**Members’ Manual**

**Policy Documents**

**Inny Kayak**

**Club**

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# INTRODUCTION

## INNY KAYAK CLUB

The club is overseen by a democratically elected committee consisting of a Chairperson, Secretary, Treasurer, Clubhouse and Gear Officer, Junior Officer, Children’s Officer and General Officers as appropriate.

Inny Kayak Club is a non‐profit organisation. Committee members work on a completely voluntary basis.

Inny Kayak Club is also known as Inny Kayakers Association (IKA).

## AIMS AND OBJECTIVES

The objectives of the Club are:

* To promote the sport and recreation of kayaking.
* To facilitate kayaking activities for its members.
* To facilitate relevant education and training in the discipline of Kayaking.
* To safeguard the wellbeing of its members.

## CLUB ACTIVITIES

The club welcomes new members and provides opportunities for participants of diverse age and ability levels. Inny Kayak Club has active participants in flat water, river running, freestyle, surf and sea kayaking. The club has an active junior section and runs paddle proficiency courses on a regular basis. Other activities facilitated by the Club include:

* Proficiency Training and Assessments
* Equipment Rental
* Safety Training
* Rescue Events
* Pool Sessions
* Social Events and Fundraisers

## CLUB MEMBER’S RESPONSIBILITIES IN RELATION TO THE CLUB HOUSE

### Maintain the clubhouse in a clean and sanitary condition on a day-to-day basis (or as usage demands).

### Control access to clubhouse. See Key policy in member’s handbook and visitor policy, non-member’s policy

### Assist in both external and internal maintenance of the clubhouse as required (i.e. any such work that can be safely carried out by volunteers rather than an external contractor).

### Ensure in the day to day running of the clubhouse that neither it, nor it’s visitors adversely impact the local residents in any way.

### Strict adherence to club safety rules inside and outside the clubhouse for both club members and visitors alike.

### Standard check after every usage of the club house (- Last member out with key)

* Changing rooms – last one out (ladies and gents), Check all belongings removed and floor brushed down with rubber bead to run water into gully.
* Wipe down toilets and sinks
* Check kitchen – no food left out, bins secure
* Premises locked

# KAYAKING INFORMATION

## GENERAL RULES

Club activities must adhere to Canoeing Ireland’s (CI’s)Three Golden Safety Rules:

* Never paddle alone.
* Always wear a Buoyancy Aid.
* You must be able to swim (with buoyancy aid).

In addition, helmets must be worn on all moving water activities and during any activity where there is a risk of head impact.

## TYPES OF KAYAKING

There are many different types of kayaking. In Ireland rivers are classified using a grading system. It is important to note that river grading is not an exact system and is subject to regional or individual interpretations.

**Flat water kayaking**

Flat water kayaking includes lakeshore conditions within swimming reach of the bank with no currents and in moderate weather conditions. Even in these comparatively safe conditions utmost care must be taken, as there is always a risk of injury or death on or around water.

**White water kayaking**

White water kayaking is a higher risk application of kayaking. Every precaution needs to be taken to ensure people’s safety. The first step to safe kayaking on white water is a clear knowledge of the risks involved so people can make their own informed decision whether or not white water is suitable for them.

*White water is paddling on a river of turbulent moving waters called rapids. The rapids are formed by gradient changes, width, depth and direction changes, and rocks and other obstructions in the river.*

River difficulty/ danger is broadly categorised into a grading system. This system is known as the International Grading System.

