



Upton Warren Canoe Club

Welcome Pack

We hope you enjoy your time with the club. We are a group of volunteers who love the water. We have lots to offer including Canoeing, Kayaking, Stand Up Paddleboards (SUPs). This pack contains important information about the club and how we run, most of which should be covered on your first taster session.

<http://www.uptonwarrencanoecub.co.uk>
<https://www.facebook.com/UWCKC>

Membership

Once you have completed your three taster sessions, you can then choose if you wish to join the club.

Costs

Adult £35

Family £70 (2x Adults, 2x Children)

Junior £25 (Under 18)

Student £25

Over 60s £25

Plus, an additional **£5** admin fee
for first time members, **£10** for Families.

Our members details are managed through a membership site so please visit the site below to join. <https://membermojo.co.uk/uwckc>. If you are unable to use this link, please request a membership form during a session and we can join you up manually.

Weekly Sessions

We hold weekly sessions every Monday, apart from Bank Holidays and Christmas.

Costs

£6pp per session

During the lake season if you bring your own kit we offer a rate of £4.50pp per session

Lake Sessions

From the middle of April until September we are based on the lake at Upton Warren.

We get on the water at 19:00, so you will need to ensure you are ready to paddle by then. This includes registering/paying for the evening, being ready to get wet (ie wearing the correct clothing for the weather) and having your boat and equipment ready to launch.

We run a card system to ensure everyone is off the water correctly. When you arrive and register please hand in your membership cards (temporary ones will be given to new starters), once you are off the lake **please collect your card before getting changed** so we know you are off safe.

Pool Sessions

These run from September until April at New college Worcester pool.

We run 2x sessions 19:00-19:50 for Children & Families & 19:50-20:40 for adults only. These are a chance to practice your skills without the worry of cold water!



Upton Warren Canoe Club

Membership Agreement

By joining as a member, you are agreeing to this code of conduct, anyone found not to be following this may be asked to leave the session and if this misconduct persists you will be asked to leave the club. No refund of fees will be given.

Club Aims

1. To ensure a duty of care to all members of the club.
2. To provide opportunity for members to develop skills in Paddlesports through coached sessions.
3. To promote development of coaching within the sport.
4. To promote the club & Paddlesports within the local community and introduce more people into Paddlesports.
5. To provide all its services in a way that is fair to everyone.
6. To provide a fund-raising body to improve facilities for future mutual benefit of the Club.

Statement of Risk

It must be recognised that Paddlesports are by their nature unpredictable and therefore they inherently involve an element of risk.

The club can offer the use of helmets to help reduce some of the inherent risk. We advise that helmets are used for trips and where there may be an increased risk of head injury. Most of the time helmets are optional to all members, but if a coach requests you use a helmet this would be mandatory and is not optional. This action will still not remove all the risks.

By taking part in any of our activities, you agree and acknowledge that you are aware of the inherent element of risk involved in the sport and you accept the responsibility of exposing yourself and group members to such inherent risk.

Paddlers

General Rules

- All paddlers need to declare if they are able swim up to 10m. If you are unable to swim 10m, please talk to an official at the club and we can discuss possible options.
- All paddlers must undergo a capsize drill, at the earliest appropriate time. They must have completed this prior to attending any river trips.
- Take care of all property belonging to the club or club members.
- 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.
- Control tempers and avoid behaviour which may affect or upset others.
- Co-operate and listen to your coach or club officials.
- Report any damages found on kit to club officials, who will check it and remove it from use, if necessarily.
- Ensure you only lift equipment within your means, for example 2x Children to a kayak, 4x Children to a Canoe.
- Don't use any offensive or disrespectful language towards anyone at club.
- No throwing of anything at anyone unless it is a part of a specified session.



