



Halifax Canoe Club

*Canoe England Club of the Year 2011 and 2016
Calderdale Amateur Sports Club of the Year 2012*

Members Yearbook 2020-2021

An Inspired Facility



Name: _____

Date of Birth: _____

BC Membership No: _____

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Halifax Canoe Club
Greenups Mill
Wharf Road
Sowerby Bridge
HX6 2AS
Registered Company No 2616775

www.halifaxcanoe.org.uk

Disclaimer

Canoeing and Kayaking are 'assumed risk' – 'water contact sports' that may carry attendant risks. Participants should be aware of and understand these risks, and be responsible for their own actions and involvement. Whilst every care is taken to ensure your safety during club activities, Halifax Canoe Club is not responsible for your safety or for loss or damage to property or equipment belonging to any individual.

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Welcome to Halifax Canoe Club

As Chair of the club it is my pleasure to offer all a warm welcome to Halifax Canoe Club. I would like to start by thanking our dedicated coaches, volunteers and all other returning members for their continued support in rejoining the club, it's great to see you all. For new members just starting out with us I hope you will get as much enjoyment, friendship and adventure from the club and our activities as I have and I look forward to meeting you all both on and off the water throughout the season. As a club we are proud to be recognised as a family orientated, friendly and club. Whether you have loads of paddling experience or none, if you aim to be the next Olympic slalom paddler, or just want to paddle socially and make some new friends you are all most welcome at our club. We aim to inspire, encourage and develop our members in all things paddle sport related.

This summer we will be once again running coached sessions for our new and existing members to develop their skills on the water. Sessions will be held at Sowerby Bridge on the river or canal and delivered by our team of dedicated volunteer coaches. We'll be running sessions in two 7-week blocks which will take us to the start of the school summer holidays. We will then be offering a range of skills sessions through late July, August and into September.

The club also runs weekly non coached peer paddling sessions and slalom training sessions.

This year we are excited to be offering some sessions for our members up at Halifax sailing club in Warley. This will hopefully allow our expanding group of sea-kayakers and also any open boaters the opportunity to get together and practice skills locally.

Throughout the year there are many exciting trips already planned.

River trips such as the Slenningford weekend, the Rothay and the Wharfe Weekend and the increasingly popular Tees Barrage visits.

We have 3 sea kayaking trips to Anglesey already planned at introduction, intro-mediate and more advanced levels.

Other club activities on the calendar for this year include our Anglesey coastering (and new for this year gorge walking) weekend.

We are looking for members to join our team racing at the Bradford dragon boat festival at the end of June, which should be great fun.

The club has an active slalom team is in regular competition with members competing in all divisions and we are very proud of our slalom coach Les Ford who has been appointed head coach for the Jamaican team in Rio.

The club maintains the white-water course on the River Calder and is proactive in working with local community groups to improve the general river environment. We encourage members to join us on our planned river clean up days to help with this and give back to the local area.

Finally I want to mention that we have many non-paddling social events throughout the year which are open to all members and non-paddling family, friends and acquaintances. In previous years this has included curry nights, day and night hiking trips, quiz nights and we plan to hold a barbecue night to fit in with the summer sessions. To keep up to date with what's going on and for a full list of events check out the club website and Facebook group. Details are below:

Bookmark our website - <http://www.halifaxcanoe.org.uk/>

Like us on Facebook - <https://www.facebook.com/halifaxcc/>

Follow us on Twitter - <https://twitter.com/hxcanoe>

And join the Facebook Group - <https://www.facebook.com/groups/Halifaxcc/>

A big thank you in advance to all our volunteer coaches, leaders, helpers, tea makers drivers and all others who make our club so great. I look forward to seeing you all on and off the water sometime soon. Let the fun begin

Liane (Llewellyn) Hickling
Chair - Halifax Canoe Club

About the Club

Halifax Canoe Club seeks to inspire and enable local people to participate in a range of paddlesport activity.

Club Membership

The club exists for the benefit and development of its members. All regular paddlers at the club are encouraged to become members.

Membership is available to individuals, juniors or families. Parents/guardians of junior members are encouraged to become involved through our discounted family membership.

