

Richmond Canoe Club Rules and Operating Procedures

Updated on 21.02.2021 – David Leech – Club Secretary

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.

1.0 General

1.1. The Committee will review and update as necessary this document to help the safe and smooth operation of the Club for the benefit of all its Members.

1.2. The name of the Club shall be 'Richmond Canoe Club'.

1.3. The Club Address is Lansdowne Boathouse, 81-83 Petersham Road, Richmond, TW10 6UT.

1.4. Richmond Canoe Club is affiliated to British Canoeing and has Clubmark Accreditation valid until end of June each year. Our affiliation number is 171.

1.5. Canoeing is a 'water contact sport' and is an 'assumed risk' activity, as are associated activities of Richmond Canoe Club such as gym training and running which carry attendant risk. Club members and those with parental / legal responsibility for a Club member should be aware of and accept these risks and accept responsibility for their actions and involvement.

1.6. All members and other persons who attend Club sessions, tours or other meetings, do so at their own risk and neither the Club nor its officers can accept any liability for any loss or injury of any kind sustained.

1.7. The Club minimises risk by Safety Management. It reserves the right to cancel or modify any activity if it feels this is required due to the level of any form of risk.

1.8. These Rules should be read in conjunction with the Club Constitution. Any matter not covered by these Rules or Club Constitution shall be deferred to the Committee.

1.9. These Rules have been drawn up and approved by the Committee, and must be followed by all members, officials and visitors to the Club.

2.0 Safety on the Water

2.1. All paddling members must be able to swim 100m in canoeing clothing.

2.2. All members and new paddlers 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.

2.3. All novices 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.

2.4. All members must read the Richmond Paddler Safety Policy (available on the website) and comply with it at all times.

2.5. 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 under authorised supervision.

2.6. 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 the session if they are unhappy or otherwise concerned about health and safety.

2.7. Members are reminded that the Club does not encourage paddling after dusk. Paddling after dark is dangerous and members are strongly advised not to do so. Any member paddling after dark does so entirely at their own risk. The Committee shall be absolved from responsibility and / or liability should an incident occur. Any member choosing to paddle after dusk must carry a white light on their boat that is clearly visible and shines forward for the whole time they are paddling. They must take extreme care towards other river users.

2.8. Members are to read and comply with the Port of London Authority (PLA) Recreational Users Guide (available at www.portoflondon.co.uk). Members must obey all River Regulations and directions given by the PLA. Specific attention is drawn to the prohibition of craft passing through the arch nearest the Richmond side of the river at the 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 PLA.

2.9. Members must 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.

2.10. Members are reminded that the Thames at Richmond is tidal, and that river 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.

3.0 Use of Motorboats

3.1. Only trained boat operators are permitted to use the motorboat, ideally holding a Powerboat 2 Qualification. The boat operator will be responsible for all aspects of the boat and engine. This includes returning the motor and accessories to the cupboard and ensuring the door is securely locked.

3.2. The correct petrol / oil mix must be used. The engine must be secured to the boat during mounting and whilst under way. For insurance reasons, only the ready use tank may be stored full of fuel in the cupboard.

3.3. Dry bags containing small first aid kits and an emergency blanket, which can be carried in a motorboat during sessions, are in the motorboat fuel and key cupboard.

4.0 Use of the Gym

Members can use the gym and the ergos where they have been given permission by a coach and have been given the appropriate training.

4.1. The gym and ergos can be booked by a coach for a training session. This will be displayed in advance on the training notice board. Other members can still use the gym or ergos during this time with the permission of the coach running the session. The club member needs to respect the decision of the coach.

4.2. Juniors are not permitted to use the gym unless supervised by a Club Coach. Any permission for juniors over 16 years to use the gym unsupervised can only be given by a Club Coach and will be the exception rather than the norm. Best practice for safe use of equipment must be given. Such permission can be withdrawn at any time by a Club Coach or the Committee.

4.3. Weights and other equipment must always be put away after use.

4.4. Any damage to or broken equipment should be reported to the House Steward via email.

5.0 First Aid and Accidents

5.1. Names of the Health and Safety Officer and First Aiders are displayed in the Clubhouse.

5.2. A first aid box and defibrillator are located in the kitchen. If any item is used from the first aid box, the House Steward should be notified.

5.3. Two throw lines are hung in the Clubhouse in a visible position and available for use in an emergency situation.

5.4. All accidents in the Clubhouse, Boathouse or on the water must be reported via an Incident and Near Miss Form accessible from the website.