***Grade 1*** *Moving water, unobstructed and without technical difficulties. There may be small waves and ripples to challenge the paddler.*

***Grade 2*** *Waves, weirs, small stoppers and other minor obstructions to avoid. Eddies and cushion waves may be strong.*

***Grade 3*** *Waves, stoppers and technical difficulties are more severe. There may be drops and powerful constrictions. The main distinguishing factor of Grade 3 water is that the paddler will have to follow a recognisable route to avoid obstacles and hazards.*

***Grade 4*** *Severe waves, drops, stoppers and other obstructions. The route is not easily recognisable and will usually require careful inspection from the boat or bank.*

***Grade 5*** *Extremely difficult rapids with precise and technically demanding routes to be followed. Stoppers, currents and waves will be powerful and inspection is essential.*

***Grade 6*** *All of the above carried to extremes. Grade 6 usually means unrunnable rapids.*

# PADDLE TYPE STRUCTURE

## Club Organised Paddles

All paddles provided under the Inny Kayak Club banner must be organised over the Inny Kayak Club communication forum. This is so there is a clear published record of club events. Anything organised outside of the club forum will be considered a private paddle and treated accordingly**.**

## Private or Peer Paddles

**Private Paddle**

A private paddle is organised between any individual on a private basis. Inny Kayak Club will bear no responsibility whether clubhouse is used or not, but recommends paddlers take every care possible while paddling to ensure their own safety and the safety of others. Club equipment cannot be provided for use on private paddling sessions except with express permission from the committee.

**Peer Paddle**

A peer paddling session is a paddle with one’s peers within the club. There are a few simple rules that must be adhered to for a peer paddle. There must be 3 or more people on the water and they must stick together as a group.

For a peer paddle on flat water all members must be of a level 2 standard of paddling or above or be accompanied by appropriate experienced paddlers.

For a peer paddle on Grade 2 white water and small surf all paddlers must be of a level 3 or higher standard or be accompanied by appropriate experienced paddlers.

Junior only paddles are not permitted unless accompanied by an adult.

**Led Flat Water Paddle**

A led flat water paddle is a flat water session where a club leader takes on the responsibility to lead a trip on flat water.

U18’s must be approved by the leader and have parental consent forms filled and returned to the club prior to the event.

**Led River Paddle**

A led river paddle is a session where a club river leader takes on the responsibility to lead a moving water trip. All people attending must be of a standard suitable for the water conditions. In order to ensure safety, it is at the discretion of the leader to turn down a person taking part in a specific trip if the conditions are considered too challenging.

All participants must understand and accept the risks of the paddling they are undertaking. For U18’s, their parents / legal guardians must understand and accept the risks and the responsibilities associated with their child attending a paddle.

## Trips Away

Trips away may be organised by members of Inny Kayak Club. The only aspects which are performed under the heading of the Inny Kayak Club are those which happen on the water. Everything else is considered of a private nature.

For Under 18s, it is the responsibility of parents / guardians to provide transport for their children to and from all trips. Any arrangements for shared transport for U18’s is of a private nature and is not the responsibility of Inny Kayak Club.

For Multi-day trips away, it is the responsibility of parents / guardians to supervise overnight accommodation for their children. Any arrangements and supervision for accommodation for U18’s is of a private nature and is not the responsibility of Inny Kayak Club.

# SAFETY POLICIES

## GENERAL SAFETY POLICY

All kayak club members are covered by the Canoeing Ireland insurance policy. This does not provide personal accident cover. As injury is common place, even for experienced paddlers, we strongly recommend that you take out suitable sports insurance to cover loss of earnings and injury.

<https://www.canoe.ie/insurance>

“Violenti non fit injuria”

Canoeing Ireland (CI) Public Liability Insurance Policy only protects a Registered Member from claims for injury or damage arising from a negligent act or omission. It does not provide cover due to injury or damage sustained from situations considered to be within the norms of canoeing. The legal principal *Violenti non fit injuria ("to a willing person, no injury is done")* means that an adult who knowingly and willingly puts themselves in a potentially dangerous situation will generally be unable to sue for injury or damage should an accident occur. It is sometimes described as "consenting to run a risk".

No one, however, consents to damage or injury brought about through an act of negligence. The principle of Volenti non fit injuria does not protect anyone against being held liable for an act of legal negligence. This is why insurance is required. The CI Public Liability Insurance protects Registered Members from claims for injury and/or damage arising from an act of legal negligence.