Benefits of club membership include:

- Use of the club's facilities (keys are available for the clubhouse for a deposit)
- Use of club equipment on club activities
- Free coaching from club coaches
- Club trips and activities throughout the year

Membership runs from (and fees are payable from) the 1st April each year. For more information see the website or contact our Secretary. Membership is available through <https://webcollect.org.uk/>.

Club House, Changing Rooms and Boat Storage

We have warm and secure changing rooms at the clubhouse with toilets, hot showers and lockers for valuables. We also have a warm and dry club house which is used for dry training, courses and meeting. Parents are also welcome to wait here for their children during lessons. Keys for the club house and the changing rooms are available for a deposit at sign up night.

Members can pay for boat storage at the clubhouse. Space is limited and subject to availability, so storage is usually limited to one boat per member. Fees for boat storage are due in April each year with membership fees.

For more information on boat storage availability or obtaining keys for the club house, contact the club's Building or Equipment Officers.

Using club equipment

We have a large range of different types of boats that you can borrow and can also provide all of your other essential kit such as helmet, buoyancy aid, cag, spray deck and paddle. There is no charge for borrowing kit. It is free for all members.

Priority is given to those using club equipment on club sessions, but equipment can be borrowed for use offsite by prior arrangement with the club's Equipment Officer.

Club History

Halifax Canoe Club was established in 1965 at Highroad Well in Halifax, later moving to Copley on the River Calder. In 1987 the club moved to its present site at Greenups Mill in the centre of Sowerby Bridge. Several hundred tons of rock were placed in the River Calder to form a section of white water. This project was achieved through funding by West Yorkshire County Council and was designed by Dr. George Parr, who designed the course at Holme Pierrepont.

In 1997 we secured grant aid from the Foundation for Sport and the Arts which enabled us to purchase and fit out a clubhouse on the site.

We have been a Canoe England 'Top Community Club since 2004, and in 2011 we were awarded the Canoe England Club of the Year. This was followed in 2012 by winning Amateur Sports Club of the Year at the Calderdale Sports Awards. In October 2014 the club secured funding from Sport England's Inspired Facilities Fund to refurbish our changing rooms which will be completed in May 2015. In 2016 we were once again awarded the prestigious Canoe Club of the Year award.

Halifax Canoe Club

Code of Conduct

Code of Conduct for All Paddlers

- Always wear a buoyancy aid and helmet whilst paddling.
- Always follow the instructions of your Coach.
- Adults should avoid putting themselves in a one-to-one situation with junior members, particularly in the changing rooms. Parents / guardians should make sure their children avoid being in a one-to-one situation with an adult. Obviously, parents / guardians can be with their own children.
- Report all hazards and accidents to a Club Committee Member or Coach.
- Report or take any damaged equipment to your Coach or a Club Committee Member.
- No smoking or drinking alcohol or using illegal substances on Club premises
- Pay membership and other fees promptly.
- The Club has two parking spaces. If these are full, park away from the Club. Do not park at the Club during coached sessions as the space is needed for the trailer and getting boats in and out
- Do not park in or block spaces within the mill complex allocated to residents.
- All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
- Bullying and harassment will not be tolerated in the Club. If you feel you have a grievance report this to a Coach or Committee Member. Do not stay quiet.
- No unauthorised swimming in our home waters.
- Be ready and equipped for your coached session. (Parents/guardians should help their children to do this).
- Treat club equipment with care and put equipment away tidily and in the right place.
- All members must play within the rules and respect officials and their decisions.

Additional Code of Conduct for Under 18's and their parents

- Under 16's must never paddle on our home water without a Coach or their parent/guardian being present.
- Those 16 or over but under 18 can paddle with others on home waters without a Coach or their parent/guardian under the Young Persons Paddling Policy, as long as the coaching panel approves them.
- Never go on the water without your parent's/guardian's permission.
- Parents must educate themselves regarding the assumed risks of canoeing activities.
- No drinking alcohol, smoking or using illegal substances during Club activities.
- Parents should ensure their children are collected promptly at the end of coaching sessions (see the Club's Policy on the Collection of Children and Young People).

Sensible Guidelines

- Always assess the water conditions before paddling - refer to guidance in the club **River Condition Policy**.

