

# Drumchapel and Clydebank Kayak Club Rules and Guidelines

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## Club Rules and Guidelines

### General Rules

1. The *Drumchapel and Clydebank Kayak Club Code of Conduct* states that all participants, volunteers, coaches, parents and family show respect and understanding for each other and conduct themselves in a way that reflects the principles of the Club. Our aim is for all paddlers to improve performance and enjoy taking part in our activities. Everyone involved in the Club should abide by its rules and policies.
2. The *Drumchapel and Clydebank Kayak Club Equity Statement* provides that the club is strongly committed to equal opportunities for all sections of the community. It is the policy of the club to ensure that all participants, volunteers, coaches or parents receive equal treatment regardless of age, sex, gender identity, disability, marital or civil partnership status, religion, race, ethnic origin, nationality, colour or socio-orientation.
3. Discriminatory language or behaviour is not acceptable and any club member indulging in such behaviour may render themselves liable to disciplinary proceedings.
4. The Club will appoint Child Protection and Safety Officers who shall be members of the Management Committee. Both these officers will undertake training in this role where required and provide advice and support to the Coaches and to the Management Committee in regard to these areas.

### Pool Sessions

1. No person apart from those coaching or participating in an organised canoeing or kayaking activity will swim in the pool whilst kayaking is taking place.
2. Supervision must be maintained at all times when using the pool. To this end there must be at least one person acting as coach whilst members are using the pool.
3. Committee members at pool sessions have the final say in matters of discipline.
4. Care should be taken at all times to ensure cleanliness of equipment used in the pool and that activities are organised so as to prevent any possible damage to the pool.

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## Club Trips and Outings

1. There should be a suitably qualified Coach in charge for trips and outings involving junior members. Children under 10 years must be accompanied by an adult.
2. When trips are run for adult members the person in charge should have appropriate experience together with First Aid and/or Lifesaving qualifications. It is recommended that the person in charge holds the British Canoeing Leader (formerly 4 Star) award for the type of water/conditions that are expected to be encountered on the trip.
3. It is the responsibility of the Management Committee to determine who has the appropriate experience to lead a Club trip. (This does not preclude individual members from borrowing Club equipment to use on outings organised by themselves in conjunction with other members or indeed other canoeists who may not be Club members).
4. Additional guidelines for Sea Trips:
  - 4.1. A person with the appropriate experience should lead all Sea Trips and will be responsible for the planning of the trip with the safety of the group as the topmost priority.
  - 4.2. The trip leader will appoint an experienced member of the group as his/her assistant.
  - 4.3. The trip leader will ensure that he/she is familiar with the capabilities, qualifications and experience of those taking part to ensure that there is no mismatch between the planned trip and the capabilities of the group, taking into particular account the weakest member of the group.
  - 4.4. The trip leader should be in possession of the Marine Weather Forecast for the relevant area and the group should carry appropriate safety equipment including flares (or other means of attracting attention), survival bags, first aid equipment and the means of providing a hot drink.
  - 4.5. All kayaks used for sea kayaking should be fitted out in accordance with British Canoeing recommendations and all group members should have clothing including waterproof clothing appropriate to the prevailing conditions and should wear buoyancy aids or lifejackets.
  - 4.6. Except in sheltered bays and estuaries, the trip leader should, where appropriate before setting out, inform the Coastguard of the trip and provide the information recommended in the BCU/Coastguard pamphlet entitled: *Advice for Sea Kayaking and Canoeing*.
5. Additional guidelines for open water canoeing and kayaking.
  - 5.1. The trip leader should be in possession of the weather forecast for the area to be paddled and should organise the trip taking the expected conditions into account.
  - 5.2. The trip leader should appoint an experienced member of the group as his/her assistant.
  - 5.3. The trip leader should be familiar with the capabilities, qualifications and experience of those taking part to ensure that there is no mismatch between the planned trip and the capabilities of the group, taking into particular account the weakest member of the group.
6. Additional Guidelines for River Trips.
  - 6.1 Club equipment should not be used on rivers exceeding Grade IV.

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- 6.2 The trip leader should be familiar with the capabilities, qualifications and experience of those taking part to ensure that there is no mismatch between the planned trip and the capabilities of the group, taking into particular account the weakest member of the group.

## Discipline

The Management Committee has published a *Constitution*, a *Club Code of Conduct*, a *Club Equity Statement* and a *Club Child Protection Policy*. These documents should be adhered to as much as possible by club members. All matters of discipline should be referred to the Management Committee who may determine the appropriate sanction (including expulsion) which is to be taken (if any) against the offending member. The Executive Committee has the final say in such matters.

Any grievance concerning the conduct of any club member including members of the Management Committee should be recorded in writing by a member of the Management Committee other than the person who is the subject of the grievance.

This written complaint should be then passed to the Chairperson of the Management Committee who on receiving a complaint will appoint a panel of three club members who will:

- Consider the complaint and any supporting evidence.
- Ensure the subject of the complaint is made aware of the detail and is given adequate opportunity to respond.
- Ensure the complainant is made aware of the detail of response.
- Convene a disciplinary panel hearing to allow all parties the opportunity to present their case.
- Determine if the Constitution, Policies or Rules of the club have been broken.
- Deliver a decision, including any penalties to be applied, to all parties.
- Advise all parties as to rights of appeal.

## Procedure

### Pre hearing

On receipt of a competent complaint the Chairperson shall within 14 days appoint a panel of at least 3 members who may or may not be members of the Management Committee but who shall be members of the club. Within a further 14 days the Secretary will write to the parties involved and either:

- Proceed directly to a hearing, or
- Request written submissions

All parties will be given 21 days to consider the complaint and submit written response which will then be shared between all parties. If the written submissions do not resolve the matter then a hearing will be arranged within the next 14 days.

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## Hearing

The hearing will take place at a time, date and location notified to all parties and will be conducted by the three members nominated by the Chairperson of the Management Committee. The parties will have the opportunity to present their case and the panel may question or clarify as it sees fit including the calling of additional information or witnesses. The parties concerned have the right to challenge any evidence presented.

## Post Hearing

The panel will consider the evidence that has been presented and will determine if:

- Determine if the Constitution, Policies or Rules of the club have been broken.
- The club has been brought into disrepute.
- And if so, what sanctions should be applied

In making any determination, the panel will take previous conduct into consideration and ensure any sanction is commensurate with the offence. The parties concerned will have no access to these deliberations.

## Conclusion

The panel will, within 14 days of the hearing:

- Notify the parties, in writing, the decision of the panel
- Notify the parties of any sanction that is to be applied
- Inform the parties of their right of appeal, the method and the time limit for doing so.

## Appeal

In the event of an appeal the Chairperson will convene an appeal panel consisting of 3 members of the Management Committee not involved in the original hearing who will consider the evidence, the judgement and the appropriateness of the sanction applied. This appeal panel will within 14 days of meeting to consider the appeal, sustain or dismiss the original decision and impose any sanction it sees fit. The parties will be notified in the same manner as the original hearing.