5.5. If an incident occurs, then the Safety Officer will decide on the appropriate course of action and report as necessary to the Committee.

6.0 Fire and Evacuation

6.1. A procedure notice detailing Means of Escape for evacuation in the event of fire is located at each of the fire escapes from the building. All members should familiarise themselves with these.

6.2. Fire extinguishers are located at each exit. In addition to this a fire extinguisher and fire blanket are in the kitchen.

7.0 Welfare

7.1. Richmond Canoe Club prioritises the welfare of its members to ensure they can train and race in a safe and welcoming environment.

7.2. All Club Coaches and volunteers responsible for, or with regular contact with children and vulnerable people must hold a current DBS Certificate and the Safeguarding Training level for their role as required by British Canoeing.

7.3. The Club recognises that on occasion other club members and non-members, such as parents, carers and friends of members, may offer to help with Club activities involving children. The Club will ensure that they are supervised by a Club Coach / volunteer who holds a current DBS Certificate and required Safeguarding Training.

7.4. The Club follows and adopts British Canoeing Codes of Conduct to encourage sound and safe practice in the Club's activities.

7.5. There will be a formal and continuous generic risk assessment of all Club activities carried out by the Club Safety Officer. The Committee will be advised of any issues causing concern and they will adopt the safest methods for undertaking the Club's activities.

7.6. RCC is committed to promoting equality and diversity in all its activities to promote inclusive processes, practices and culture.

7.7. We will strive to work to eliminate any unlawful or unfair discrimination including direct or indirect discrimination, discrimination by association, discrimination linked to a perceived characteristic, harassment and victimisation.

7.8. We will continue to strive towards a culture that is diverse and inclusive that recognises and develops the potential of all members. This includes promoting equality and diversity for all irrespective of: age, disability, ethnicity (including race, colour and nationality), gender, gender reassignment, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, people with diverse communication needs.

7.9. All coaches / committee members will undergo Equality and Diversity training at least once. The Committee will review the Club's policy and procedures annually.

8.0 Boathouse Regulations

8.1. Security and Keys

8.1.1. The Boathouse must on no account be left open when unattended. All Club members are expected to make sure the Club is secure at all times, locking up and switching lights off if they are the last to leave.

8.2. The Harbour Master is responsible for the enforcement of the Boathouse Regulations. He / she has the right to make a decision on any matter relevant to the Boatshed and Boat Racks not covered by these Regulations.

8.3. 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.

8.4. The towpath must not be obstructed. The general public have a right of free access along the towpath.

8.5. Bicycle owners may temporarily put their bicycles in the Boathouse at their own risk, but not elsewhere in the Clubhouse. They must not cause obstruction.

8.6. Motorcycles must not be bought into the Boathouse or elsewhere on the Club premises. Any found shall be removed immediately. No liability shall be incurred by the Club or its Officers in taking this action.

8.7. Members shall not be entitled to store personal items other than boats, paddles and canoeing equipment without being granted permission by the Committee.

8.8. The Club does not accept any responsibility for personal property left on the premises. It is the responsibility of each member to insure their boat(s) and other belongings against theft, loss or damage.

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

8.10. Key fobs are 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.

8.11. 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 Committee Member 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 member's key fob is disabled due to outstanding fees or lapsed membership.

8.12. 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.

9.0 Parking

9.1. Members and guests to the Club may park in the underground car park associated with the Club provided they are in the Clubhouse or on the water in a Club related activity. Members must not park in such a way as to block in other cars or access to the Blade House car park.

9.2. Members shall not use the parking facilities under other circumstances.

10.0 Club Boats & Equipment

10.1. 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 are competing demands for a specific boat, then the Harbour Master will decide on allocation in conjunction with the Club Coaches.

10.2. 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 to the Club immediately unless the Harbour Master determines otherwise.

10.3. 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 white water, 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.

11.0 Boat Racks

11.1. 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.

11.2. 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.

11.3. 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 cause possible damage to equipment and other boats.

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

11.5. 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.

11.6. 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-allocation of racks.

11.7. 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:

11.8. 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.

11.9. The Member will be sent a final reminder notice to pay the Annual Rack Rate in writing via email.

11.10. After the expiry of such three-month period, if 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:

11.11. To pay any money owed by the Member to the Club.

11.12. To pay any costs and expenses incurred through such sale.

11.13. 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.

11.14. 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.

11.15. 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.

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

12.0 Club Rooms and Galley

12.1. Changing Rooms: 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. Items not collected will be recycled after one month.