- Educate yourself about the risks associated with paddling and how to stay safe when paddling.
- Know your limits and paddle within them. To increase your skills and experience paddle with others who can help you improve safely.
- Paddling alone is not recommended. Paddle in a group of 3 or more.
- Always make sure someone knows your whereabouts and estimated times of paddling.
- Know the symptoms of Weil's disease and the precautions you should take to reduce the risk. Showering after paddling is a good idea.
- Hypothermia kills; dress appropriately for the conditions, know the symptoms and how to treat it.
- Never be afraid to ask questions.
- Be respectful of our neighbours; keep out of gardens and do not block access to their properties or parking spaces.
- Protect the environment; always follow the country code and BC Canoeists Code.
- Make sure you know the access situation for the water you are paddling on.
- Always use good manual handling techniques to minimise stress and avoid injury when moving boats or equipment.
- Coaches and Committee Members are volunteers, please respect this and recognise their efforts.

Halifax Canoe Club Child / Vulnerable Adults Protection Procedures

This document supplements the British Canoeing Child Protection Policy recognising best practice guidelines.

The content of this document provides specific information in respect of child protection and the protection of vulnerable groups in order that everyone can appreciate their 'duty of care' with regard to these issues, risk assess their positions and support and advise those at risk

1. At Halifax Canoe Club we are confident that we have an established Code of Ethics

- At enrolment night, committee members will ensure all new parents have a Handbook and an Introduction booklet. There will be Child Protection booklets on display.
- At the start of every course each coach will outline the safeguarding procedures including the Changing Room Guidance, this will be emphasised on the beginners' course.
- All members will have access to information regarding safeguarding. Updates and policy information will be available for all members on the club website.
- Contact details for the Club's Welfare Officer will be clearly displayed in the club.
- All parents/carers will have the responsibility to make sure children are picked up on time.

2. At Halifax Canoe club we access the BC guidance sheets to support safeguarding

It is important that all members adhere to the HXCC Changing room procedure, and other BC safeguarding guidance. (BC website)

The Changing Room Procedure is applicable both on and off site. The welfare officer, coaches and committee members will disseminate the guidance through the year book, on sign up night and in meetings throughout the year.

Adults must avoid putting themselves in a one-to-one situation with junior members, particularly in the changing rooms. Parents / guardians should make sure their children avoid being in a one-to-one situation with an adult. Parents should help out by supervise changing. Juniors should make sure they don't change alone with an adult, and make sure they change quickly so others can use the changing rooms.

3. The requirements for coaches and helpers to have undergone disclosure and relevant training DBS Checks

In Accordance with the BC Disclosure Policy, all Club coaches and volunteers with significant contact with young people or vulnerable adults are to undertake a DBS check or equivalent to comply with BC regulations. (A junior is defined as someone under 18 years of age). It is the Club's responsibility to organise the DBS checks. DBS should be updated as required by BC Disclosure Policy, which currently requires a new check to be done every 3 years. A record of dates for renewal will be kept on the coaches' register.

Safeguarding and Child Protection Training Courses

The Club's Welfare Officer should be confident in safeguarding children and vulnerable adults. All relevant training certificates should be given as evidence for Top Club. If possible, the Club's Welfare Officer should attend a Sports Coach UK 'Safeguarding Children' Course and the BC 'Time to Listen' course.

As a minimum, all coaches will complete safeguarding training in line with current BC guidance for coaches based on their role. All coaches are familiar with best practice and safeguarding issues. The welfare officer and the coaching officer will be responsible to keep the coaches safeguarding training up to date in line with BC guidance.

4. Publicise the NSPCC Child Protection Helpline- 0808 800 5000 A poster to be displayed on information board

Committee Members 2020-21

Chair:	Liane Hickling	chair@halifaxcanoe.org.uk
Vice Chair:	Stuart Vidler	vicechair@halifaxcanoe.org.uk
Treasurer:	Sarah Ford	treasurer@halifaxcanoe.org.uk
Secretary:	Robert Lawler	secretary@halifaxcanoe.org.uk
Health & Safety Officer:	Chris Hickling	safety@halifaxcanoe.org.uk
Welfare & Youth Officer	Vicky McGhee Jo Platt	welfare@halifaxcanoe.org.uk
Coaching Coordinator:	Les Ford	coaching@halifaxcanoe.org.uk
Marketing Coordinator:	Les Ford	marketing@halifaxcanoe.org.uk
Access & Environment Officer:	James Freeman	environment@halifaxcanoe.org.uk
Buildings Officer:	Steve Smith	buildings@halifaxcanoe.org.uk
Volunteer Engagement & Development Officer:	Dave Spencer	volunteers@halifaxcanoe.org.uk
Equipment Officer:	Al Benson	equipment@halifaxcanoe.org.uk
Events Coordinator:	Mike Scholefield	events@halifaxcanoe.org.uk
Sea Kayaking Development Officer	Judith Forbes	seakayak@halifaxcanoe.org.uk

The Committee meets once a month - get in touch with one of these people if you want to raise an idea or a question, or come along to the meeting.