Volenti non fit injuria is considered an important principle in the context of sporting/recreational activities that have an inherent risk. An adult, for example, undertaking a canoeing trip or competing in a canoeing competition who is considered to have a level of personal proficiency / experience compatible with the degree of difficulty likely to be encountered is unlikely to succeed in a claim against the individual presumed to be the leader / organiser if damage or injury sustained arises from an incident that would be considered to have a high probability of occurrence because of the conditions or circumstances likely to be encountered through participation in the trip / competition.

Children (anyone under 18) are in a very special category in this regard to Volenti non fit injuria. For club policy regarding junior members see the ‘Junior Policy’ section of this manual.

For more information on kayak safety and insurance, please see the Canoeing Ireland website www.canoe.ie

## JUNIOR SAFETY POLICY

Inny Kayak Club welcomes junior members and endeavours to offer the same training and recreational opportunities to juniors as it does to its adult members. Club activities may be mixed‐age with junior and senior members training together.

Club members must realise that kayaking is a sport with inherent dangers. Each member will undertake any part of a club trip completely at their own risk. Children under 18 however cannot consent to risk, even the normal risks associated with canoeing. Only a child's parent or legal guardian can consent to a child's participation in a canoeing activity. When parental consent is present, the instructor or coach will not be liable to the child in damages for personal injuries unless the instructor or coach was legally negligent.

The following guidelines are for parents/guardians, junior members and Inny Kayak Club members that take juniors on paddling sessions. The Inny Kayak Club provides junior paddling sessions on the basis that responsibility for juniors is a joint partnership between the child, parent/guardian and the Inny Kayak Club.

* ALL participants have to complete an Inny Kayak Club membership form and a *loco parentis* form (see appendix) which MUST be signed by a parent or guardian before they can be allowed on the water.
* Junior participation in the sport is subject to the individual’s size and physical fitness. The Inny Kayak Club reserves the right to postpone membership until the child has grown. As a rule the Club does not accept members below the age of 10 years old.
* Parents/Guardians should be aware that club sessions are not activities where you can drop off your children and come back for them later. To meet both safety and Child Protection\* guidelines we can only be responsible for a child while on the water. This means that we cannot come with them if they are cold and want to leave the water and we cannot assist them with drying and dressing themselves. This is the responsibility of the parent/guardian. \*Note: The Inny Kayak Club adheres to the CI Child Protection Policy which is available from the website www.canoe.ie
* Disruptive behaviour is not tolerated and participants who do not behave within reason can be asked to leave the water.

Inny Kayak Club is fully committed to safeguarding the wellbeing of its junior members. Club policy reflects current best practice as contained in the Irish Sports Council’s and Canoeing Ireland’s Child Protection Policy. The club also has designated Sports Council approved Children’s Officers trained to deal with enquiries or complaints from parents and juniors.

Refer to Inny kayak Club Child Safeguarding statement for details of child protection roles and policies.

# CODE OF CONDUCT AND BEST PRACTICE

## GENERAL

Inny Kayak Club is a community oriented club, not a service provider, and as such requires its members to engage with each other in a spirit of unity. Rules and guidelines are put in place to safeguard this ethos.

Members are asked to not engage in sexist, ageist, ethnicity, sexual orientation, disability, or religion or other discriminatory behaviour in words or actions.

Bullying, harassment, intimidation, peer‐pressure, scaremongering and any other forms of violence or maliciousness cannot be tolerated in Inny Kayak Club.

Members are expected to take full responsibility for their own actions and wellbeing and seek out suitable information to make responsible judgments.

All communication of an official nature within the club and between its members must be done in a recorded medium such as letters, emails or over the forum.

All equipment and facilities belonging to Inny Kayak Club or used by the club must be respectfully treated and cared for.

All leaders should be fairly treated and respected for the tasks they are doing, and if you are being led you must behave according to their instructions to ensure your own safety and the safety of others.

Participation in club activities are not an automatic right and can be restricted based on relevant skill, experience, health or other mitigating factors.

## PARENTS/GUARDIANS

If you are the parent/ guardian of a junior member of Inny Kayak Club you are expected to behave as a de facto member of the club, understand and abide by the codes applicable to you and engage with the club in a manner that is conducive to the ethos of the club.

