



Bromley Canoe Club

Code of Conduct

12th February 2010

Change Control – Items Changed in This Revision

Page/Section in Original Doc	Details of changes made from Previous Version (29 1 09)
Whole Document	structural changes only
Appendix 1	Referred to Website for up to date versions rather than embedding here. Therefore if policies change mid-year from BCU there will not need to be an AGM vote to change them
Appendices	Renumbered to take account of changes to appendix 1
Appendix	Trip Consent and Pool Consent forms removed and latest will be held on website

Code of Conduct

It is the policy of Bromley Canoe Club that all members and parents show respect and understanding for each other and conduct themselves in a way that reflects the principals of the Club. The aim is for all paddlers to improve and have fun.

Everyone involved in the Club should abide by the Club Rules and Polices.

These are:

- This code of Conduct
- Bromley Canoe Club's Child and Vulnerable Adults Protection Policy
- Guidelines for Young People on Trips
- Bromley Canoe Club's Pool Rules
- Parental/Guardian Consent Forms
- Swim Test and Capsize Drill

(References throughout these documents to Coaches shall be considered to include unqualified volunteers involved in a coaching capacity).

Members

- Treat other Club members with respect at all times - both on and off the water - treat others as you would like to be treated yourself
- Take care of all property belonging to the Club and other members
- Report all missing or damaged equipment to the Club equipment officer
- Control tempers and avoid behaviour which may upset others
- Co-operate with and listen to Club officials
- Consider the well-being and safety of all paddlers
- Make sure all activities are appropriate to the age, experience and ability of those taking part

Parents/Guardians

- Treat other Club members with respect at all times - both on and off the water - treat others as you would like to be treated yourself
- Take care of all property belonging to the Club and other members
- Report all missing or damaged equipment to the Club equipment officer
- Control tempers and avoid behaviour which may upset others
- Co-operate with and listen to Club officials
- Consider the well-being and safety of all paddlers
- Make sure all activities are appropriate to the age, experience and ability of those taking part
- Support your child's involvement and help them enjoy canoeing
- Never force your child to take part in canoeing
- Never punish or belittle a child for making mistakes
- Provide written medical details appertaining to your child
- Provide completed and signed consent forms as required

Youth

- Co-operate fully, respecting all requests and decisions made by Coaches, lifeguards and helpers
- Be considerate and respectful of other Club members at all times - both on and off the water - treat others as you would like to be treated yourself
- Take care of all property belonging to the Club and other members
- Report all missing or damaged equipment to the Club equipment officer
- Wear appropriate kit for canoeing
- Be responsible for looking after your own equipment
- Control tempers and avoid behaviour which may upset others
- Do not leave a session without the permission of the Coach, lifeguard or helper
- Consider the well-being and safety of all paddlers
- Do not smoke (u18) or consume alcohol or drugs of any kind whilst on Club trips or events

Bromley Canoe Club

Child and Vulnerable Adults Protection Policy

Statement of commitment

Bromley Canoe Club is fully committed to safeguarding the well being of all its members. All members should show respect and understanding for the rights, safety and welfare of others and conduct themselves in a way that reflects the principles of the club.

Code of practice

We believe that taking part in canoeing should be a positive and enjoyable part of children's/vulnerable adults lives and to achieve this we have the following aims:

- Club coaches should read and consider the guidance given in the BCU Coaches and Officials Code of Conduct ^{Appendix 1}.
- All Club coaches and members working with young people should read and consider the guidance given in the BCU Child Protection Policy and Procedures ^{Appendix 1}.
- The Club will follow the guidance of the BCU Child Protection Policy and Procedures in the event of any concerns or allegations ^{Appendix 1}.
- The Club will ensure that anyone regularly working with young people undertake a screening procedure. This will take the form of a Criminal Records Bureau disclosure.
- The Club will ensure that all members are made aware of the Club Code of Conduct.
- The Clubs Guidelines for Young People on Trips should be followed whenever young people undertake canoeing activities outside. ^{Appendix 2}
- The Club will endeavour to obtain written medical details of child/vulnerable adult paddlers. This information will be made known to any Coaches working with the paddlers concerned.
- The Club will promote the use of BCU qualified Coaches or members having adequate experience on all trips or coaching sessions.
- The Club will encourage and support members to gain qualifications and assist Coaches to stay up-dated.
- The Committee will identify a Welfare Officer whose role is to deal with any issues concerning child protection and vulnerable adults and notify this person to all members.
- Anyone with concerns with respect to children or vulnerable adults should contact the Welfare Officer. If that person is unavailable then they should contact one of the elected officers of the Club. In the unlikely event that they should also be unavailable then they should contact the BCU Child Protection Officer ^{Appendix 3}.
- The Club intends to adopt the BCU's Health and Safety Policy.
- The Club will review this policy annually and any changes will be formalised through a motion at the Club AGM.