Upton Warren Canoe Club

- The minimum age limit of the club is aged 6.
- All under 8s must initially paddle with parents in a tandem boat e.g. Canoe & Sit on Top.
- Parents may be asked to paddle with their child to help manage the group and in case the child gets cold and needs assistance.
- All equipment needs to suitably fit the child and be fit for purpose. If the club cannot provide safe and suitable equipment we may need to defer memberships until equipment becomes available or individuals are able to provide their own safe equipment.
- All new members will be reviewed and assessed through an introduction, to ensure they are safe and competent to undertake Paddlesports.
- Parents/guardians are responsible for their child at all times off the water and in the changing rooms.

Lake Rules

- Buoyancy Aids must be worn on the pontoon.
- No kit should be removed from the club's container without an adult present.
- Membership cards must be handed in at the start of every session and collected as soon as members are off the water. Parents/guardians must collect cards for all under 18s, unless a 16-18 year old who has been given prior parental/guardian consent to leave site and use the changing rooms unattended. Consent needs to be given through the membership system/form.
- Membership cards are mandatory. Replacements cards currently cost £4 per card.
- All under 18's must not get on the water until instructed to do so by a coach.
- All over 18's must not paddle in a group smaller than three boats, unless paddling with a coach. Any group of three paddling without a coach must be deemed competent in skills and rescues.

Pool Rules

- No running.
- Boats and all equipment to be pushed away from the pool edge towards the walls and not left on the pool edge.
- No swimming. You should only be in the water if you are assisting someone in the shallow end.
- Always help to put kit away. If you are leaving early put something away before you leave even if you did not use it.
- Respect coaches' decisions. They are all volunteers.
- Maximum of 10 boats on the water at any time unless instructed otherwise by a coach.
- No launching boats from the side of the pool.
- Respect all the kit used and report any damage.
- No shoes to be worn on the pool side.
- If these rules are not followed or the coaches deem you are being unsafe you will be issued a warning (Yellow Card), if you continue to act in the same way you will be asked to leave the pool (Red Card). No fees will be refunded.
- Don't get on the water until instructed by a coach.



Upton Warren Canoe Club

Parents/Guardians

- If your child is under the age of 16 years old, you must remain onsite during the sessions.
- If your child is aged between 16-18 years old you must be back onsite by 20:00 to collect your child at the end of the session. Unless you have given consent to leave site and use the changing rooms unattended. Consent is given through membership system/form.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Never punish or be little a child for losing or making mistakes.
- Publicly accept official's judgements.
- Support your child's involvement and help them to enjoy the sport.
- Use correct and proper language at all times.
- Set a good example by applauding good performances of all paddlers.

Club Officials, Coaches and Volunteers

- Consider the wellbeing and safety of paddlers before the development of performance.
- Develop an appropriate working relationship with performers, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Display consistently high standards of behaviour and appearance
- Follow British Canoeing and club guidelines and policies.
- Hold the appropriate, updated qualifications and insurance.
- Encourage paddlers to value their performance and not just results.
- Never condone the use of prohibited substances

Equipment Hire T&C

- Anyone hiring under the age of 18 must be accompanied by an adult.
- Hired equipment can only be used by Club Members (unless agreed by committee)
- Hired equipment can only be used in co-ordination with a qualified coach or by a competent paddler up to grade 2 water. Above this level the paddler will need to hold a 4 Star Award, correct for the environment and boat (Club can refuse anyone hire, if we don't feel the paddlers is at an acceptable level).
- Total cost of hire must be paid in full by the return of the equipment.
- All hired equipment should be returned in the same condition and no damage has occurred (allowing for fair wear and tear).
- The hirer assumes complete responsibility for any loss or damage to equipment while being hired and agrees to pay for any loss or damage of equipment (allowing for fair wear and tear).
- Paddlesports can be inherently dangerous activities with the danger of personal injury or death. Participants should be aware of and accept these risks and be responsible for their own actions and involvement.



Welfare, Safeguarding and Child Protection Policy

Upton Warren Canoe & Kayak Club (UWCKC) 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.