12.2. Gym: Weights and other gym equipment must be put away after use.

12.3. 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.

13.0 Damage to Property

13.1. All damage to the Club or equipment must be reported in an Incident / Near Miss Report (form available on the website). The cost for repair may be charged in part or full to the Member/s who has/have caused the damage. The Committee will decide on the appropriate action.

13.2. Members who transport and use club equipment away from the Club are advised to take out their own insurance to cover this equipment. This can be obtained from British Canoeing. Members will be responsible for any damage to club equipment.

14.0 Membership

14.1. Membership can be applied for via the link on the website. Applications will be considered by the Committee which can decline to grant membership as it considers appropriate.

14.2. Members are responsible for keeping the Membership Secretary updated with any changes of address and other contact details.

14.3. Membership of any type can be revoked by the Committee, as set out in the Club Constitution.

15.0 Club Coaches

15.1. Names and pictures of all Club Coaches are shown on the notice board.

15.2. All Club Coaches will be approved by the Committee as having the necessary experience to be a Club Coach. If the Committee considers that a Club Coach is not acting responsibly, they can remove this approval.

15.3. Club Coaches must always comply with the Richmond Paddler Safety Policy.

15.4. All Junior Club Coaches must hold a current DBS Certificate and relevant Safeguarding Training level for their role.

15.5. All Club Coaches are required to hold the following qualifications and membership, First Aid Certificates, BC Membership, Foundation, Safety and Rescue Training (FSRT) and DBS if working with children. Training will be provided by the club.

15.6. Club Coaches should seek to undertake additional coaching qualifications appropriate to their level of coaching and experience. These will be supported by the club.

15.7. Coaches must abide by the British Canoeing Code of Conduct for Coaching Workforce.

16.0 Subscription and Fees

16.1. The annual fees for different types of Membership are set out in the Club Constitution. Membership fees will be reviewed and agreed by the Committee at each Annual General Meeting.

17.0 Committee and Officers

17.1. The Committee is currently made up of the following:

- a) Commodore
- b) Vice Commodore
- c) Rear Commodore
- d) Treasurer
- e) Club Secretary
- f) Membership Secretary
- g) House Steward
- h) Harbour Master
- i) Marathon Secretary
- j) Coaching Secretary (Novice)
- k) Welfare Officer (may be a shared role)
- l) Junior Co-ordinator
- m) Volunteer Co-ordinator

17.2. The roles of the above are set out in the Club Constitution. Any of the above roles could be shared with the agreement of the Committee.

17.3. The Committee will hold meetings at approximately 6-week intervals to discuss the running of the Club.

17.4. If a Member wishes to raise a matter with the Committee, they should email the Club Secretary.

18.0 Conduct

18.1. The Club follows the British Canoeing Code of Conduct as set out below:

18.2. All paddlers, volunteers, coaches and parents show respect and understanding for each other and conduct themselves in a way that reflects the principles of the Club. The aim is for all paddlers to improve performance and have fun. Everyone involved in the Club should abide by the Club Rules and Policies.

18.3. Paddlers

18.3.1. Take care of all property belonging to the Club or Club Members.

18.3.2. Treat other Club Members with respect at all times, on and off the water. Treat other paddlers as you would want to be treated yourself.

18.3.3. Control tempers and avoid behaviour which may affect or upset others. Please see the equality and diversity policy and sexual harassment section.

18.3.4. Co-operate and listen to your Coach or Club Officials.

18.4. Club Officials, Coaches and Volunteers

18.4.1. Consider the wellbeing and safety of paddlers before the development of performance.

18.4.2. Develop an appropriate working relationship with performers, based on mutual trust and respect.

18.4.3. Make sure all activities are appropriate to the age, ability and experience of those taking part.

18.4.4. Display consistently high standards of behaviour and appearance.

18.4.5. Follow British Canoeing and Club Guidelines and Policies.

18.4.6. Hold the appropriate, up-dated qualifications and insurance.

18.4.7. Encourage paddlers to value their performance and not just results.

18.4.8. Never condone the use of prohibited substances.

18.5. Parents/Guardians

18.5.1. Help your child to recognise good performance, not just results.

18.5.2. Never force your child to take part in sport.

18.5.3. Never punish or belittle a child for losing or making mistakes.

18.5.4. Publicly accept official's judgements.

18.5.5. Support your child's involvement and help them to enjoy the sport.

18.5.6. Use correct and proper language at all times.

18.5.7. Set a good example by applauding good performances of all paddlers.

18.5.8. <https://thecpsu.org.uk/parents/information-for-parents/#supporting-your-child-in-sport> has more information for parents

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

18.7. Any Club Member violating any of the Rules, Operating Procedures and Policies of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the Club Committee, have a verbal or written warning or be suspended or expelled in line with the procedure set out in the Club Constitution.

