

PPCA CLUB RULES

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ADULT CLUB RULES

These rules apply to all members of the Port of Plymouth Canoeing Association over the age of 18 years.

Rule 1: Behaviour

- All members must respect their coaches and their decisions.

- Any member acting in a manner prejudicial to the interests of the club will be subject to disciplinary action.
- Any member found abusing club equipment or using club/members' equipment without approval will be subject to disciplinary action.
- Such disciplinary action can include suspension or expulsion as seen fit by the committee.
- The Club will not tolerate any foul language to any member of the PPCA or any member of the public when at a club meeting and will not tolerate racist or homophobic remarks. All members will respect other members of the club whatever their ethnicity, cultural, religious beliefs or faith.
- You should not be alone with any junior/ youth club member apart from a member of your family.
- Decisions about suspension and expulsion (and about refusing membership) will be made by the committee.
- A person who is expelled or whose membership is refused has the right to appeal.
- An appeal should happen only if less formal options such as discussions (including discussions facilitated by friends) have not worked.
- The appeals process is set out in the Complaints and Discipline Procedure section.

Rule 2: Paddle UK

- Members will comply with all Paddle UK rules and regulations.
- Club activities are open to all members provided he / she holds a PUK 1 Star certificate / Discoverer Award or has satisfied the club leader as to their proficiency.

Rule 3: Restriction and Bye-laws

Members will comply with the restrictions and byelaws of the King's Harbour Master in Plymouth Sound, the Coastguard and any other such authority.

Rule 4: Session Leaders

- All PPCA official sessions will be led by qualified coaches/leaders.
- The session leader has the authority to cancel the session, restrict the numbers or set a minimum standard level of ability of those attending.

Rule 5: Use of Safety Equipment

- Session leaders will insist on the use of safety equipment appropriate to the activity. Failure to comply will prevent an individual or group from participating in that activity.
- A correctly-fitting buoyancy aid will be worn at all times during activities on or near the water.
- Helmets will be worn where there is a significant risk of injury from capsize or collision at speed and on all club white water, surfing or rock hopping trips.

Rule 6: Club Activities

- These rules apply to all PPCA organized activities.
- All other paddling activities are "private or peer paddling trips" where the PPCA has no responsibility/liability.

Rule 7: Session Registration

- All participants attending sessions must fill in the registration forms before the session start.
- Report any health concerns at the start of the sessions to the session leader.
- Provide a contact phone number of somebody to contact in case of any incidents.
- Participants must report all injuries or incidents to the session leader at the end of the session who will then inform the Club Leader.

Rule 8: Use of Club Equipment

- No club equipment is to be used for white water paddling unless signed out from the equipment officer.
- Any damage must be reported as soon as possible to the Equipment Officer.
- No club equipment is to be used for private paddling trips unless agreed with the Club leader or Chair and signed out from the equipment officer

Rule 9: PPCA Equipment Storage Shed (Shed No. 1)

- Access to a key for this shed (can only be obtained from Mount Batten Reception by showing a valid key card and signed out at reception)
- This is restricted to session leaders or their nominated assistants.
- The shed is to be kept clean, tidy and safe at all times by all members.
- Equipment and boats should be moved according to manual handling techniques and in a safe manner as directed by the session leader.

Rule 10: Members Storage Shed (Shed No. 2)

- Club members may store one or more kayaks or canoes in this shed subject to available space and the annual fee being paid.
- The fee is for your boat and is non-transferable from person to person.
- All boats are to be stored in a slot upright leaning against the wall or on the trolley or horizontal bars and secured for safety.
- Applications for the storage of all boats must be approved by the Membership Secretary responsible for the organisation of the shed.
- All personal equipment must be identified.
- The shed is to be kept clean, tidy and safe at all times.
- Personal access to this shed is restricted to adults only. Keys are available at the discretion of the Membership Secretary.
- The shed is to be kept secured at all times when not in use.

Rule 11: Personal Equipment

- All personal equipment used during club sessions shall be 'fit for purpose'.
- All boats will be fitted with adequate buoyancy.
- End grabs/toggles must be correctly fitted.
- Paddles should be free from sharp edges etc.

Rule 12: Termination of Membership

- Members wishing to terminate (or failing to renew) membership will be required to remove all personal equipment (boats paddles etc.) stored in the members shed within 4 weeks of the end of the membership.
- All keys issued are to be returned to the Membership Secretary.
- Any member whose membership is terminated by the committee will be required to remove all personal equipment (boats paddles etc.) stored in the members shed immediately and return any keys issued.
- In neither case will they be entitled to repayment of any portion of the fee paid under Rule 10.
- The PPCA reserve the right to dispose of any equipment left in the members' or club sheds by a lapsed member. Any proceeds from such disposal will be paid into the club funds.