Committee – Roles & Responsibilities

The Club's committee manages the running of the club and its organised activities. The following section outlines which Committee members are responsible for particular areas of the Club's activities and affairs. These Committee posts are elected at the Club's AGM and run for a two-year term. Committee roles are reviewed regularly to ensure they meet the needs of the club and its membership.

Chair

- Leads the club on behalf of the members and directs the continuous improvement of Halifax Canoe Club.
- Ensures the Club continues to meet its obligations to its members and the wider community.
- Represents the Club in the wider canoeing and local community and other forums for the benefit of the club and its members.
- Chairs the club's AGM and committee meetings.
- Inspires and motivates others to actively participate in canoeing and Club activities.
- Ensures all members adhere to the Club's policies and good practice
- Ensures all committee members fulfill their responsibilities.

Secretary

- Acts as Company Secretary in all dealings with Companies House.
- Ensures sound administration of Club and that it adheres to its constitution and policies.
- Maintains the current set of policy documents and the archive of old documents.
- Arranges and minutes the AGM and Committee Meetings.
- Ensures all affiliations are up to date (e.g. BC) and deals with correspondence for the Club.
- Pro-actively manages the administration of membership and boat storage fees at the due dates with the assistance of all members of the committee, bringing any unpaid dues to the attention of the committee and maintains an active list of Club members.
- Maintains a current safety record sheet for all paddlers (members) open to committee and coaches.

Vice Chair

- Works in partnership with the Chair to ensure his responsibilities are met and deputises where necessary.
- Assists the Secretary with the administration of membership and boat storage fees.
- Ensures that club continues to meet Top Club status.
- Responsible for special projects as required.

Treasurer

- Ensures smooth running of the Club finances.
- Brings to the attention of the committee any financial irregularities.
- Report to Committee and AGM's our current spend and surplus.
- Pays bills timely, maintaining receipted accounts.
- Arranges for accounts to be independently audited yearly.
- Supports event organisers to ensure proper accounting.

Equipment

- Keeps a register of all Club equipment, ensures it is safe and fit for purpose.
- Maintains the equipment needed for the river (i.e. poles and wires).
- Manages the loan or hire of Club equipment, ensuring any fees due are collected.
- Manages the allocation of boat storage spaces and maintains an active list of Club members who are paying for boat storage and at the Club.

Marketing

- Produces, edits and distributes the Club's newsletter.
- Advertises Club events to members and the wider community.
- Seeks positive press coverage for the Club and advises committee on any PR issues.
- Maintains and develops the Club's website.

Buildings

- Ensures the building is fit for purpose (including disabled access), maintained and cleaned.
- Manages the distribution of keys for the Club and maintains an active list of Club members who have keys.
- In conjunction with the Health & Safety rep, risk assesses the building and yard.
- Maintains and improves security of the clubhouse and site.

Events Coordinator

- Co-ordinates an active calendar of club paddling and social events for members, identifying and supporting event organisers as required.
- Maintains an active diary of regional competitions and other paddling events and encourages members to participate.

- Works with the Marketing Officer to promote events to members.
- Liaises with the Coaching Officer to ensure that club paddling events are under the supervision of a suitably qualified coach/leader.
- Ensures the club is represented at relevant competition and other meetings (e.g. regional slalom meetings).

Coaching *(Post holder must be a current British Canoeing qualified coach)*

- Leads and represents the Club's Coaching Panel.
- Maintains a register of the Club's coaches, including qualification status and key renewal dates.
- Liaises with all to ensure the correct coach is available for all HXCC activities.
- Ensures a development plan for coaches.
- Ensures members are educated about coaching issues.
- Pro-actively seeks new coaches from the membership and wider bodies.
- Maintains and encourage the Coaches Credit Scheme.
- Arranges and minutes Coaching Panel meetings.

