



**Bramston Canoe Club
(Witham)**

Welcome Pack for New Members

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1. About Bramston Canoe Club (Witham)

Bramston Canoe Club (Witham) (the Club) is a small club based in the Witham area. The Club was formed in the early 70's by a group of likeminded individuals looking for a safe and warm environment to hone existing skills, and teach non paddlers the ropes of our chosen sport. We have been going strong ever since.

If you are over 18 years of age, have never paddled before, or would like to improve your roll or simply get back in a boat after a few years away, then Bramston Canoe Club is just what you need to help you. We are lucky to have British Canoeing coaches who donate their time and energy helping all of us, from the very beginner to those with years of experience. Their patience and time is invaluable to the club.

The Club meets poolside at The Witham Sports and Leisure Centre, on Monday evenings from 20:15 until 21:15 for pool training and to arrange trips including surfing, white water, river and sea kayaking.

The social side of the club is equally as important to us and we have many trips throughout the year for members in all aspect of kayaking, often finishing with a trip to the pub to regale tales of the water and to share photos and videos.

2. How do I join the Club?

Firstly, come down to the Club and try us out! Membership is not required for your first five pool sessions; however you will be charged a £5.00 pool fee per one hour session.

After your five sessions you have the following options-

Basic membership (does not automatically include pool fees) is £35.00 per year, together with a further £35.00 in advance for every 7 pool sessions, and thereafter.

Full membership is £140.00 per year which includes unrestricted access to club activities and pool session with no further fees.

Once you have decided to join us you will be asked to fill out a membership form. Payments can be made by cash, check or by standing order. Our preference is for members to pay by standing order quarterly on the 1st January, 1st April, 1st July and 1st October.

3. All members should know....

Bramston Canoe Club (Witham) follows the policies and guidance of British Canoeing. You will find any information regarding paddlesport and policies of the BC at www.britishcanoeing.org.uk

It is important that all members familiarise themselves with the following information;

Codes of conduct for participants (Apendix A)

Contact details for the Club Welfare Officer (See clause 5 below)

4. Club Management and Communication

The Committee meets four times a year to discuss issues relevant to the Club. Examples of discussion topics include funding, equipment, trips, coaching and safety aspects.

The Annual General Meeting takes place at the beginning of the year. All members are encouraged to attend this meeting.

5. Club Officials

Please find below the contact details of key personnel within the Club:

Chairman: Andrew Baldwin

Role Description: To ensure an efficient well managed club, to uphold the constitution and rules ensuring that the Club follow the standards and principals set out by the British Canoeing.

Contact: chair@bramstoncanoecub.org

Vice Chairman: John Hefford

Role Description: To carry out all duties of the chairman in his/her absence and has authority to make decisions on his/her behalf.

Treasurer: Steve Moore

Role Description: The Treasurer is the person(s) responsible for managing the finances of the Club. They maintain up to date and archived records of all financial transactions, collect subscriptions and all other monies due; pay bills as necessary. Ensure that cash and cheques are deposited promptly in the Clubs bank or building society accounts and prepare year-end statements of accounts and arrange for the annual accounts to be audited. Provide financial planning and forecasting statements as required by the Club. Act as one of three signatories authorised to sign Club cheques.

Contact: treasurer@bramstoncanoecub.org

Secretary: Michael Dalby

Role Description: To ensure the Clubs communications function efficiently; to provide up to date records of regular Club committee meetings and of annual meetings, including decisions and actions. Maintain archived records of Club activities, but excluding those which are the specific responsibility of other committee members, co-ordinate and distribute correspondence to and from the Club including internal information and for decision making. Act as a contact point for members of the public and other canoeing organisations. Deputise for the Chairman when required.

Contact: secretary@bramstoncanoecub.org

Events organiser: Barry Iszard / Jacquie Hall

Role Description: To arrange a programme of events and coordinate events in which the club is involved.

Contact: events@bramstoncanoecub.org

Social Secretary: Jacquie Hall

Role Description: To arrange, organise and advertise social events for the club but which may not necessarily include paddling.

Contact: socialsec@bramstoncanoecub.org

Equipment Officer: Andrew Evans

Role description: To produce and maintain a list of Club equipment and its condition, to manage and support the repairing of Club equipment and develop a Club replacement policy with support from the Club committee.

