



Bramston Canoe Club (Witham)

Welcome Pack for Members

1. About Bramston Canoe Club

Bramston Canoe Club (Witham) (the Club) is a small club based in the Witham area. The Club was formed in the early 1970's by a group of like minded individuals looking for a safe and warm environment to hone their existing skills and introduce the sport to new paddlers. We have been going strong ever since.

If you are over 18 years of age, have never paddled before, 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 19:45 to 21:15 for 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 organise many trips & training sessions throughout the year for members in all aspects of kayaking & canoeing, often finishing with a trip to the pub to tell tales of watery adventures and to share photos and videos. Bramston Canoe Club is made up of a group of like minded individuals who enjoy paddling and want to share their passion and go paddling with others. The Membership fees pay for club equipment (kit in the cupboard at the pool) and British Canoeing affiliation amongst other costs. The pool fees pay for the weekly swimming pool hire. Any excess funds the club is lucky enough to make from the pool sessions goes back into the club (e.g. updating and replacing club kit).

All committee members are club members that volunteer their own free time to help with the smooth running of the club. They are all unpaid. All coaches are club members that volunteer their own free time at club pool sessions, club trips and club training sessions. They are all unpaid. The club sometimes pays the fees for relevant training courses like welfare, safeguarding and child protection. For all members and coaches, paddling is their hobby. They pay for their own additional British Canoeing training, safety courses and coaching updates for their own personal paddling improvement and donate this knowledge and their time to help other members. We all work as a team helping each other on our paddling journey together

2. How do I join the Club?

For those new to paddling (or a bit rusty!) we have a 5 session coached course designed to have you confident on the water and ready for a basic river trip by the end of the course. The cost of this is £100 payable in advance and we have intakes every 7 weeks (This payment is non-refundable should you not finish the course).

Alternatively if you're not sure if you want to commit to a 5 week course then we offer the option of a 'taster' session. This is a one off session at a cost of £10. Our coaches can give you a few hints and tips and go through a wet exit with you. If you wish to, you can then join the next intake of our coaching course.

After you have finished your 5 week course you are welcome to apply for club membership. Of course if you already have some experience you are more than welcome to directly apply for club membership after you have attended some taster sessions.

Non members are restricted to a maximum of 5 taster/training sessions. After that membership is required to continue to access the club.

Basic membership This is £45.00 per year and includes access to club activities, trips and pool sessions. Pool session fees of £5.00 per session are payable.

Full membership: This is £150.00 per year payable by quarterly standing order payments of £37.50 per quarter or in full in advance. Full membership includes full access to pool sessions with no further pool fees to pay as well as access to club activities and trips.

Membership also includes access to club equipment in the pool free of charge. Further, all membership types include access to equipment hire for out of pool use (See Appendix B)

To apply for membership please fill out a membership form (downloadable from the club's website), complete it and email or hand to the club secretary, chair or treasurer. Membership fees and other payments should be made by bank transfer to the club's bank account, we do not accept cash payments.

All membership applications are subject to approval by the club's committee. Payment of a membership fee and submission of an application form alone are not a guarantee of approved membership – you **must** be in receipt of a confirmation email from the club secretary.

Payment for basic membership types should be made in full at the start/anniversary of your membership period.

Full membership can be paid in full at the start/anniversary of your membership period OR by installments of £37.50 per quarter by standing order.

Under 18s:

We are mainly an over 18s club but we are happy for under 18s to come along with a parent or guardian.

However our club's policy is that at least one parent/guardian also undertakes and completes the sessions with their child, paying the appropriate fee at the same time. There is a limit of two under 18s per parent/guardian.

