



CLUB RULES & GUIDANCE CODES OF CONDUCT

Club Rules:

Site Access:

No more than 5 Motor Vehicles may park at the site (Wessex Water Lease),

Parking at the site is this limited to:

- Active coaches on duty
- Officer of the Day
- Disabled paddlers

Coaches not on duty are excluded from parking at the site.

Members must ensure that parking does not cause obstructions on the road or in gateways.

Parking in the Layby and on the verges is not permitted

Prohibitions:

Dogs are not allowed on the launch field nor in the water.

Swimming is not permitted in the reservoir, except as part of a training or test exercise.

Paddling:

The defined paddling area is south of the power lines and north of the nature reserve (defined as a line from the inlet bridge to the nesting platform), except in exceptional circumstances, as granted by the warden.

Launching and landing from any area of the reservoir other than those identified by the officer of the day is prohibited, except in an emergency.

If sailing activity is taking place and boats are in, or likely to enter, the paddling area, then stay within 10 meters of the bank if you are north of the sailing club south buoy (buoy 7).

The club will appoint an officer of the day who will be responsible for:

- Ensuring safety cover is available to those wishing to paddle.
- Ensuring paddlers are in groups that contain suitably experienced paddlers.
- Ensuring all paddling ceases by 8:30pm or 20 minutes before dusk, whichever is the earlier.

No person may paddle without the presence of the officer of the day.

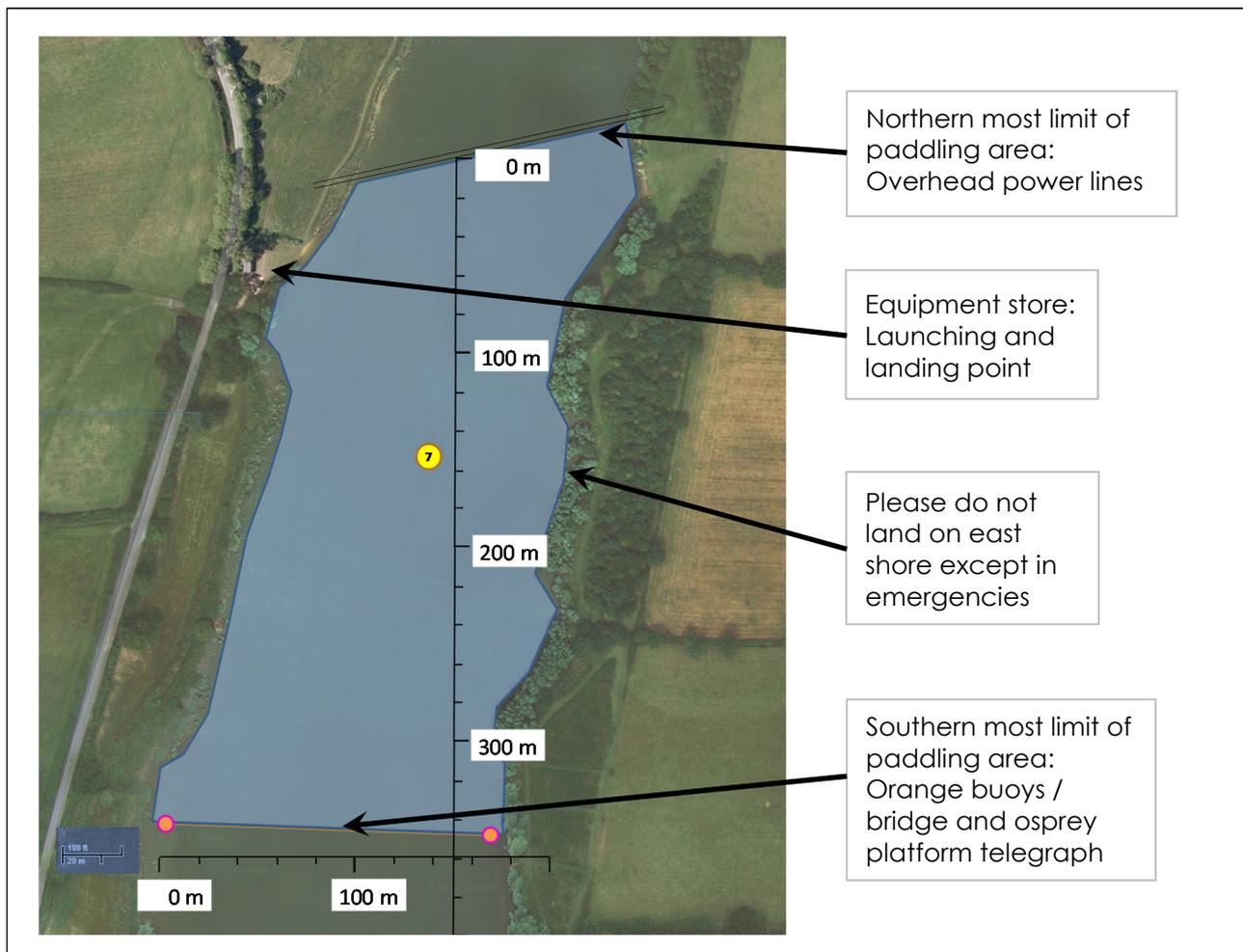
- The officer of the day, in consultation with the coaches, must be satisfied that the conditions are safe to paddle.
- The decision of the session / trip leader is final.