Contact: equipmentofficer@bramstoncanoecub.org

Club Welfare Officer: Kevin Reed, Cheryl-Ann Kotze and Barry Iszard

Role Description: Ensures the safety and welfare of members of the Club. The Welfare officer is the point of contact for any welfare concerns with the Club.

Contact: welfare@bramstoncanoecub.org

Web Master: John Hefford

Role Description: To maintain the Club website.

Contact details: webmaster@bramstoncanoecub.org

Committee member: Cheryl-Ann Kotze

Role Description: No responsibilities other than to act as a committee voting member and therefore avoiding hung decisions.

6. Communication

At Bramston Canoe Club, we like to communicate with our members as much as possible. There are a number of ways in which we do this:

Club website

Our club website www.bramstoncanoecub.org is a great way to find out what is happening at the club. The website is updated with trips, events, photos and information on our social functions. You will find our contact details and copies of our rules and code of conduct on our website as well. There is also a link to Bramston canoe club Face book page and our YouTube channel as well as other useful links.

Email communication

We have a generic members email address which captures all our signed up members and friends. Social events are often emailed to keep members up to date with last minute changes or trips. You can request to have your email removed from the list by emailing the webmaster. Personal email addresses or information will not appear anywhere on the website without prior consent.

Verbal communication

As mentioned earlier, all members are welcome to attend the AGM held in the early part of the year. We welcome any feedback members have to offer. You can provide feedback via the website or speak to our coaches or Chairman at the end of the pool sessions.

7. Training and Coaching

Bramston Canoe Club uses qualified coaches who are committed to improving the standards and safety

aspect of our paddling, with coaches regularly updating their qualifications where appropriate. Our coaches have undergone Enhanced Criminal Record Bureau Checks (Disclosure and Barring Service (DBS)).

<u>Coaches:</u>	Kevin Reed	BC affiliated Level 3 coach
	Barry Iszard	BC affiliated Level 1 coach
	Caroline Iszard	BC affiliated Level 1 coach
	Cheryl-Ann Kotze	BC affiliated Level 1 coach
	John Hefford	BC affiliated Level 1 coach
	Chris Moore	BC affiliated Level 1 coach
	Jill Pearce	BC affiliated Level 1 coach
	Andy Baldwin	BC affiliated Level 1 coach
	Anna Jarvis	BC affiliated Level 1 coach
	Peter Evans	BC affiliated Level 1 coach

Where we train

Our pool sessions take place at the Witham Leisure Centre, Spinks Lane, Witham, Essex, CM8 1NB. Throughout the year occasional training sessions may be held outside in a more natural environment such as the canals, rivers, estuaries etc.

When we train

Mondays 20:15 – 21:15 save for bank holidays when the leisure centre is closed.

8. BC Qualifications

Paddlesport Start

The British Canoeing Paddlesport Start Award is designed to provide a framework for a paddler's first session. It is very much an encouragement award and can be used by coaches who offer taster sessions, or the first session of a series. It is an adult version of British Canoeing Paddlepower Start. This award will give paddlers an excellent grounding in the fundamentals of paddling. It is designed for all who take part in any form of paddlesport.

British Canoeing Star Awards

The British Canoeing Star Awards acknowledge a paddler's performance in achieving a specific set of skills at a set level. The Star Awards can be assessed by qualified coaches who meet the provider requirements.

The 1 star and 2 star awards are generic (involve canoe and kayak), encouraging paddlers to experience the various disciplines of Paddlesport available, with paddlers 'specialising' in particular disciplines from the 3 Star Award onwards. The emphasis of the 1, 2 and 3 star awards is developing personal skills and gaining independence; while the 4 star and 5 star awards are now leadership awards and enable paddlers to lead groups in appropriate conditions. It is not essential to progress directly through the awards i.e. paddlers don't need to hold the lower award before progressing, other

than at 5 Star. –If you are interested in one of the star awards please click on the link below to view the syllabus. www.britishcanoeing.org.uk/go-canoeing/build-my-skills/#star-awards

British Canoeing Paddlepower – aimed at under 16 year olds.

PaddlePower Start is designed to provide a framework for a paddler's first session. This Certificate provides encouragement and signposting to future sessions. Coaches will normally award the Start Certificate at the end of the first session. This session might be a 'taster' or the first or a series of sessions, and any type of Paddlesport craft may be used.