18.8. Harassment

Harassment is unwanted physical, verbal or non-verbal conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. It can take many forms and can be difficult to define precisely. It can range from violence and bullying to less obvious

actions, such as repeatedly ignoring colleagues at work. Harassment could be a single act or comment or could take place over a period of time. It is important to note that harassment is defined by the reasonable perception of the complainant – how it feels to be the recipient – rather than by the intent of the person causing offence. Harassment cannot be justified by claiming that it was unintentional or humorous; actions that may be acceptable to some people may be considered harassing to another. Some examples of behaviour which may constitute harassment are noted below, this list is not exhaustive. Not all behaviours similar to these are harassment, regard must be given to the context in which it occurs and to the perception of the recipient.

18.8.1. Sexual Harassment is defined as unwelcome conduct of a sexual nature which makes a person feel demeaned, humiliated and/or intimidated. Examples of such discrimination are vast and subjective, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient. Sexual harassment can involve one or more incidents and actions constituting harassment. Harassment may be physical, verbal and non-verbal.

Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

- Verbal conduct: Unwelcome comments on a member's appearance, age, sex or family life, etc. Sexual comments, stories and jokes, sexual advances, repeated and unwanted social invitations for dates or physical intimacy, insults based on the sex of the member, gender based condescending or paternalistic remarks;
- Physical conduct: Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching, physical violence, including sexual assault, physical contact, e.g. touching, pinching, the use of threats or rewards to solicit sexual favours; and
- Non-verbal conduct: Display of sexually explicit or suggestive material, sexually-suggestive gestures, whistling, leering.

18.8.2 Racial Harassment: abusive language or jokes; name calling or patronizing remarks display or circulation of offensive textual or visual; material, including graffiti; physical threats, assault, insulting behavior or gesture; hate crimes; open hostility; exclusion from the normal social intercourse of the group concerned; inappropriate or intrusive questioning or pestering.

Harassment on the grounds of sexual orientation, gender identity, or gender expression: jokes about specific individuals or group of individuals; innuendo or gossip; expressing or acting on stereotypical assumptions; failure to accept that in appropriate circumstances, partners need to be recognised as such; exclusion from club activities; displaying offensive material on screen or in written form; homophobic, biphobic, or transphobic language; outing or threatening to out someone as gay, lesbian, bisexual or trans; (deliberately or repeatedly) misgendering someone.

18.8.3 Harassment on the grounds of disability: offensive language; name calling or targeted jokes; assumptions about the disability and its implications and acting upon them; failure to accept any limitations a disability may cause and lack of engagement with practical solutions to work within possible limitations.

18.8.4 Harassment may also include; sending or displaying material that is pornographic or that some people may reasonably find offensive (including e-mails, text messages, video clips and images sent by mobile phone or posted on the internet); offensive e-mails, text messages or social media content; or other racist, sexist, homophobic, biphobic, transphobic or ageist jokes, or

derogatory or stereotypical remarks about disabilities, a particular ethnic or religious group or gender, sexual orientation or gender identity.

18.9. Reporting Mechanism

RCC will maintain a mechanism through which members can safely and privately report instances of sexual harassment and gender or other discrimination, free from interference or harassment. Paddlers can speak in confidence to the Club Welfare Officer and / or Club Secretary, or can use the online reporting form on the Welfare page of the RCC website.

Depending on the degree of violation, actions by the Committee:

- Verbal warning
- Written warning
- Temporary or permanent ban
- Removal of responsibilities
- Termination of membership
- Reporting to the authorities

Committee members are expected to lead by example. Sexual harassment and gender discrimination are unacceptable. There is no grey area where such behaviour is deemed acceptable.

The Committee must address any known instances of sexual harassment by Members of the Club and take necessary action. The Committee will intervene to stop inappropriate conduct, support those who speak up, and report the conduct in accordance with the wishes of the victim / survivor.

19.0 Complaints and Disputes

19.1. All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club's Child Protection Policy and Procedures. The Club Welfare Officer is the lead contact for all Members in the event of any child protection concerns.

19.2. All concerns relating to welfare of adult members including sexual harassment concerns or discrimination can be brought to the attention of the Welfare Officer and will be shared with the Club Secretary.