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

- Club coaches and helpers are expected to follow the British Canoeing Code of Ethics.
- All Club coaches, helpers and officials working with young people should read and adhere to the following British Canoeing policy:
 - British Canoeing Safeguarding Children Policy.
 - British Canoeing Safeguarding Adults Policy.
- The Club will ensure that anyone who meets the eligibility criteria for a Disclosure check will not be deployed until a satisfactory check has been returned.
- All Club members, parents and responsible adults are made aware of the Club Codes of Conduct.
- The Club will obtain written medical details of young paddlers which will be made known to coaches, where deemed appropriate and/or necessary.
- Any paddler who coaches for the Club must be a member of British Canoeing. The club will encourage and support helpers to gain qualifications and assist coaches to stay updated.
- The Club will identify a person whose role it is to deal with any issues concerning Safeguarding and Child Protection (Club Welfare Officer) and notify this person to all members. Anyone with concerns in respect to the welfare of a child should contact that person. If that person is unavailable they can contact the British Canoeing Safeguarding Officer.
- The Club will adopt and regularly review a Health and Safety Policy.
- The Club will review this policy annually at a minimum.

The club only hold responsibilities for children whilst they are undertaking a Coached session or an officially organised club event. At all other times Parents/Guardians need to take responsibility for their child, including off the water and the changing rooms and facilities.



Upton Warren Canoe Club

Clubs Sign Up/Renewal Membership Processing Notices for Data Capture

Upton Warren Canoe and Kayak Club (UWCKC) takes your privacy seriously. We will only use your data to administer your account.

How your information will be used

When you become a member, or renew your membership with UWCKC, you agree to the use of your personal data for administering your membership and for us contacting you with club notices relevant to your membership. We will only retain your data for as long as we need to administer your membership.

How your data will be stored

We use a third-party membership sites called MemberMojo and Clubcards121, they are fully compliant GDPR companies. All official club photos will be stored on the club's secure google drive.

Paper membership forms are only use to upload your details on to membership site, all temporary membership forms will be securely disposed of within 28 days on signing up/renewing membership.

All membership data only accessed by authorised club officials and third parties, as set out in our data policy and data audit.

Sharing with British Canoeing

We may share your details with British Canoeing if you are not already a British Canoeing member. This is to provide insurance for your club activities. If this is the case British Canoeing will provide you with access to an online portal to administer your details.

British Canoeing will contact you to invite you to sign into and update your Go Membership portal. Among other things, the portal allows you to set and amend your privacy settings, and also sign up to the member newsletter if desired. You can also request your account is deleted.

If you have any questions about the continuing privacy of your personal data when it is shared with British Canoeing, please contact membership@britishcanoeing.org.uk



Upton Warren Canoe Club

Photographs

The club occasionally takes photos of, or videos, its members. These will be used on our website, social media, local press, British Canoeing website etc.

They are also used to generally promote the club. If you are happy for images of you to be published please check the box on the membership form. You may unsubscribe at any time.

- Yes, publish images containing myself and/or my child (checkbox).

All photos will be saved on the clubs secure google drive. All photos will be deleted from any private storage devices of the photographer as soon as practical but within 28 days of taking the photos.

You may unsubscribe for club use of your photos at any time where we will seek to remove any images from our website, google drive and make no further posts with your photos.

If we publish a photograph or image in any public forum, we no longer have control over that photograph, as it can be downloaded, screenshotted, re-photographed and shared by others, stored in systems not related or controlled by the club. Therefore, we will be unable to confirm full removal of images and photographs from the historical record online or otherwise stored.

Please note that the club cannot control or stop images being taken by other individuals or organisations not connected with the club.

Communications

Occasionally we may want to send you communications not associated with your membership administration e.g. information about trips, sessions and general news. If you wish to receive communications from UWCKC please check the box on your membership form. You may unsubscribe at any time.

- Yes, I want to receive communications (checkbox)

More Information

For more information on how we process your information please refer to:

- Data Protection Policy
- Data Access List

These can be found on our website <http://www.uptonwarrencanoeclub.co.uk>