

Richmond Canoe Club

Boathouse Rules and Regulations



These Boathouse Rules and Regulations are to be read in conjunction with the memorandum and articles of association, together with the Supplementary Articles of Association.

Club Rules and Boathouse Regulations

1. General

1.01 – The Club is run by volunteers, and expects its Members to do their full share to keep the Clubhouse and the Boathouse clean and secure.

1.02 - The Club does not accept any responsibility for personal property left on the premises howsoever arising. It is up to each Member to insure his/her boat(s) and other belongings against theft, loss and damage.

1.03 – All Members and/or guests who partake in any activity organized by or at the Club, join Club tours or takes part in meets, do so at their own risk and neither the Club nor its officers shall be liable for any loss or injury of any kind.

1.04 – Members leaving the Clubhouse (when they are the last to leave the premises) must switch off all lights and ensure that the building is locked and equipment is secure.

1.05 – Members and/or guests are not allowed to sleep overnight in the building.

1.06 – Members are not allowed to use equipment belonging to other members without the prior consent of the owner of such equipment on each occasion. Any Member doing so without consent may be expelled from the Club.

1.07 – All accidents in the Clubhouse, Boathouse and on the water must be entered in the Incident Book in the Clubhouse immediately.

1.08 – Members are welcome to bring guests, who must sign the Visitors Book (at the Galley), and pay £5.00 at the Galley as a contribution towards the cost of using Club equipment.

1.09 – All novices must sign and complete a medical questionnaire and safety declaration. The Club reserves the right to refuse novices from paddling on safety or other reasonable grounds.

1.10 – Litter is a safety hazard, and must be placed in the receptacles provided or otherwise taken away and disposed of by Members away from the Club premises. Members are requested to keep the Club premises and in particular the Boathouse tidy, not to leave equipment/clothing or otherwise on the floor and when going out, ensure that their valuables are stored safely.

1.11 – Complaints by a Member against another Member shall be dealt with under the Code of Conduct in the Investigation of a Complaint Procedure as approved by the Committee.

1.12 – Members are responsible for keeping the Membership Secretary updated with any change of address and other contact details and shall do so promptly.

1.13 – Members and guests to the Club may park in parking rented by or allocated to the Club (as directed to Members and guests from time to time) provided that they are in the Clubhouse or on the water partaking in a Club-related activity. Members shall not use the parking facilities under any other circumstances.

2. Paddling and Supervision

2.01 All members wishing to go on the water must be able to swim at least 100 meters in light clothing. All members must wear a buoyancy aid (of at least 50N lift meeting the following standards; EN393 or ISO 12402-5 or greater) while on the water.

Exceptions:

Members over 16 may choose not to wear a buoyancy aid.

Experienced members under the age of 16 and in BCU marathon division from 1 to 6 (or equivalent) may be exempt from this rule if they have the appropriate exemption form signed by their coach and parent or guardian.

The coach may use their discretion to remove this privilege and may ask any member to wear a buoyancy aid at any time.

2.02 - All Members are strongly advised by the Club to wear buoyancy aids at all times, and not go on the river alone.

2.03 – Members must be assessed as competent by Club Coaches, before being allowed to use unsupervised any boats and equipment stored at the Club. Members are reminded that the skills required to handle different boats can vary considerably. Members should not be on the water in a boat less stable than one a Club Coach has cleared for a Member to paddle in, unless such Member is under the supervision of a paddler approved by a Club Coach to supervise other paddlers.

2.04 – Members are reminded that membership does not entitle them to supervise other paddlers on the water, including their guests. Only a Club Coach can authorise a Member to supervise other paddlers. Members and guests on the water under the supervision of an approved Club paddler, are expected to obey their instructions at all times. The supervising Club paddler has the right to end any session if he/she is unhappy or is otherwise concerned about health and safety.

2.05 – No paddler supervising others may charge for this supervision, unless part of an agreed Club programme of activities.

2.06 – Members are reminded that the Club does not encourage paddling after dusk. Paddling after dark is dangerous, and Members are recommended not so to do. Any Member who paddles after dark does so entirely at his/her risk. The Committee and Members of the Club shall be absolved from responsibility and/or liability should an incident occur.

2.07 – Members and guests using the river after dark from the Club must carry a white light on their boat that is switched on, is clearly visible, and shines forward, for the whole time that they are paddling. All paddlers must take extreme care towards other river users when paddling at night.

2.08 – Members paddling whilst the Clubhouse is unattended must ensure that the Boathouse is locked in their absence.

2.09 – Members are requested to read the Port of London Authority's (PLA) Port of London Recreational Users Guide (copy available on the PLA's website www.portoflondon.co.uk). Members must obey all river regulations and directions given by the Port of London Authority. Specific attention is drawn to the prohibition of craft passing through the arch nearest to the bank on the Richmond side of the river at Richmond half lock. This is clearly marked by a red cross hanging from the arch. Members who ignore this regulation will be liable for disciplinary action by the management committee and could be liable for prosecution by the Port of London Authority.