Welfare Officer

- Provide information and advice on child protection within the club and promotes a child focus.
- Ensure that the club adopt and follow the British Canoeing Child Protection Policy and procedures and promote awareness of the British Canoeing Codes of Conduct and Paddlesafe documents within the club.
- Assist the club to implement appropriate recruitment and screening procedures including being a confirmation signatory, verifying recruitment and screening procedures.
- Receive information from club volunteers, children or parents and carers who have child protection concerns, recording and referring these appropriately as set out in club / British Canoeing policies.
- Advise the club about appropriate training opportunities for coaches and volunteers based on the British Canoeing Recommended Training Requirements.
- Undertake the Sports Coach UK Safeguarding and Protecting Children workshop or equivalent and the British Canoeing/Child Protection in Sport "Time to Listen Workshop" that has been developed specifically for club Welfare Officers.
- Proactively gains feedback young member of the club and involve parents/guardians in their child's participation and represents their interests.

The post holder should not be a coach or volunteer with direct responsibility for co-ordinating or delivering junior programmes at the club.

Access & Environment

- Maintains quality access at the Club site.
- Liaises with residents to inform them of all activities planned at the Club.
- Co-ordinates the maintenance of the White Water Course.
- Builds partnerships with the British Canoeing Access Officers to maintain and support British Canoeing activities.
- Works with others in the wider community to further access for canoeing.
- Works with others in the wider community to encourage a cleaner river environment.
- Ensures members are educated about Access and Environment issues.

Health & Safety

- Advises the committee of matters pertaining to health, welfare and safety.
- Ensures risk assessments are carried out and archived.
- Liaise with others to ensure best practice is followed.
- Ensures members are educated about health, welfare & safety issues.
- Records, monitors and implements remedial actions in the case of accidents.
- Is, or arrange for, an independent safety representative to oversee events at the Club site, identifies hazards, offers support and advice.

Volunteer Engagement & Development Officer

- Get to know all club volunteers and potential volunteers.
- Assist with the club development plan by gathering feedback from members, volunteers and course participants across all paddling disciplines.
- Encourage re-engagement by following non-attendance at planned sessions.
- Highlight any issues or barriers to attendance to the coaches/committee
- Working with the Events Officer, find ways to increase member in activities and events across all sections of the club.
- Support other committee members with the recruitment of volunteers for events.
- Recognise and nominate your volunteers for volunteer awards.
- Work with the committee to organise social and recruitment events for volunteers.

Sea Kayaking Development Officer

- Advises the committee of matters pertaining to sea kayaking.
- Liaison with Halifax Sailing Club.
- Keyholder for Halifax Sailing Club facility.
- Maintain club register for use of Halifax Sailing Club Facility.

Getting Involved with the Club

Halifax Canoe Club is run by its members for its members. All the Club's committee and coaches are volunteers who give their time freely for the benefit and development of the club and its members.

Club organised activities can only take place through the support of members. As with any such club there are always lots of jobs to be done and we always welcome and appreciate anyone who gives their time to help out. Usually enthusiasm is main requirement rather than experience. Here are a few ways you can help the club to run and develop:

- **River clean ups** – we run several events during the year to clean rubbish from the river.
- **Maintenance** - there are always jobs to do in and around the clubhouse, help to shorten the list, or come along to our work days.
- **Contribute to the website or newsletter**
- **Organise or support an event or a trip away**, we don't expect you to do everything, but we need people to co-ordinate things.
- **Coaching** - train to be a Coach, Club Activity Assistant or offer to be a helper working with one of the Club's Coaches. We may be able to assist with the cost of coach training.
- **Join the committee** - there are various roles, where enthusiasm is the main requirement.

If you're keen but nothing here appeals, offer your services to our Volunteer Engagement & Development Officer and we'll try and find something to suit your interest and skills.

Newsletter and Website

Newsletter

The club's newsletter provides members with:

- Details of forthcoming events
- Reports on trips and events
- Contributions from members
- Regular updates on the club
- Relevant committee items

All members are more than welcome to send items, articles, contributions or suggestions for inclusion in the newsletter and we'll make every effort to include them. The newsletter is produced throughout the year and sent to members by email and available on the club website. If you require a paper copy please contact the Marketing Officer

Mailings

Most Club mailings are sent by email. This includes information about upcoming events, and activities and the newsletter. Please ensure that the Club Secretary has an up to date email address so that you continue to receive our mailings.

