- All members deciding to launch, wear buoyancy aids, irrespective of their competency.

Paddling in a Thunderstorm

CKC does not recommend paddling in a thunderstorm. However, if you do find yourself out and you begin to hear thunder, here are some tips for staying safe.

Top tips for staying safe when paddling in a thunderstorm

1. Seek shelter in a building or vehicle if possible. This should be your first port of call.
2. If you are on water, get to the shore/bank and away from the water as quickly as you can. Water will transmit strikes from further away, so the quicker you can get off the water, the better.
3. Leave your paddles and boat by the water's edge when you get off and prioritise protecting yourself.
4. If you find yourself in a situation where you are exposed to the elements with nowhere to shelter, make yourself as small a target as possible. Crouch down with your feet together,



hands on knees and your head tucked in. This technique keeps as much of you off the ground as possible and is the safest place to be if you cannot find the shelter you need.

5. Finally, when we talk about shelter, don't shelter beneath tall or isolated trees, it has been estimated that one in four people struck by lightning are sheltering under trees. When we talk about shelter, think about buildings or vehicles in the first instance.

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