Rule 13: Complaints and Disciplinary Procedure

The club's Complaints and Disciplinary Procedure is intended to ensure that any member of PPCA who has a complaint, or who feels they have been treated inappropriately by another member or by the club, has recourse to a fair and transparent procedure for having their concern dealt with. The details of the Procedure are set out in the section following the Adult and Junior Club Rules.

JUNIOR CLUB RULES

These rules apply to any member of the Port of Plymouth Canoeing Association under 18 years of age.

Rule 1 Behaviour

- All members must respect their coaches and their decisions.
- Any member acting in a manner prejudicial to the interests of the club will be subject to disciplinary action.
- Any member found abusing club equipment or using club / member's equipment without approval will be subject to disciplinary action.
- There will be no jumping from any object into the water, unless the session coach has assessed the water depth to see if it is safe to do so.
- The club will not tolerate any foul language, racist or homophobic remarks to any member of the PPCA or any member of the public when at a club session.
- All members will respect other members of the club whatever their ethnicity, cultural, religious beliefs or faith.
- You should not be alone with any adult apart from a member of your own family.
- Decisions about suspension and expulsion (and about refusing membership) will be made by the committee.
- A person who is expelled or whose membership is refused has the right to appeal. An appeal should happen only if less formal options such as discussions (including discussions facilitated by friends) have not worked.
- The appeals process is set out in Complaints and Discipline Procedure section.

Rule 2 Paddle UK

- All Members will comply with the PUK rules and regulations.
- Club activities are open to all members aged 9 years or older.

Rule 3 Session Leaders

- All PPCA official sessions will be led by qualified coaches.
- The session leader has the authority to cancel the session, restrict the numbers or set a minimum standard level of ability of those attending.

Rule 4 Use of Safety Equipment

- Session leaders will insist on the use of safety equipment appropriate to the activity. Failure to comply will prevent an individual or group from participating in the activity.
- A correctly fitting buoyancy aid will be worn at all times during activities on or near the water.
- A safety helmet will be worn by all under 18s during activities on or near the water.

Rule 5 Club Activities

- These rules apply to all PPCA activities.
- All other paddling activities are 'private paddling trips' where the PPCA has no responsibility or liability.

Rule 6 Session Registration

- All participants attending sessions must fill in the registration form before the session starts.
- All participants must report any health concerns at the start of the session to the session leader.
- All participants must provide a contact phone number of a parent or guardian on the Registration Sheet.
- Participants must report all injuries and incidents to the session leader at the end of the session who in turn must then inform the Club Leader after completing a Paddle UK Incident Report Form.

Rule 7 Use of Club Equipment

- Members should pair up with another member, parent / helper to carry kayaks to the water's edge.
- No club equipment is to be used for white water paddling unless signed out from the equipment officer.
- Any damage must be reported as soon as possible to the equipment officer to maintain the safe state of all club equipment.
- No club equipment is to be used for private paddling trips unless agreed with the Club Leader / Chair and signed out from the equipment officer.

Rule 8 Members Shed

- Club members may store one or more kayaks or canoes in this shed, subject to available space and the annual fee being paid.
- All boats are to be stored upright in a dedicated slot or on the trolley or horizontal bars and secured for safety.
- Applications for the storage of all boats must be approved by the Membership Secretary.
- All personal equipment must be identified.
- The shed is to be kept clean, tidy and safe at all times.
- Personal access to this shed is restricted to adults only.

- The shed is to be correctly secured at all times when not in use.

Rule 9 Personal Equipment

- All personal equipment used during club sessions shall be 'fit for purpose'.
- All boats will be fitted with adequate buoyancy, end grabs / toggles and be fit for purpose.
- Paddles should be free from sharp edges etc.

Rule 10 Termination of Membership

- Members wishing to terminate (or failing to renew) membership will be required to remove all personal equipment (boats, paddles etc.) stored in the members shed within 4 weeks of the end of their membership.
- Any member whose membership is terminated by the committee will be required to remove all personal equipment (boats, paddles etc.) stored in the members shed immediately.
- In neither case will they be entitled to repayment of any portion of the fee paid under rule 8.
- The PPCA reserve the right to dispose of any equipment left in the members or club sheds by a lapsed member. Any proceeds from such disposal will be paid into the club funds.

Rule 11 Complaints and Disciplinary Procedure

In the event of a junior member wishing to lodge a complaint, the Club's Complaints and Disciplinary Procedure will apply, subject to mediation where relevant by the parent or guardian. The Procedure is set out in detail in the Complaints and Discipline section

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