In line with Safeguarding best practice, Club policy is to email information to the parents of members aged under 16, and to where the mailing is sent to young people aged 16-18 years to copy parents in to the email.

Website and Social Media

The website (www.halifaxcanoe.org.uk) provides an easy way to keep up to date with the club and get details of events in between newsletter. Plus, there is space for lengthier trip reports, race results and news items. The site also has links to other relevant canoeing related website that will be of interest to members. Member's contributions and suggestions on the website are also welcome and can be added at any time. The newsletter and the website are edited and maintained by the Marketing Officer. Membership and events are booked through <https://webcollect.org.uk/>.

We are very active on social media and you can keep up to date with everything that we are doing on the club Facebook page, Twitter feed and our very popular Facebook Group, where you will find other club members chatting and sharing photos/videos of recent activities.

Bookmark our website - <http://www.halifaxcanoe.org.uk/>

Like us on Facebook - <https://www.facebook.com/halifaxcc/>

Follow us on Twitter - <https://twitter.com/hxc canoe>

And join the Facebook Group - <https://www.facebook.com/groups/Halifaxcc/>

Club Events

For details and dates of the club's events throughout the year see the club's newsletter, club house notice boards or visit the club's website or Facebook page.

Health & Safety Information

Emergency Procedures

Accidents

Please report all accidents however minor to your Coach or a Committee Member. Details of all accidents **must** be recorded on a HXCC Accident Form. These are available from the office and also in the First Aid kit. Any injury requiring hospital treatment will be reported to British Canoeing / Insurers for monitoring purposes by the clubs Health & Safety Officer. In addition, near misses and dangerous incidents need to be brought to the attention of the Club's Health & Safety Officer and HXCC Committee for discussion and future preventative action. The Health & Safety Officer can be contacted at safety@halifaxcanoe.org.uk

First Aid

If First Aid is needed all Club Coaches are qualified. A list of these people is displayed in the Clubhouse. If first aid is administered this will need to be reported by completing a HXCC Accident Form and need to be brought to the HXCC Committee Meetings for discussion and improvement actions. This can be done by emailing the form that can be found on the website to safety@halifaxcanoe.org.uk. All qualified coaches should carry a basic first aid kit while coaching. The Club's main First Aid kit is located just outside the door to the office in the Clubhouse. If you use any item from a first aid kit this **must** be reported to the Health & Safety Officer, so replacements can be obtained.

Medical Help

If the situation is serious you must get medical help. The nearest Accident & Emergency Hospital is the Calderdale Royal Hospital, if the patient can be transported safely. If medical help is needed immediately call 999 using a mobile, a resident's phone or the public phone on Wharf Street opposite B&M and ask for the Ambulance Service. Remember you may need to direct an ambulance to the club from the main road. The nearest Defibrillator can be found just outside the mill complex on the wall by the main archway that meets Wharf Street

Fire Procedures for the Club House

- **Doors:** If you discover a fire or hear the fire alarm, escape quickly through the nearest exit. Close all doors as soon as everyone is out. Do not open doors to unoccupied rooms.

- **Alarms:** If you discover a fire warn other people in the building of danger and give them an opportunity to safeguard themselves. Do this by shouting **Fire**. The smoke alarms may operate and sound an alarm. Remember a Fire Alarm System is to warn the occupants of the building only – It will not alert the Fire Brigade!!
- **Ring:** Dial 999 using a mobile, the phone of another resident (if it is safe to do so), or the public call box on Wharf Street, opposite B&M supermarket. Remember to give the precise location of the fire. The Club address is: **Halifax Canoe Club, Greenup Mill, Riverside, Sowerby Bridge, Halifax, HX6 2AS.**
- **Evacuate:** As you leave the building make sure you close all doors behind you. Make sure all members and visitors leave safely remembering to help any who are deaf or otherwise disabled. Do not run. Do not stop or return to collect personal belongings. No one should re-enter the building until it is safe to do so.
- **Assemble:** Go to the assembly point located in the **lower car park near to the egress steps.** Make sure you and others are accounted for. Make sure that the senior coach/member has all the information about the situation so effective communications can be given to the Fire Brigade upon their arrival.
- **Extinguish:** Only use the extinguisher provided only if you could do so without danger to yourself or to anyone else. If you need to use more than one extinguisher the fire is too large for you to continue to fight and you should make your way outside.