19.3. All complaints regarding the behaviour of Members should be presented and submitted in writing to the Club Secretary.

19.4. The Committee or nominated Sub-Committee will make the relevant party/s aware of the complaint against them on a confidential basis. They have the right to submit their account of the dispute to the Secretary within fourteen days.

19.5. The Committee will meet to hear complaints within fourteen days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of Membership.

19.6. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the Member against whom the complaint was made within fourteen days of the hearing.

19.7. There will be the Right of Appeal to the Management Committee following disciplinary action being announced. The Committee should consider the appeal within fourteen days of the Secretary receiving the appeal.

19.8. Any Club Member violating any of the Rules, Operating Procedures and Policies of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the Club Committee, be suspended or expelled in line with the procedure set out in the Club Constitution.

20.0 Insurance

20.1. The Club is affiliated to the National Governing Body and as such is covered by their third-party insurance policy, which encompasses all the Club's organised activities. This policy does not cover member's personal item, boats or equipment. Members are advised to take out their own insurance, available via British Canoeing.

What is Sports Equality?

Sports Equality is about fairness in sport; equality of access; recognising inequalities and taking steps to address them. It involves changing the culture and structure of sport to ensure it becomes equally accessible to all members of society and ensuring that everyone has the opportunity to realise their talent and full potential.

Equality Policy Statement

The Club is fully committed to the principles of equality of opportunity and aims to ensure that everyone has a genuine and equal opportunity to participate in Paddlesport at all levels and in all roles of the sport , irrespective of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. In addition, the Club will endeavour to ensure that all are given the same opportunities regardless of their socio-economic background. This includes members, volunteers, participants, supporters, coaches, officials, job applicants and employees (together known as Stakeholders).

The Club recognises that unlawful discrimination is unacceptable and will not tolerate direct or indirect discrimination, whether intentional or unintentional.

The Club will take, or support, positive action to eliminate individual and institutional discrimination:

- ✓ The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport.
- ✓ The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, victimisation, harassment and abuse.
- ✓ All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity and the club's management committee is responsible for implementing, maintaining and dealing with any breaches of this policy.
- ✓ The Club regards any incidence of discriminatory behaviour as serious misconduct and will deal with this according to club disciplinary procedures.

Legal Responsibilities

The Club is required by law not to unlawfully discriminate against its Stakeholders and recognises its legal obligations under, and will abide by the requirements of, the Equality Act 2010, and any equivalent legislation (as amended) in any UK jurisdiction, Jersey, Guernsey or the Isle of Man and any later amendments to such legislation or subsequent equality related legislation that may be relevant to the Club. The Club will seek advice each time this Policy is reviewed to ensure it continues to reflect the current legal framework and good practice.

The Club considers that canoeing is a gender affected sport under the Equality Act 2010 and will adhere to the British Canoeing guidance and policy in relation to participation by transgender athletes. A copy of this policy can be found on the British Canoeing website and any queries should be directed to the Lead Officer for Equality in the first instance.

Implementation

A copy of the policy will be available to all members and employees of The Club. All persons shall respect,, act in accordance with, and thereby support and promote the spirit and intentions of this policy.

Reasonable Adjustments

The Club recognises that it has a duty to make reasonable adjustments for people with disabilities.

The Club will consider all requests for adjustments and where possible will accommodate reasonable requests and will work with disabled Stakeholders to implement any adjustments that will enable them to participate more fully in all Club activities.

Types of Unlawful Discrimination

The Club regards any form of unlawful discrimination as serious misconduct and any employee, volunteer or member who unlawfully discriminates against, harasses or victimises any other person will be liable to appropriate disciplinary action. Unlawful discrimination can take the following forms:

Direct Discrimination

- treating a person less favourably than others would be treated in the same circumstances on the grounds of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation.

Indirect Discrimination

- occurs when a job requirement or condition is applied equally to all, which has a disproportionate and detrimental effect on one sector of society, because fewer from that sector can comply with it and the requirement cannot be justified in relation to the job.

Harassment

- described as inappropriate actions, behaviour, comments or physical contact that are objectionable or cause offence to the recipient or any other individual affected by such conduct.

Bullying

- described as the misuse of power, the act of criticising persistently or to humiliate and undermine an individual's confidence.

Victimisation

- described as when one person is treated less favourably than others because he or she has taken action under one of the relevant Acts / Regulations or provided information about discrimination, harassment or inappropriate behaviour.

Declaration of Intent:

The Club hereby declares that this policy is adopted by the members and committee of The Club and will implement this policy into the club environment.