2.10 – Members must at all times obey the navigation rules of the Thames, ensuring that they are on the correct side of the river at all times. Specific attention is drawn to the different rules of navigation of the tidal section between Richmond half lock and Putney. Members should be familiar with the navigation rules on the tideway before paddling on that section of the river:-

2.11 – Members are reminded that the Thames at Richmond is tidal, and that water conditions can vary considerably from day to day. Members are advised to consult the Club Coaches or other experienced Club paddlers if they are in any way uncertain about their ability to paddle in the conditions pertaining.

3. Boathouse Regulations

3.01 – The Boathouse must on no account be left open when unattended, but must be locked and all lights switched off.

3.02 – Motorcycles must not be brought into the Boathouse or elsewhere on the Club premises, and any found shall be removed immediately. No liability shall be incurred by the Club or its officers in taking this action.

3.03 – The Annual Rack Fee must be paid in full in advance of bringing a boat to be stored at the Club, and the Harbour Master must give his/her permission before any boat is left in the Boathouse. All boats shall carry the official Club Identification Sticker, which shall be affixed prominently to the boat. Payment of the Annual Rack Fee shall entitle the Member to exclusive use of the allocated position, subject to 3.06 below.

3.04 – If a Member is allocated a rack after the beginning of the Membership year, adjustment of the Annual Rack Fee will be made in the following year. The Annual Rack Rate Fee (and any change to it) is determined by the Committee on an annual basis.

3.05 – All boats are allocated a numbered rack, and must be kept on the rack when not in use. Members may not sub-let their rack(s) for use by any other Member in whole or in part. Boats shall not be stored on the floor to inconvenience access to the Boathouse, and suffer possible damage to equipment and other boats.

3.06 – The Harbour Master has the right to allocate and install two or more boats on one rack if necessary.

3.07 – The Harbour Master has the right to allocate racks for short time periods in special circumstances (at his/her discretion) subject to rack accommodation being available.

3.08 – Members using racks shall pay the full amount of the Annual Rack Fee whether the rack is occupied or not during the year. Rack occupancy terminates on 31 October each year in accordance with the Membership calendar. Renewal of racks is subject to the Harbour Master's discretion, including but not limited to, the Harbour Master refusing to renew rack space to a Member and re-allocating rack allocations.

3.09 – Members wishing to use club craft for competition should consult with the Harbour Master. Allocation of boats for marathon races will be decided by the Harbour Master in conjunction with the Marathon secretary. The allocation of boats at a sprint regatta shall be decided by the Team leader present on the day at the regatta. Where a marathon race and a sprint regatta fall on the same day and there is competing demands for a specific boat, then the harbour master will decide on allocation in conjunction with the club coaches.

3.10 – Damage to Club boats must be reported to the Harbour Master immediately. Costs for repair is the responsibility of the Member who has caused the damage (up to full replacement value once the damage has been assessed by officers of the Club), and must be paid up to the Club immediately unless the Harbour Master determines otherwise.

3.11 – Members wishing to use Club boats for events away from the Club must

obtain permission from the Harbour Master prior to the event. A deposit may be required by the Club. Members acknowledge that Club boats are not insured for use in whitewater, slalom or surfing events nor for transit on trailers and Members are therefore liable for any damage (up to full replacement value once the damage has been assessed by officers of the Club) caused by improper use or transport of Club boats.

3.12 – Members acknowledge that by bringing boats and other canoeing equipment (including but not limited to, paddles, seats etc.) for storage at the Club and being allocated rack space, they are bound by the following conditions:

(i) Should the Member fail to pay the Annual Rack Rate (in whole or in part), the Club Committee shall make a reasonable effort to contact the Member to notify him/her that the Annual Rack Rate is overdue during a three month period from when the Harbour Master first becomes aware of the same. (ii) The Member will be sent a final reminder notice to pay the Annual Rack Rate in writing (by first class registered post to their last known address as recorded with the Membership Secretary) after the expiry of such three month period. If such payment is not received by the Club within 28 days of the posting of such notice then the Club shall have the right to sell or otherwise dispose of the boat and equipment. The proceeds from such a sale will be used:

(a) To pay any money owed by the Member to the Club. (b) To pay any costs and expenses incurred through such sale. (c) Any balance remaining will be returned to the Member on application by him/her in writing to the Club within six months of the above mentioned notice after which time the Committee may apply such balance for any of the purposes of the Club. For the avoidance of doubt, the Member shall not be entitled to any interest which has accrued in respect of such balance. Such interest shall revert for investment, at the Committee's discretion, for the benefit of the Club.

3.13 – The Club reserves the right not to sell or otherwise dispose of the boat and canoeing equipment for which the Annual Rack Rate is overdue having followed the procedure set out above, and instead the Club shall be entitled to use such boat and canoeing equipment for Club purposes without the Member's permission and without restriction during the period that the Annual Rack Rate remains owing. The Club shall not be liable for any loss or damage in respect of using such boat and canoeing equipment in these circumstances.

3.14 – Unidentified boats and paddles are liable to be used by any Member or guest to the Club. Members should have their name clearly marked on their boat(s), paddles and accessories. Paddles should be stored on the racks provided, or inside the boat. Anyone using identified personal equipment without the express permission of the owner may face expulsion from the Club.