No person may paddle on Sutton Bingham alone.

- Paddlers must create groups of at least three¹ and should meet one of the following criteria to paddle on Sutton Bingham Reservoir:
- Be enrolled on an **SBPC** coached training or taster course, family day or group session.
- Be a minimum of **Paddle UK** Discover (formerly BC 1 star) Standard (PaddlePower Passport), have Day or Full Membership of **SBPC** or Full Membership of an **SBPC** affiliated club and be paddling in a group defined by the officer of the day.
- A Responsible adult must accompany Paddlers of 10 years of age or younger.

¹For the purposes of specific competition training only, this number may be reduced to a minimum of two, provided that both paddlers are current, individual, comprehensive members of **Paddle UK** (for indemnity purposes) and have registered their paddling intentions with the club's chairman. If challenged by Wessex Water staff, the paddler must be in a position to present valid **Paddle UK** and/or SBPC membership cards

Paddling Area:



Medical Conditions:

- Members must inform the officer of the day or coaches of any medical condition that could affect their ability to paddle.

Equipment:

Personal equipment must be suitable for the conditions;

- any equipment or boat that is unsuitable or poorly maintained will be prevented from using the reservoir.

Buoyancy aids or lifejackets must be worn, correctly fitted and adjusted:

- this rule may be relaxed in a swimming pool .

All persons taking part in any Kayaking with a spray-deck fitted must perform a satisfactory capsizing drill with a spray-deck and be able to demonstrate their ability to remove the deck in an emergency before using one on the reservoir.

When using a spray-deck, a release system that ensures immediate disengagement from the cockpit rim must be in place.

When the activity requires, a helmet must be worn, correctly fitted and adjusted.

Courses:

Club courses will be run by **Paddle UK** qualified SBPC coaches.

- All **SBPC** coaches will be cleared in line with the Club's adopted policy on child protection.
- All **SBPC** coaches will hold a current first aid certificate.
- All **SBPC** coaches will hold a current valid Dis-Barring Service Check
- All training and assessment delivered by **SBPC** coaches will be "free at the point of delivery".
- **SBPC** Coaches will not charge any fee to **SBPC** Members for courses they are qualified to train and/or assess.
- **Paddle UK** Certificate fees may be applicable and must be paid by the individual member.

Behaviour Policy:

- All members of the club will be expected to behave in an acceptable manner and follow the club's adopted policies.
- No action should be taken that could cause concern or offence to other club members or the general public.
- Members should avoid changing in public view.
- Inappropriate behaviour should be reported to the Committee and could result in exclusion from the club.