Guidelines for Dealing with an Incident or Accident

- **Stay calm** but act swiftly and observe the situation. Ask yourself “Are there dangers of further injuries?” “Can you remove people from the hazard/risk or the hazard/risk from people safely?”
- **Do not be a hero.** If attempting a rescue, make sure you are trained and in control of any rescue attempt.
- **Stabilise the casualty**, only move them if there is an immediate threat to life, otherwise await specialist equipment and help. Listen to what the injured person(s) is saying.
- **Alert the first-aider**, (all Club Coaches are First Aid trained), and they will take appropriate action.
- **Alert a Coach or other official at the club.**
- **Get help.** In the event of an injury requiring specialist treatment, call the emergency services. Consider the nature of Casualty/Incident and what service may be needed. (i.e. Ambulance, Fire Service or Mountain Rescue etc). The nearest public phone is on Wharf Street opposite B&M.
- **Deal with the rest of the group** and ensure that they are adequately supervised. Clear the water of paddlers. If necessary, have your group assemble at the designated point or in the Clubhouse, depending on weather conditions.
- **Contact the injured person’s parent / carer / next of kin.** Safety Information sheets are in the Office filing cabinet.
- **Complete a HXCC Accident or Incident Form.** These can be obtained from the office or in the First Aid Kit. Ensure you make notes of all witnesses, first aiders and others. Make sure this form is passed to the Health & Safety Officer as soon as possible.

Waterborne Infections

Leptospirosis (Weil’s disease)

What is it? Leptospirosis is an animal infection. The bacteria are excreted in the animal’s urine and can survive for weeks in moist conditions. The infection is caught by direct contact with the urine or the polluted environment (i.e. riverbank or water). Bacteria enter through skin abrasions or via the eyes, nose and mouth.

The usual incubation is 2 to 12 days. Usually a ‘flu-like’ illness occurs which resolves in 2-3 weeks. There may be fever, severe headache, pains in the back and calf and prostration. A few cases develop jaundice, when the condition is known as Weil’s disease.

What to do: If you think you may have the infection, go to your doctor and tell him/her that there may be a risk of Leptospirosis. The diagnosis is by clinical suspicion - blood tests rarely confirm the illness in time to affect treatment.

Prevention

1. Cover all cuts and abrasions with waterproof plasters.
2. Always wear footwear to avoid cutting your feet.
3. Avoid capsizing drills and rolling in suspect waters
4. Wherever possible shower after canoeing
5. If in doubt, contact your doctor early.

Leptospirosis is very rare, (fewer than 50 cases per year in the UK – most are not associated with watersport) and its deterioration into Weil's disease even more rare. Weil's disease is however a very serious illness, and must be swiftly diagnosed and treated. Please report any cases to British Canoeing.

Other illnesses

Other illnesses, particularly **stomach bugs** (sickness & diarrhea) are more common in canoeing. These are caused by water borne bacteria getting into your digestive system. Simple precautions such as avoiding swallowing water, showering after canoeing or washing your hands between canoeing (or handling wet equipment) and eating will avoid most problems. Please let your coach know if you have been ill after canoeing at the club to help us monitor occurrences. Previously this has enabled us to identify and report sources of pollution to Yorkshire Water or the Environment Agency to be resolved.

Most stomach bugs pass within 24 – 48 hours, with the only treatment required being to drink plenty of fluids. If symptoms persist visit your GP.

Additional Information for Members

Equal Opportunities

Equity

This Club is committed to ensuring that equality is incorporated across all aspects of its development. In doing so it acknowledges and adopts the British Canoeing Equal Opportunities Policy.

The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, sex, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity. The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

Paddlers with a Disability

Both levels of the clubhouse are accessible by people with a disability, although the cobbles in the mill area can cause difficulty. Access to the river is via steps that may be an issue for wheelchair users and those with mobility difficulties. We have a Topo Duo, which was purchased for the club for use in coaching people with a disability. We also have four open Canadian canoes.