3.15 – The Harbour Master should be notified of any change of ownership or permanent removal of any boat(s).

3.16 – Boats should not be left on the raft or ramp for an excessive amount of time, or be left in such a way as to inconvenience other authorised users.

3.17 – The towpath must not be obstructed. The general public has a right of free access along the towpath at all times.

3.18 – Bicycle owners may place temporarily their bicycles in the Boathouse at their own risk, but not elsewhere in the Clubhouse, they must take extreme care not to damage any equipment or cause obstruction.

3.19 – Members shall not be entitled to store personal items such as bicycles, motorcycles or any other personal property at the Club save where the Member has been expressly granted permission by the Committee, or such items are stored in Club lockers or if such item is a boat or canoeing equipment and stored as described above.

3.20 – If the Committee becomes aware that a Member is storing personal items at the Club, the Committee shall make a reasonable effort to contact the member to request that they remove such personal items during a three month period from when the Harbour Master first becomes aware of the same.

3.21 – The Member will be sent a final reminder notice to remove such personal items in writing (by first class registered post to their last known address as recorded with the Membership Secretary) after the expiry of such three month period. If the personal items are not removed from the Club within 28 days of the posting of such notice then the Club shall have the right to sell or otherwise dispose of such personal items. The proceeds from such a sale will be used:

(i) To pay any money owed by the member to the Club (such as membership fees, overdue Annual Rack Fee etc.). (ii) To pay any costs and expenses incurred through such sale. (iii) Any balance remaining will be returned to the Member on application by him/her in writing to the Club within six months of the above mentioned notice after which time the Committee may apply such balance for any of the purposes of the Club. For the avoidance of doubt, the Member shall not be entitled to any interest which has accrued in respect of such balance. Such interest shall revert for investment, at the Committee's discretion, for the benefit of the Club.

4 Use of Club Rooms

4.01 – Members are expected to play an active part in keeping the changing rooms clean and tidy. Clothing and kit left in the changing rooms may be collected as lost property, and will be disposed of after one month.

4.02 – Wet kit must not be left on radiators.

4.03 – Weights and other equipment must be put away after use. Juniors are not permitted to use the Gym unless supervised by a Club Coach, unless they have been given approval of their club coach to use the gym unsupervised and have been made aware of best practice for safe use by their coach. Such permission to use the gym unsupervised will be the exception and not the norm. Such permission can be withdrawn at any time by the coach or the committee.

4.04 – Private parties may be held in the Clubroom with the prior consent of the Committee, who may make a charge. A deposit must be lodged with the Committee prior to any function, and any damage repaired at the expense of the Hirer. The Hirer shall pay the full costs of lighting and heating.

4.05 – Members are asked to return all crockery and glasses to the Galley immediately after use, wash up all items they have used if the Galley is not ‘open’, and place all litter in the receptacles provided.

5 Security and Keys

5.01 – Key fobs shall be available from the membership secretary, for a fee as fixed by the Committee, to all fully paid up Senior and Student Members. Keys may only be issued to those applying for membership with the approval of the Membership Secretary, and their coach.

5.02 – Availability of Keys. The club encourages members to paddle in coaching groups, and at other times when the club is normally open. However, where established members require access to the club outside these times, key fobs for the new access control system may be made available at the discretion of the committee. Members requiring keys should approach their coach or a member of the committee for advice. They need to have demonstrated a level of competence to paddle safely, and to show responsibility towards the maintenance and security of the club and its facilities. There is no automatic entitlement to keys.

Keys fobs are for the sole use of the person to whom they are issued, they may not be lent or given to others. The access control system will record whose key has been used whenever a door has been unlocked. Where there is evidence of misuse of keys, or of club facilities in general, the committee reserve the right to disable a member’s key fob on the system. The key fobs of lapsed members will automatically be disabled. A reconnection fee may be charged if a members key fob is disabled due to outstanding fees or lapsed membership.

5.03 – Junior Members may only be allocated keys subject to the following conditions:

a) The Member is aged 16 years of age or over. b) A letter of consent from the parent or guardian is obtained accompanied by indemnification. c) Written approval from the Club Coach who must confirm that the applicant is a competent canoeist, and regularly trains & competes for the Club. d) The privilege of the key

may be terminated if the applicant/holder behaves in any manner which is detrimental to the Club and/or personal health and safety.

6 Use of Motor Boat

6.01 – Only Committee approved helmsmen are permitted to use the motor boat as below:

a) Only those with approved qualifications, or approved by the Committee, are allowed to act as helmsman. b) The helmsman will be held responsible for all aspects of use of the boat & engine. This includes returning the motor & accessories to the cupboard, and ensuring that the door is securely relocked.

The correct petrol/oil mixture must be used. The engine must be secured to the boat both during mounting, and whilst under way. The Motor Log must be completed showing hours/minutes of engine running. For insurance reasons, only the ready use tank may be stored full of fuel in the cupboard.

c) Accidents and/or damage to the motorboat must be recorded immediately in the Incident Book in the Clubhouse.