Smoke-Free Policy / Alcohol & Drugs Policy:

- Smoking and "vaping" is prohibited in all enclosed and substantially enclosed premises at the Sutton Bingham site and applies to all members and visitors.
- Smoking and "vaping" in open areas of the site will be strongly discouraged.
- Smoking and "vaping" is prohibited at all times when in the presence of junior members.
- Members will not partake in Paddlesport activities when unfit due to alcohol or drugs (whether illegal or not) or to substance abuse.
- Members shall not be in open possession of, consume, or supply alcohol or illegal drugs to others while at the Sutton Bingham site.

Codes of Conduct

Code of Conduct: All Paddlers

Sutton Bingham Paddlesports Club asks that 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 in the Club should abide by the Club Rules and Policies.
- 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 all paddlers as you would want to be treated yourself.
- Control tempers and avoid behaviour that may inconvenience or upset others.
- Co-operate and listen to your coach or Club officials

Code of Conduct: 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 **Paddle UK** and Club guidance and policies.
- Hold the appropriate, up-dated qualifications and insurance.
- Encourage paddlers to value their performance and not just results.
- Never condone the use of prohibited substances.

Code of Conduct: Parents/Guardians:

- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgements.
- Support your child's involvement and help them enjoy the sport.
- Use correct and proper language at all times.
- Set a good example by applauding good performance of all paddlers.

Code of Conduct: Junior Members:

- Co-operate fully, respecting all requests and decisions made by the coaches, helpers, officials and administrators.
- Be on time for training sessions and events or inform your coach if you are going to be late.
- Control your temper and avoid behaviour that may affect or upset others.
- Be considerate and respectful to other paddlers and water users – treat others as you would want to be treated.
- Wear kit suitable for paddling as agreed with your coach.
- Take care of all property belonging to the Club or any Club member, and be responsible for caring for your own equipment and clothing.
- Not leave sessions without the permission of the coach or leader.
- Junior members are not allowed to smoke, or consume alcohol or drugs of any kind while on Club premises or representing the Club at events.

Club Guidance

Guidance: Membership Qualification:

- Any person who undertakes to behave in the best interests of Paddlesports shall be eligible for membership.
- Classes of Membership are as defined in the Club Constitution:
- Full members – over the age of 18.
- Junior members – under the age of 18.
- Those under the age of 10 will only be admitted if one or both parents are members.
- Acceptance:
- The Executive Committee may, at its sole discretion, decline to accept renewal of membership from any person without disclosing the reason.

Guidance: Adopted Policies:

The club has adopted

- The **Paddle UK** policy on [safeguarding children](#) and [adults](#).
- The **Paddle UK** policy on [anti-bullying](#)
- The **Paddle UK** policy on [disclosure](#)
- The **Paddle UK** policy statement/[code of ethics](#)
- The **Paddle UK** policy on [Equality and Diversity](#)
- [The canoeists' country code](#).
- The **Paddle UK** Club's code of conduct,
- The **Paddle UK** Junior code of conduct.

All club members are expected to follow these policies.

- These policies and procedures are available from the committee.
- The full club rules, constitution and operating procedure are also available from the committee.
- Current versions of all documents are available in the MEMBERS shared area of Dropbox.

Guidance: Youth:

Responsible adults, who have been cleared in line with club policies, will control all activities of this section.

- Only Youth Section members, coaches, trainee coaches and adult helpers with a Disclosure and Barring Service (DBS) clearance will be present at dedicated youth section sessions.

Guidance: Sutton Bingham Launch Field:

Unload your equipment at the launch field, where practical use Wessex Water picnic area car park.

- Parking in the field is limited. (see Rules: Site Access)
- Do not obstruct gateways. (see Rules: Site Access)
- No vehicles should be parked in the lay-by outside the launch field.
- Extreme care should be taken when entering or leaving the field.
- A responsible adult should accompany children to and from the site.

