



# Club Rules

(Revised 20/3/2018)

## 1. General

- 1.1 Bishop's Stortford Canoe Club expects all members to behave responsibly both on Club premises and on the water, paying particular regard to their individual safety, and that of other river/Club users.
- 1.2 "Members" refers to all classes of club member. "Full Members" are those who have paid the full annual membership fee (adult or junior rate).
- 1.3 The Club is run by voluntary labour, and expects its members to do their full share to keep the clubhouse and grounds well-maintained, clean and secure.
- 1.4 The Club does not accept any responsibility for personal property left on the premises. It is up to members to insure their boats and other belongings.
- 1.5 All accidents in the Clubhouse and on the water must be entered in the Incident Book. An Incident Form should also be completed and passed to a Committee Member.
- 1.6 Members and guests must not park in Styleman's Lane and must observe the 5mph speed limit.
- 1.7 The towpath must not be obstructed. The general public have a right of free access along the towpath at all times.
- 1.8 All other river users should be treated with respect and consideration.
- 1.9 Members eligible to vote at an AGM may nominate another eligible voting member to vote on their behalf, but they must notify the name of their proxy to the Secretary at least 7 days before the AGM. Late nominations will only be accepted in exceptional unforeseeable circumstances, at the discretion of the Committee.

## 2. Paddling

- 2.1 Members must check in on the form provided and pay any fees due prior to getting on the water.
- 2.2 Members (or the parents/guardians of Junior Members) must ensure that their emergency contact number held at the Club House is kept up to date. Parents/guardians of Junior Members who leave the Club while the Junior is paddling must ensure that their contact number for the day (if different from the emergency contact number on file) is entered on the check in form.
- 2.3 All Members and Guests are strongly advised to wear Personal Flotation Devices at all times, and not go on the river groups of less than three or after dusk, in accordance with the club Buoyancy Aid Policy.
- 2.4 Members must be assessed as competent by Club Coaches, before being allowed to use Club equipment unsupervised.
- 2.5 Paddlers must not enter locks which are in use by powered craft.
- 2.6 Members are welcome to bring occasional guests, but guests must be signed in by a Senior Member in the Visitors Book before using the facilities. For novice guests and all those using club equipment, the same terms as for recruitment tasters will apply.

- 2.7 Guests must be supervised by a Senior Club Member at all times. Members' guests may only use club equipment when it is not required for use by the Members, and must be assessed by a Club Coach before doing so.

### **3. Boathouse & Equipment**

- 3.1 Members must treat all Club equipment with care. Damage to Club boats or other club equipment must be reported in the Damage Book immediately. Members may be asked to pay for damage resulting from their negligence or caused deliberately. Members may also be liable for the cost of damage to the property of others.
- 3.2 No modifications or repairs to club equipment will be made without the authorisation of the Quartermasters.
- 3.3 After use all Club equipment must be returned to the correct storage location.
- 3.4 Members will be allowed to use club boats for races at the discretion of the Team Leader in consultation with the coaches.
- 3.5 Members wishing to use Club equipment for events away from the Club must obtain the consent of the Management Committee prior to the event. Items should be returned the same day, but where this is not possible, they must be signed out and back in by a Committee member in the Equipment book.
- 3.6 Boat storage is available to current Full Members only and is at the discretion of the Management Committee. The Committee's permission must be requested in writing before boats are added to the store.
- 3.7 Members should have their name clearly marked on their boat(s), paddles and accessories. Members are not allowed to use equipment identified as belonging to other Members without the prior consent of the owner. Unidentified boats and paddles are liable to be used by anyone.
- 3.8 Members electing to have private boats transported on the trailer do so at their own risk. The Club, and individuals acting on the Club's behalf, take no responsibility for any loss or damage which arises.

### **4. Club Rooms**

- 4.1 Weights and other equipment must be put away after use. Juniors and guests are not permitted to use the exercise equipment unsupervised.
- 4.2 Members are asked to wash and return all crockery and glasses to the cupboards before they leave the Club House, and place all litter in the receptacles provided.
- 4.3 Clothing and kit left in the Club House may be collected as lost property, and disposed of if not claimed within a reasonable period.

### **5. Security**

- 5.1 The Clubhouse must on no account be left open when unattended.
- 5.2 Keys will be issued at the discretion of the Management Committee. Keys remain the property of the club and must be returned immediately on request or on cessation of membership. A list of keyholders shall be maintained in the Club House. The keyholder will be charged to cover the cost of replacing any keys lost. Club keys must not be duplicated without the prior agreement of the Committee Member responsible for premises.
- 5.3 The last key holder to leave must take particular care to ensure that all equipment has been safely stored and that the Club House is locked and all lights switched off.