Paddle Power Passport

PaddlePower Passport comprises four progressive Levels that guide the new paddler from the initial Start Certificate through various Skills. These encourage each paddler to achieve recognisable standards in a range of skills and areas of knowledge. Adults would achieve similar standards via the One Star criteria. A coaching programme of approximately 8 hours is appropriate for most paddlers.

Paddle Power Discover

PaddlePower Discover comprises four progressive Levels that encourage the young paddler to focus on particular techniques, skills and areas of knowledge across the sport. These will significantly develop competencies and raise their standards of achievement in Paddlesport. Adults would achieve similar standards via the Two Star criteria. A coaching programme of approximately 15-20 hours is appropriate for most paddlers.

The BC One Star is a flat water award that demonstrates an individual has basic boat control and foundation skills. The one star can be taken in any kind of paddlesport craft (e.g sit-on-top, slalom C1, C2, K2, polo boat, sea kayak, racing canoe, open boats and double kayaks etc)

The Two Star is an improvement award that helps paddlers develop fundamental paddlesport skills on flat water. The emphasis is on gaining a breadth of experience, creating the desired movement of the boat and developing an understanding into how the paddle, boat and water interact. This award is significantly different to the old 2 star, with a change to develop generic movement skills that can transfer to any discipline and with an assessed journey. Assessors will need to be able to assess the award in a variety of craft.

Successful performance at BC Three Star level indicates that a candidate can consider themselves an intermediate paddler rather than a beginner.

The 3 Star is discipline specific with awards in Sea kayak, Surf, Open Canoe, White Water Kayak, Flat Water Kayak and some of the competitive disciplines. The Three Star paddler will be a competent performer in sheltered to moderate water environments and have the ability to paddle unsupervised, with similar standard paddlers on sheltered water. When you successfully complete a Star Test you can apply to British Canoeing to receive a certificate. If you are interested in one of the star awards please click on the link below to view the syllabus www.britishcanoeing.org.uk

9. First Aid

Each first aider has their own fully equipped first aid bag which they carry with them during trips. First Aid courses are arranged once a year to ensure new and current members alike are covered. All practising Coaches have to be 1st Aid trained with the last 3 years.

10. Volunteers

Like most sports clubs, we rely on the time and skills of our volunteers to ensure our club keeps running year upon year. We are always on the look out for new volunteers, so if you are an existing member, a new member or partner, our club needs you! Coaches and officials are not the only volunteer roles within our club – we need volunteers within all aspect of the club alike. So whether you are great at fundraising, can develop websites or organising social events or you just fancy helping out let us know. We would love to have you onboard.

11. Social Functions

Our events calendar can be found on our website www.bramstoncanoecub.org. We are always welcome to new suggestions and ideas.

12. Insurance Information

We are a British Canoeing Affiliated Club and are therefore covered under the BC Civil Liability Insurance for Canoeing Sessions. British Canoeing Insurers have agreed to extend cover under the civil liability policy for clubs to give non members up to 5 introductory sessions without the individuals having to become members (on the fifth session the non-member must join the Club in order to be included in the Club liability insurance).

In order for the insurance to be valid clubs must maintain records of those individuals taking part in the taster sessions and make available to insurers in the event of a claim against the Club (this could be done using the Participant Register, which will be provided in your Starter Session pack). Any injuries or damage to property occurring during the session should be immediately reported to Britishcanoeing.

Bramston Canoe Club (Witham) is a British Canoeing Affiliated Club; however once you become a member of the Club we would encourage you to become an individual member of the BC.



The limit of indemnity for any one accident has been increased to £10million with effect from 1st April 2008.

The BC have negotiated a group policy on behalf of all members (who live in England, Northern Ireland

and Scotland) to ensure that the cost of insurance is kept to a minimum. Things sometimes go wrong and regrettably there is a need for paddlers to have 3rd party insurance should an accident or damage occur. This is why one of the benefits we offer members is insurance cover, so that you can have complete piece of mind when paddling.

Here is the technical bit...

- Third party insurance cover is a benefit of BC membership and applies to;
- Individual BC members
- Residents in the UK
- Affiliated clubs
- Registered members of affiliated clubs resident in the UK

The limit of indemnity any one accident is to a maximum of £10,000,000 for a claim arising from loss, injury to, death or damage to the property of a third party. It also covers legal liability. The insurance is valid for any canoeing or related activity worldwide.