Guidance: Equipment:

Personal Equipment

- Clothing must be appropriate, taking into account the following factors: water temperature, air temperature, wind chill factor, the ability of the group, the type of activity, the length of the session and the location (e.g. the availability of support).
- Suitable foot protection should be worn to prevent cuts due to hazards such as glass, shells or flints or due to contact hazards on the craft.

Safety Equipment

- Spray decks should have a suitable release system fitted.
- Buoyancy aids or lifejackets should always be worn.
- Helmets should be worn where there is any risk of hitting your head, e.g. white-water, surfing, canoe polo etc.
- If you are in any doubt about the suitability of your personal or safety equipment, ask the officer of the day or one of the coaches!

Guidance: Paddling Sessions:

Club paddling Sessions operate as long as possible throughout the year. These are:

Day	Months	Times	Session
Tuesdays	Apr-Sep	17:45-20:00	Scouts Sessions
Wednesdays	Apr-Sep	17:45-20:00	General Session
Thursdays	Apr-Sep	17:45-20:00	Family/Junior/General Session
Fridays	Apr-Sep, term time	15:30-18:00	Schools Sessions
Saturdays	Alternate Saturdays all year (as advised)	16:00-18:00	Pool Sessions, Lewiston
Sundays	All year (subject to site condition in winter)	09:45-12:15	Family/General Session
Sundays	July/August holidays	13:00-16:00	Afternoon paddling subject to coach availability

All the above times are subject to change due to weather conditions, trips, coach availability and membership support.

- Evening sessions at Sutton Bingham must cease by 8:30pm or 20 minutes before dusk, whichever is sooner.
- Because of limited space, pool sessions must be booked in advance with the nominated Pool Session Coordinator.

Club (and scout) boats and paddling equipment can be made available for hire (£3 for members / £5 for non-members) - check availability beforehand.

- These will be made available at the pool during designated sessions only (dependent on someone to tow the trailer) - check with the nominated Pool Session Coordinator.

Guidance: Emergency:

Action in an Emergency

- In an emergency paddling should cease and all paddlers must follow the instruction given by the coaches and the officer of the day. Paddlers must come off the water until the emergency has been dealt with. Ensure that others on the water are aware of the situation as you pass them.
- Do not get in the way of the persons dealing with the emergency; assist them if you can.

Guidance: Pool Sessions (bookings):

Pool sessions are booked by emailing the Pool Session Coordinator at secretarysdcc@outlook.com
Bookings will be on a first come, first served basis for each week in turn.

- Please be aware that the pool can only hold a maximum of 10 kayaks so, if you book a place and subsequently don't turn up, you will probably be charged for the session as you may be denying someone else a slot.
- The club's email address should be manned Monday to Thursday 6-9pm.
- You need to request email confirmation of an available place.
- The cost for the session is £10 per person.

Guidance: Pool Sessions (Access):



Please make sure any equipment you are using is clean and clear of any sand, leaves, spiders, slugs or snails before you put it in the pool.

So that we don't get complaints from Leweston School, please do not walk around the pool in outdoor shoes, and be prepared to wash down the poolside afterwards.

Please leave the pool as clean as, or better than, you find it

Directions:

The Pool Sessions are held in Leweston School, Sherborne, Dorset. **DT9 6EN**

What Three Words **Orchids.Snowmen.Driven**

From Yeovil (A30) turn right at traffic lights, turn right at bottom of the road and continue up the hill towards LongBurton. Turn right just before Longburton, then right again after about ½mile into Leweston School driveway.

Guidance: References:

The following **SBPC** documents are available to all members:

- Club Constitution
- Operation Manual
- Club Rules Conduct Guidance (This document)
- Membership and Self declaration forms
- Club Committee, Members, Coaches
- Officer of the Day Guidance
- Club **Paddle UK** Affiliation
- Club Equipment Policy and List
- Club Development & Action Plans
- Club DBS Check Process
- Club Risk Assessment
- Club Camping Code of Conduct
- Club Coach Training Policy and Budget
- General Data Protection Requirements
- Getting started