

Appendix 1 - University of Ulster Canoe Club Code of Practice

1. Canoeing is an assumed risk sport. All aspects of the sport, from playing in the pool to Grade V white water paddling, carry varying levels of danger. What follows are the general policies of the club, although these cannot be expected to cover every situation, so it is expected that common sense will be exercised.
2. The Code of Practice shall be displayed in the club shed and on the club web page. All members are required to sign the Membership & Safety Form, including a section acknowledging that they have read and understood the Code of Practice. No member will be allowed on a trip until they have signed this Form.
3. Every person participating in any Canoe club trips must be a UUJCC member.
4. All members must be familiar with the capsized drill.
5. We encourage beginners to join our club in the hope that the knowledge we pass on will be passed on to future beginners.
6. The club can provide: a kayak, a helmet, a spray-deck, a paddle and a buoyancy aid as appropriate. Responsibility for the allocation of kit to members rests with the Gear Officer.
7. It is up to the individual member to provide other equipment such as suitable clothing and footwear, though the club may have a limited number of spare items.
8. It is mandatory for all beginners to attend one pool session prior to going on a trip, in order to learn the basics, including the capsized drill.
9. No person shall paddle outdoors without wearing a BSI approved buoyancy aid, except in marathon boats. In the latter situation, the wearing of a buoyancy aid is strongly recommended.
10. Rescue and safety equipment will be provided by the club for the more experienced paddlers, providing they have been suitably trained in their use. Club coaches will vet individuals competency to use rescue equipment to a prescribed criteria and this will be recorded.
11. Whilst it is understood that the experienced paddlers will do their best to ensure the safety of both themselves and others in the group, ultimately each paddler is responsible for their own safety.
12. The more experienced paddlers will usually be the group leaders. They need not have recognised qualifications to teach, but must have suitable experience.
13. The club has the authority to suspend any individual from club activities, if the club committee feels that their behaviour puts themselves or any other person in danger. Any behaviour that brings the club into disrepute may also result in suspension of membership.
14. Keys to the shed are held by certain committee members. Keys remain the property of the club and must be promptly returned to a current committee member upon the holder's term of office finishing, or at the end of an agreed time period, or whenever requested by the committee. Possession of keys does not indicate an experienced paddler (as used elsewhere in this Code of Practice), and does not give authorisation to use club equipment.
15. No-one may use privately owned equipment without the express and prior permission of the owner.
16. A member responsible for damage to equipment may be held responsible for its repair or replacement, at the committee's discretion.
17. No member shall paddle alone. A group of 3 people is the minimum, except in marathon paddling, where 2 people is acceptable, once they have been assessed as competent by an

experienced paddler. Small groups, whether marathon training or otherwise, should always inform someone of when they expect to return, ideally someone who lives near them and will therefore notice their absence.

18. At least one person with first aid training (REC Level 2 or equivalent) must be present on all canoe club trips. A first aider will brief the participants about the possible risks of Leptospirosis (Weil's disease) and give advice to consult their doctor if any symptoms develop in the 2 weeks following the water based activity.

19. The committee of the club or group leaders reserve the right to refuse a person a place on any trip if they feel the person is not capable of safely canoeing whatever is planned for the trip.

20. A sign on sheet will be used for all participants in all outdoor sessions. Everyone, including leaders must sign on at the start of the activity and sign off at the end of the activity. These sheets must be kept on file by the club.

21. The club will try to provide a minimum of 1 experienced canoeist to every 4 less experienced canoeists on club trips. If this is not possible, some beginners may be requested not to go or the activity may be cancelled. Inexperienced canoeists may not go out without sufficiently experienced canoeists, although this may sometimes be relaxed slightly on completely flat water, e.g. club sessions which are not going to a weir.

22. On all trips, the more experienced paddlers will lead the less experienced paddlers to the best of their ability. If the more experienced paddler advises a course of action, it is in the best interest of the member to do so. Anyone directly contravening advice from a more experienced paddler does so at his or her own risk.

23. If anyone gets into trouble on an outing, it is the responsibility of the rest of the group to help them to the best of their ability, whilst not putting themselves at risk. In such a situation, the guidance and advice of the most experienced remaining paddlers should be sought.

24. When travelling on a canoe club trip, the driver's decision (especially regarding stops/breaks) is final.

25. Drivers must be aware of the level of insurance on any vehicle they are driving. The club may, at the committee's discretion, contribute to the excess on a hired vehicle in the event of an accident. This would be very dependent on the circumstances. For private vehicles, it must be agreed between the owner and any other driver (and possibly other trip members) how the cost of any damages will be shared.

26. In the event of a major accident involving calling the emergency services and/or involving a member of the club going to hospital – the club must contact the University Security Services on 08700 400 701 and then complete an Accident Report form and send it into the Sports Union Office as soon as is practicable on the clubs return to Jordanstown

27. All paddlers should use common sense and discretion in any paddling situation, and in any cases not covered by the Code of Practice.

28. If there are any queries, problems, suggestions for improvements or amendments to this Code of Practice please contact a member of the UUJCC Committee.