The explicit rights of the parent/guardian are never trumped by any rule or action of the club, and any involvement in a club activity by a junior member is fully at the discretion of the parent/ guardian.

Parents/ guardians are responsible for all their junior members’ interactions with the Inny Kayak Club online, such as on the forums or on social networking sites.

Parents/ guardians are expected to seek out and understand the nature of the activities their junior members are participating in and the inherent risks they are taking.

Parents/ guardians are valued role‐players within Inny Kayak Club. Parents/ guardians are encouraged to communicate with other parents, club leaders and club committee members and if they have any question or concern to please voice them.

The relevant loco parentis forms must be signed by a parent/ guardian before any junior member can take part in club activities.

The club has designated Sports Council approved Children’s Officers trained to deal with enquiries or complaints from parents and juniors. The Inny Kayak Club adheres to the Canoeing Ireland Child Protection Policy which is available from the website www.canoe.ie

## JUNIOR (Under 18) MEMBERS

Junior participation in the sport is subject to the individual’s size and physical fitness. As a rule the Club does not accept members below the age of 10 years old.

Disruptive behaviour is not tolerated and participants who do not behave within reason can be asked to leave the water.

Junior members are expected to behave in as responsible and mature manner as possible to ensure everyone’s safety and enjoyment.

Any problems or concerns that junior members have should be brought to the Children’s Officers or Designated Liaison Officer. Contact details for these officers are on the Inny kayak Club Child Safeguarding statement which is displayed in the Clubhouse notice board.

The Inny Kayak Club adheres to the Canoeing Ireland Child Protection Policy which is available from the website www.canoe.ie

## COMMITTEE MEMBERS

Committee members are democratically elected members who accept their role within the committee structure to do the best possible job based upon the role description presented under their title.

Committee members must be willing to operate in an impartial and transparent manner always putting the welfare of the members of the club at the top of their agenda.

Committee members must be adequately accessible to members of the club and must attend the relevant club activities to be able to perform their duties properly.

## VOLUNTARY CLUB LEADERS / Coaches

Club leaders are recruited from suitably skilled members of the club.

Club leaders must abide by the agreed leader duties and recommendations as agreed by becoming a Club leader (see relevant literature.)

Club leaders must respect the core principal of all leadership in Inny Kayak Club is to lead by example, and to always put the welfare of everyone involved first and foremost above all else.

The Inny Kayak Club adheres to the CI Child Protection Policy and Coaches code of conduct which are available from the website www.canoe.ie

## FREELANCE CI/BCU INSTRUCTORS, and other commercial providers

CI/BCU qualified instructors are required to perform official CI/BCU training and assessments. If specific training and assessments cannot be provided in house by club members, Inny Kayak Club may hire freelance instructors or commercial providers from outside the club. Any outside instructors or providers hired by the club must follow the rules laid out by their qualification providers. Where outside instructors are hired, the instructors must provide copies of all their relevant qualifications pertaining to service provided. This includes a valid instructor cert, child protection cert and first aid cert.

## Photography and Media images policy

The club try to ensure only those who have a right to take images of young people do so and thus protect the young people who are the focus of attention. The club does not seek to prevent adults or parents from taking pictures or video within the procedure. Parental/guardian permission is required for young people appear in individual or group photo. It is the responsibility of CI and/or the club to ensure that any person wishing to take images of young people is registered to do so.

# COMPLAINTS PROCEDURE

For the protection and fair treatment of all members, Inny Kayak Club endeavours to provide a robust and transparent system of processing issues of complaints and grievances within and involving Inny Kayak Club and its members. Inny Kayak Club’s complaints procedure is detailed in the Constitution.

# DISCLAIMER

Canoeing/ kayaking are an adventurous sport, which by its very nature involves a degree of risk of personal injury or even death. Inny Kayak Club (the Club), a voluntary organisation, cannot ensure your complete safety at all times.

