



Important Information

Keyholders must be over 18 years of age and either keep a boat at the Club or be a Committee Member.

Please look after the Clubhouse and equipment.

1. Paddles, spraydecks, buoyancy aids and wet gear should not be taken upstairs.
2. Privately owned buoyancy aids must not be stored in the HQ unless they have been inspected and declared safe to use by the person nominated by the Committee.
3. Clothing etc. should not be left in the changing room after the end of a session.
4. All canoes and equipment must be returned to their correct places after use.
5. Racing boat seats should be stored upside down in the boat after drying it off.
6. Any damage to club boats or equipment **MUST** be reported to a club coach immediately; they will then inform the committee.
7. Members who wish to use club boats or equipment outside any of the club's supervised sessions **MUST** first seek permission from the Chairman, Vice-chair or Honorary Secretary.
8. At club sessions all 17 year olds and under **MUST** seek permission from the person in charge before taking to the water. Those over 17 are advised to do so too.
9. Before joining a Training Group on the water, in the gymnasium or elsewhere, the parents of 17 year olds and under **MUST** complete a Consent Form – available from the Coaching Coordinator.
10. Do not come to the Headquarters unless you are on Club business, intend canoeing or are a parent or guardian waiting for a paddler.
11. Requests to store a boat in the HQ are to be made in advance to the Committee.
12. Members wishing to **invite a guest** to the club for a paddle session or to use the club's facilities **MUST** get permission from the Chairman, Vice-Chair or Honorary Secretary.

4.4.6 - 01 Revision history

Rev	Date	By	Details of change
0	June 2008	RG	Initial issue.
1	May 2012	DJM	Major revision. Sections duplicated elsewhere deleted. New sections 5 and 11 added.
2	Sept 2013	DJM	Para 9 was Chief Coach.
3	2/06/15	DJM	Added review date to footer.
4	28/02/19	KL	New section 12 added. Re-wording of sections 6 &7