Member to member liability is included as are members of the coaching service acting in an instructional capacity. This includes paid coaching work up to a value of £25,000 in any one year.

13. Bramston Canoe Club (Witham) Membership Benefits

Not only do you get to paddle with a nice bunch of people you get a few other benefits too:

13.1. The Chelmer and Blackwater Navigation licence

The canal runs for 13.75 miles from Chelmsford down to Heybridge Basin and Bramston Canoe Club members get the benefit of a River License for this stretch of water.

13.2. Club equipment

As a Club member you will have the benefit of using club equipment and procedures for borrowing can be found at Apendix B.

13.3. Club Paddles

This is an important part of our Club and paddles are being arranged all the time, from weekends away; surfing, sea kayaking or white waterering to a short paddle down the canal to the pub and everything else in between.

13.4. In House Training

One to one training with one of our BC coaches.

14. A bit more about the BC Membership and Benefits.

- Licences to paddle on 5000km of Britains navigations and canals
- Civil Liability Insurance (up to £10 million)
- Great rates on boat insurance.
- Special discount including:
 - +10% discount at selected canoe and kayak retailers
 - +15% discount on all Cotswold Outdoor products

- (with £5 off every £100 spent going back to the Young People's canoeing)

15. What is the BC membership fee used for?

- Fighting for more access to water (see Rivers Access Campaign) Enland, UK
- Providing a volunteer River Information
- Negotiation for access, ingress, egress and portage with landowners.
- Providing access advice
- Representing the paddling fraternity with :- Natural England, The Environment Agency, British Waterways, Angling representatives, Country Land and Business Association, Association of Canoe Trades, British Marine Federation, Sport England, UK Sport, the various lottery providers, Central Council for Physical Recreation, The Parliamentary Waterways Group, International Olympic Committee, International Canoe Federation, European Canoe Association, the UK Yachting Association, British Standards Instituioin and it's CE counterpart, the Inland Waterways Association, various Otter and wild life trusts.
- Managing eight other canoeing disciplines
- Providing and managing a comprehensive coaching programme
- Helping to manage over 600 canoe clubs
- Providing and managing a development programme
- Helping with individual and club development
- Providing a members magazine- Canoe Focus- six times per year
- Providing a comprehensive membership services department
- Providing a comprehensive website: www.bristichcanoeing.org.uk
- Negotiating exclusive and /or discounted arrangements at some paddling sites
- Providing books, and other services at a special price for members
- Organising a members AGM open to all.



16. APENDIX A – Code of Conduct

Please find below a code of conduct. We ask all Bramston Canoe Club (Witham) members to abide by.

1. Co-operate fully, respecting all requests and decisions made by the coaches, helpers officials and administrators.
2. Members must control their tempers and avoid behaviour which may inconvenience or upset others.
3. Treat other club members with respect at all times on and off the water-treat others as you would wish to be treated yourself;
4. Be considerate and respectful to paddlers and water users and treat others as you would wish to be treated.
5. Support your coaches and club members, without them , there would be no Club.
6. Paddlers must wear suitable kit for paddling if in doubt ask a coach for advice.
7. Take care of all property belonging to the club and club members- and be responsible for caring for your own equipment and clothing.
8. Inexperienced members must be supervised by an experienced senior member.
9. Do not put other river users at risk.
10. Assess the weather and water conditions – if unsure, take advice or don't go out.
11. Be aware of river health hazards and contact your GP immediately if you feel unwell.
12. Advise a Club official of damage to Club equipment or boats.
13. Subscriptions are to be paid promptly.
14. Remember: It is your responsibility to always be on time and be prepared for all activities and....
15. Always take time to thank all those who help you take part in your chosen discipline.



17. APENDIX B – Guide to borrowing Equipment

Please find below the procedures for borrowing club equipment which we ask all Bramston Canoe Club (Witham) members to abide by.

1. People wanting to borrow Club equipment must be a member of Bramston Canoe Club or be supervised by a member of Bramston Canoe Club;
2. There will be a check list of each unit to be confirmed before removal and upon return any damage or problems to be noted and passed on to the equipment officer;
3. The borrower must have the appropriate skill level for the equipment and its intended use; and.....
4. The equipment must be treated as if it's the borrowers own
5. The equipment must be returned with all fixtures and fittings still attached
6. Equipment must be booked in advance and is on a first come first served basis. The booking form must be filled in.