For those under 18 there is a 50% discount on the coached course and the taster session. This means the 5 week course for an under 18 is £50.00 and the taster session is £5.00

For full members with children there is a discount scheme available which includes full membership for the adult and all pool fees for both adult and child (Subject to committee approval):

1 adult with 1 child £210 per annum (£52.50 per quarter)
1 adult with 2 children £270 per annum (£67.50 per quarter)

3. All members should know....

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

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

The Club's 'Code Of Conduct' for members (See appendix A below)

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

The Club's 'Statement Of Risk' document

The Club's 'Health & Safety' document and 'Standard Operating Procedures' document

The Club's 'Privacy Policy', 'Equality Policy' & 'Child Protection Policy' documents

The Club's Risk Assessment documents

The Club's Constitution

All the above documents are available on the Club's website in the 'Document Library'. If you wish, you can request a paper copy of any of these documents from a committee member.

4. Club Management and Communication

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

The Annual General Meeting takes place in the first quarter of the year. All members are encouraged to attend this meeting.

All members are entitled to request a copy of the meeting minutes if they wish.

5. Club Officials

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

Chairman: Mike Dalby

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

Contact: chair@bramsoncanoeclub.org

Vice Chairman: Cheryl-Ann Kotze

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: Hazel Stothard

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: Simon Hurley

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, coordinate and distribute correspondence to and from the Club including internal information and for decision making. Keep accurate and up to date records of club membership. 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 Co-Ordinator: Liz Cannon

Role Description: To arrange and co-ordinate a programme of trips, activities and events for the club.

Contact: events@bramstoncanoecub.org

Equipment Officer: Andy 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 Officers (Non Committee Role): 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 (Non Committee Role): John Hefford & Simon Hurley
Role Description: To maintain the Club website.

Contact details: webmaster@bramstoncanoecub.org

Committee Member: James Woodford, Barry Iszard & Andie Baldwin

Role Description: No responsibilities other than to assist in the running of the club where needed/able. To act as a voting member to avoid 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 Facebook 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. Events are often emailed to members to keep up to date with club activities and other matters. 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.

Social Media

The club also has a Facebook page which our members use for discussion and to share posts and photographs etc. Within this the club also uses an 'unofficial' Facebook Messenger group to share information which all members who have Facebook are welcome to join.

Verbal communication

As mentioned earlier, all members are strongly encouraged to attend the AGM held in the early part of the year. It is important for members to exercise their votes on important club matters and give feedback. You can also provide feedback at any time via the website or by contacting a club coach or committee member.

7. Training and Coaching

Bramston Canoe Club uses qualified coaches & instructors who are committed to improving the standards and safety 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)). Below is a list of our coaches and their basic

qualifications. Many of the below have leadership and coaching qualifications in addition to those listed.

Coaches:

Kevin Reed	BC affiliated	Level 3	coach
Barry Iszard	BC affiliated	Level 1	coach
Clive Marfleet	BC affiliated	Level 3	coach
Cheryl-Ann Kotze	BC affiliated	Level 1	coach
John Hefford	BC affiliated	Level 1	coach
Andrew Baldwin	BC affiliated	Level 1	coach
Anna Jarvis	BC affiliated	Level 1	coach
Ian White	BC affiliated	Level 1	coach
Steffi Torhauer-White	BC affiliated	WW coach	(L2)
Jill Pearce	BC affiliated	Level 1	coach

Instruct

ors:

Mike Dalby	BC Paddlesport Instructor	(Kayak)
Mark Boddington	BC Paddlesport Instructor	(Canoe)

Where we train

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

When we train

Every Monday evening 19:45 – 21:15 except for bank holidays when the leisure centre is closed. Members are limited to 45 minutes on the water at times when the session is busy and/or oversubscribed. Conversely when the pool sessions are less busy members may be able to take advantage of the full 90 minutes.

8. BC Qualifications

Paddlesport Start & Discover

The British Canoeing Paddlesport Start Award and Discover Award are designed to provide a framework for a paddlers first session(s). They are very much starter and encouragement awards and can be used by coaches & instructors who offer taster and beginner sessions. These awards give paddlers an excellent grounding in the fundamentals of paddling. They are designed for all who take part in any form of paddlesport.