Members must accept these risks and agree to be responsible for their own actions and involvement. Members must accept that the Club cannot be held liable for any injuries caused to them or caused to others or their property by them, due to their participation or involvement in this sport howsoever arising. Members must understand that they are advised to take out Personal Accident Insurance to cover any activities as a member of the Inny Kayak Club.

This applies to all members of Inny Kayak Club as they confirm that upon becoming a member they will not hold Inny Kayak Club, its members, its staff, its trustees, its affiliates or any person so connected to be liable for any accident caused while participating in any activity connected with the club. Members should note that they remain personally responsible from their own actions and the Inny Kayak Club is indemnified entirely for any damage, loss, claim, injury, accident or any other matter caused by their participation in these activities howsoever arising.

# APPENDICES

**1: Key Policy (post 2013 AGM)**

**2: Visitor Policy (post 2013 AGM)**

**3: Parental Consent Form**

**4: Commercial Usage Policy (post 2013 AGM)**

**5: Gear Policy (post 2014 AGM) , sports capital grant**

**Appendix 1: Key Policy**

There is a clubhouse key system in place for paid-up members (over-18s) of the Inny Kayak Club. The following rules will apply:

1. Clubhouse keys are available to members at a cost of €10 per calendar year.

2. This cost is refundable on return of key to the club secretary at the end of year.

3. If a member renews their membership for the following year, the key deposit can transfer to the following year, on application to the committee.

4. It is the responsibility of the member who uses their key to gain access to the clubhouse to ensure that on exiting, all doors and windows are secure and that the clubhouse is left in a clean and tidy order.

5. The key is non-transferable and must not be copied.

6. Members who cease membership mid-year must return the key to the club secretary.

7. Loss or theft of clubhouse keys must be reported to the club committee.

8. Non-members/guests must be accompanied by a member when accessing the clubhouse. Non-members/ guest must sign in and sign out. It is the responsibility of accompanying member to ensure the guest book is signed appropriately by both member and guest.

9. The clubhouse lock shall be changed annually by the incoming committee and new keys will be issued on application.

10. The committee reserves the right to allocate keys to club members who are leading trips or running club activities.

11. Any equipment (including boats) stored in the clubhouse are stored at the owners risk. The Club is not responsible for loss or damage to any personal property.

*Clubhouse keys are available to members for access to the clubhouse for normal club activities. Any activity outside of the usual club remit should be submitted to the committee for review.*

*Juniors must have adult supervision if using the clubhouse and must not be left unattended.*

**Appendix 2: Visitor Access Policy**

**Visitor usage policy**

Club members may invite visitor(s) to use the facility.

Visitors must be signed in to a visitor’s book by the inviting club member.

There is no fee for visitor usage.

There should be no commercial aspect of the visitor’s usage of the facility.

Visitors must be at all times be accompanied in the club house by the member that invited them.

In the interest of fairness to existing members, repeat visitors may be asked by the committee to become members based on frequency of use (as determined by the committee).

If you are going to invite someone to paddle then please remember that they must have completed their “Level 2s” and if a junior must have parental consent and be over 10 years of age.

**Non-member usage policy (other than visitor usage as per above)**

NOTE: The clubhouse is primarily to be used by club members, but the policy below is there to facility non-member usage desired by the club as a potential benefit to the club, or requested by others to use the club. E.g. CI training, other club training / visit, Local group using meeting room facilities.

Any non-member usage of the club house must be approved by the committee in email or paper copy. It must also comply with the non-commercial usage policy of the club.

**Non Member Access Policy**

Any club member with a key can facilitate access to a non-member that is approved as above, but that member is responsible to let them in and out and ensure the users leave the facility in good condition.

In order to facilitate groups or other clubs who have requested to use the club house, a key may be loaned for the day. A key holder from the IKA should open up and make sure the club house is secured after each use

**Non Member Usage Fee**

Voluntary group (non-commercial) usage fee:

There will no set fee for using they clubhouse, it will at the discretion of the visiting club or group to make a voluntary donation to the club if they so wish.