Signed:

Date:

Phil Mackley – Chairman

Appendix 1: BCU Policies

The BCU Policies and forms listed here will be placed on the website and updated as necessary should they be changed by the BCU. Bromley Canoe Club upholds their content as part of the Club Constitution.

The Club also commits to keeping up to date with new policies and codes of conduct as updated versions are released by the BCU or Canoe England.

New policies can be found at www.bcu.org.uk

BCU Coaches and Officials Code of Conduct

BCU Child and Vulnerable Adults Protection Policy

BCU Whistle Blowing Policy

BCU Anti Bullying Policy

BCU CRB Code of Conduct

BCC Pool Consent Form

BCC Trip Consent Form

BCC Swim Test and Capsize Drill

Appendix 2:

Guidelines for Young People on Trips

This document considers the Clubs position concerning the Under 18 age group attending either Pool Sessions or Club Trips. A 'Club trip' is deemed to be an event organised or approved by the Club committee.

16 to 17 age group

At Pool

- Requires Parents or Guardians signature on Membership Form and Pool Consent Form
- May attend on own
- Are responsible for themselves
- Accountable for their own actions

On Club Trips

Day

- Requires Parents or Guardians signature on Membership Form and Trip Consent Forms
- May attend on own
- Are responsible for themselves
- Accountable for their own actions

Weekend

- The provisions for day trips will apply, except that;
- Parent or Guardian must attend event*
- Parent or Guardian will be responsible off-water*

15 and Under Age group

At Pool

- Requires Parents or Guardians signature on Membership Form and Pool Consent Form
- Parent or Guardian must attend the Pool. This requirement may be relaxed when the Child's behaviour becomes known to the Club.
- Parent or Guardian will be responsible for U16's and their actions

On Club Trips

Day

- Requires Parents or Guardians signature on Membership Form and Trip Consent Forms
- Parent or Guardian must attend event*
- Parent or Guardian will be responsible for U16's and their actions*
- Parent or Guardian will be encouraged to accompany on water*
- The time of Year must be taken into account

Weekend

- The provisions for day trips will apply, except that;
- Parent or Guardian will be wholly responsible off-water*

* Reference to Parent or Guardian includes the responsible adult(s) who will act as carer(s) for the duration of the session or trip.

Appendix 3: Points of Contact

Bromley Canoe Club

Welfare Officer:

Graham Whiting

Alternative contacts - elected officers of the Club:

Chairman
Secretary
Treasurer

Phil Mackley
David Birkinshaw
Tony Manning

BCU

BCU CHILD PROTECTION

24 Hour Child Protection Contact Number

07775707364

BCU Child Protection, Vulnerable Adults and Harassment Lead
Officer

08453709514

NSPCC

Child Protection Helpline

0808 800 5000

BROMLEY CANOE CLUB

POOL RULES

These rules are to ensure the safety and enjoyment of all members.

Session	
8.30 - 9.00	Under 16s in boats, all welcome to swim.
9.00 - 9.30	Boats for all, all welcome to swim.
9.30 - 10.00	16s and over only in pool. All under 16s to leave the pool area.

1. The West Wickham Pool lifeguard and the Club supervisor must be present before activities commence.
2. No equipment should be removed from the Club store until the pool has been vacated by the general public.
3. Boats and kit must be clean before pool use.
4. Boats and other equipment brought to the Pool must only enter the Pool via the changing rooms and be washed down before its is brought to poolside.
5. No sharp edged or damaged equipment to be brought into the pool.
6. Sixteen boats is the maximum permitted in the pool at any one time.
7. No seal launching from the poolside.
8. Please swim and relax in the swimming lane and observe the centre's rules as displayed.
9. When teaching, be aware of the pupil and other dangers.
10. When paddling, be aware of instructors and other paddlers.
11. Please ensure that everyone has the opportunity to paddle. Personal boats should also be offered to others wishing to paddle.
12. When practising freestyle techniques (pirouettes, looping etc.), check that you have the required space and that it is safe to do so.
13. Please ensure that boats are kept clear of the swimming lane at all times.
14. Ensure that equipment is removed from the pool and returned to storage as soon as the pool session has ended.

15. Please respect the times and makeup of each of the three half hour sessions and promptly vacate all boats at the end of each session.
16. All under 16s must leave the pool at 9:30pm – there can be no exceptions
17. No hanging on the lane markers or ropes.
18. No swimming in the canoeing area.
19. Anyone coming on to poolside wearing shoes must wear the blue plastic overshoes provide at the entrance.
20. The West Wickham Pool lifeguard's and the Club superviosr's decisions are final.

Failure to abide by these rules may result in you being required to leave the pool.