British Canoeing Personal Performance Awards

The new Personal Performance Awards are designed for paddlers wanting to gain recognition of their learning and development, in the craft and environment they choose. The process of completing the awards is based on learning. The ethos of 'supporting the paddler' is the main focus of all the awards, encouraging individuals in their personal development. <https://www.britishcanoeingawarding.org.uk/new-personal-performance-awards/>

British Canoeing Paddlepower

Paddle Start is designed to provide a framework for a paddler's first sessions. This Certificate provides encouragement and signposting to future sessions. Coaches will normally award the Start Certificate at the end of the 5 week course for any type of used. The certificate is issued free of charge.

Paddle discover is a progression of skills learnt during the paddle start. This encourages each paddler to achieve recognisable standards in a range of skills and areas of knowledge. A coaching programme of approximately 4 sessions on real world flat water rivers forms the core of this award and the certificate is awarded at the end. There is a cost of £6.50 per paddler for the certificate.

Paddle Explore

If you want to become independent on the water, go on self-guided adventures and know how to control your craft and stay safe on the water, this is the award for you. In this award you will take ownership of your own decisions and learn to make confidence choices, based on the places you paddle, wind and weather. Anyone can take the Explore award. Designed to help you gain confidence on the water, it is aimed at any craft, age and ability.

9. First Aid

All coaches and instructors have first aid training and have 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 and kept up to date. All practising Coaches have to be 1st Aid trained within 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 aspects of the club. 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.bramstoncanoeclub.org. We are always welcome to new suggestions and ideas. We try to arrange some non-paddling social events through the year.

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 6 introductory sessions without the individuals having to become members (on the sixth 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 these available to insurers in the event of a claim against the Club (this could be done using the poolside form which will be provided at your first session). Any injuries or damage to property occurring during the session should be immediately reported to British Canoeing.

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 British Canoeing also. Individual BC membership benefits include: Licences to paddle on 5000km of Britain's navigations and canals, Civil Liability Insurance (up to £10 million), Great rates on boat insurance and special discounts including: ○ +10% discount at selected canoe and kayak retailers ○ +15% discount on all Cotswold Outdoor products



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

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 Club equipment

As a Club member you will have the benefit of using club equipment free of charge in the pool and can hire club equipment for a small fee for use outside of the pool. Procedures for this can be found in Appendix B

13.2 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 water to a short paddle down the canal and a trip to the pub and everything else in between!

13.3 In House Training

One to one training with our BC coaches and instructors.

APENDIX A – Code of Conduct

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

- Take care of all property belonging to the club or other 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.
- Support your coaches, leaders, club officials and fellow club members. Without them, there would be no club.
- Control tempers and avoid behaviour which may affect or upset others.
- Co-operate with, listen to and respect the decisions of club coaches, leaders, officials and volunteers.
- Do not put other water users at risk
- Always assess the weather and water conditions – if unsure, take advice or don't go out.
- Wear suitable kit for paddling, if in doubt ask a coach/leader for advice.
- Be aware of river health hazards and contact your GP immediately if you feel unwell.
- Pay your subscriptions/trip fees promptly.
- Always take time to thank all those who help you take part in your chosen discipline.
- **Coaches:** Consider the wellbeing and safety of paddlers before the development of performance.
- **Coaches:** Inexperienced members must be supervised by an experienced senior member.

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

APENDIX B – Guide to hiring club equipment (For out of pool use)

Please find below the procedures for hiring 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. The borrower must pay 50% of the replacement cost for boats that are lost/damaged beyond reasonable repair whilst in their care.
6. Equipment must be booked in advance and is on a first come first served basis. The member hiring the equipment is responsible for the transport of said equipment and must return it to the pool clean and ready to use.
7. The hire charges are: £10 per boat per day/evening paddle OR £20 per boat for a weekend.
All borrowed boats will be supplied with a paddle and spraydeck.