**Appendix 3: Parental Consent Form**





**Parental Consent Form**

|  |  |
| --- | --- |
| Proposed Trip Location |  |
| Date |  |
| Grade of river and likely hazards |  |

PARENTAL CONSENT FORM

Inny Kayakers Association has a strong commitment to ensuring that all its activities are open and available to all members, this includes members under 18 who are legally considered minors. In order to ensure that Inny Kayak Association fulfils its legal and moral obligations, any member under 18 years of age wishing to participate in an away river trip must first obtain and provide written parental consent.

|  |  |
| --- | --- |
| Childs Full Name (please print): | Childs Age: |
| Name of Parent/Legal Guardian (please Print): | Address & Contact Number |
| Does your child have any medical condition that the club should be aware of? |  |
| Is your child currently on any medication? |  |
| Does your child have any allergies? |  |

1. Inny Kayakers Association does not provide cover for personal accident or loss or damage to personal property. It is recommended that club members organise their own personal accident cover.
2. Club instructors acting in a voluntary capacity will do everything that is ‘reasonably practicable’ to ensure a duty of care towards club members while on the water.
3. Kayaking often takes place in environments where professional medical and rescue services may not be immediately available. Instructors are not obliged to carry or administer any medications that may be required by your child during the trip.
4. Kayaking may involve additional risks, dangers and hazards such as; changing weather conditions, falls while climbing up or down riverbanks, injury from collisions with equipment or rocks, injury from overhanging branches or floating debris, immersion in water that may result in infection, hypothermia or drowning.

“I have read all of the above and understand the risks, dangers and hazards associated with kayaking. In consideration of this I hereby give permission for my child to participate in this activity.

I hereby give permission for the Inny Kayakers Association to act on my behalf, once all reasonable attempts to contact me, using the above contacts, have been made without success. I agree to my child receiving medical treatment considered necessary by the medical authorities present”.

|  |  |
| --- | --- |
|  |  |

Parent/Legal Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 4: Commercial Activities**

Commercial activities that do not specifically serve the club under the spirit of volunteerism are not permitted under the terms of our lease and if the club wish to proceed with this type of usage this would need to be approved by the council as per the lease statement on “written consent from the council.”

Usage of the club house for activities that explicitly serve the club (where the provider is a commercial operator), i.e. specific member training, e.g. First Aide courses etc., and where there is a potential financial benefit for the club funding can be approved by the committee.

**Appendix 5: Inny Kayakers Gear Policy**

* As per proposal from AGM 2014, boats and gear are available to members of the club to use free of charge. Boats/Gear will not be rented to non-members.
* The committee reserves the right to refuse any member the use of club gear, i.e. on safety grounds or non-adherence to club rules.
* Gear room will be kept tidy at all times.
* Club Boats/Gear can only be used on organised club paddles . Any member who wish to use club gear outside organised club paddles must have permission from the Gear Officer.
* For all club paddles boats /gear must be booked in advance by either contacting gear officer or leaving message on club phone. The gear officer will allocate a boat/gear to members who have booked.
* Boats/Gear are primarily there for members who do not have their own gear to use. All members who have their own boat/gear are requested not to use club gear . If they wish to use club boats/gear they must have permission from the Gear Officer.
* All boats/ gear used by members must be returned in good condition. Boats should be emptied and stored in the racks. Cags , spray decks, paddles and helmets should be hung in their respective racks. Under no circumstances should boats/gear be left on the floor . Members who not adhere to these rules will not be allowed access to club boats /gear .
* All damage to club boats/gear must be reported to gear officer if they are available or a committee member if they are not.
* Members will be liable for the replacement cost of boats/gear under the following circumstances
* Loss of boat/gear.
* Damage to boat/gear not consistent with normal wear and tear.
* Damage to boat/gear which renders it unusable.
* Failure to return boat/gear to clubhouse.
* Members will be restricted from using club equipment for breach of club rules or unwarranted damage or abuse to clubhouse or boats /gear.
* The club is not responsible for the transportation of boats/gear to any club event, Members who borrow boats/gear should endeavour to organise suitable transport themselves.