Awards and Accreditation

Quality Mark

Halifax Canoe Club has gained **Quality Mark Accreditation** from British Canoeing and the Sport England Clubmark. Quality Mark is a scheme available to all British Canoeing Clubs and Centres throughout England - and which is also linked to the Sport England Clubmark scheme. Together these schemes provide a kite mark to recognise clubs across sports, agencies working in sport, local authorities and schools. Core criteria have been developed and British Canoeing has worked with Sport England to ensure that the Quality Mark Scheme not only aligns to the Clubmark criteria, but also meets the specific needs of paddlesport clubs. To maintain this standard in the future we need to ensure we continue to complete the necessary document and periodically review our policy documents. Our accreditation was gained in 2004 and was most recently renewed in August 2016. We are also Canoe England's Club of the Year – awarded in November 2016

The benefits of Quality Mark

The most important reason that clubs state for being a Top Club is always – public recognition. This in itself brings many benefits:

- Ability to access to funding streams through Sport England
- Being more attractive to new members
- Being promoted in your local community and on a national data base
- Being recognised as a quality club

For more information about Quality Mark contact the Club's Vice Chair.

Environment Policy

Canoeing is an intrinsically environmentally friendly activity. Passage by canoe down waterways has no harmful impact on the environment. However, some elements of the Club's activities can and do have an impact on the local and global environment. This policy sets out to identify practical ways that

the Club and its members can play an active role in reducing the impact of canoeing activities on the environment

Reduce Energy Waste

The Club's facilities include showers and heaters in the changing rooms and floodlights on the riverside to enable activities to continue through the winter evenings. These are important facilities for members but through responsible use members can help reduce waste energy and save the Club money on its utility bills

- The Electric showers in the Club only take a few seconds to warm up, so leaving them running wastes both water and electricity. The Club will encourage all members to switch the showers off when not in use.
- Electric Fan Heaters – encourage all members to ensure these are switched off when the building is unoccupied and only used when necessary
- Almost all of the lighting within the Club is reasonably energy efficient fluorescent tubes. Members will be reminded to switch off unnecessary lights and ensure that lights are turned off when the building is unoccupied. Lights in the changing room are motion sensor activated.
- The Club's riverside floodlights (x 4) are connected to the Club house lights to ensure they are switched off when the lights in the building are switched off which prevents these being left on for long period. The Club will encourage members to switch the river lights off whenever they are not in use and as soon as all paddlers are off the water on an evening, potentially saving half an hour of electricity each evening that the lights are used.
- The club will put up notices by switches / exits to remind members they can help save electricity and reduce the Club's carbon footprint and include information in Club newsletters.

Equipment

The Club can have an impact on the environment through its purchase of new equipment and the disposal of old equipment. For example, most modern kayaks are made of polyethylene so can be recycled! The Club can also encourage help reduce waste by promoting a good second-hand market for equipment.

- New Club equipment – consideration should be given to the environmental sustainability of all new equipment purchased by the Club, such as the ability for it to be recycled in the future.
- When disposing of old or surplus equipment the Club will, where equipment is still safe and serviceable, offer it to members or other canoe clubs as second-hand equipment.
- The Club will encourage members to make their surplus equipment available second hand to other members through space to advertise equipment on notice boards and website.

Recycling

The Club can recycle cans, glass and plastic bottles at the mill complex. We encourage members to take paper and card home to be recycled.

Cleaning of the Club

Being water-users we are aware of and could be adversely affected by water borne pollution. Therefore, it is important that we set an example and do not pollute the water environment. All cleaning products used in the Club should be environmentally friendly.

Travel

Given the need to transport canoes to activities, public transport is not an option for travelling to activities. While travel by car is the only realistic option in most situations, transporting canoes on roof racks and driving with an empty roof rack attached reduce the fuel efficiency of a car by at least 10%. Despite this, Club members can still reduce their impact on the environment while using private cars

- The Club will encourage members to car / lift sharing for all trips and activities away from the Club, with a meeting point for activities at the Club to facilitate this.
- The Club will advise members of the impact on their vehicles fuel efficiency from driving with an empty roof rack and encourage members to remove them unless transporting canoes.

Environmental Improvements

As highly visible water users in the local community it is important that the Club is seen to be 'custodian' of its local section of river and works to maintain and improve the river environment in Sowerby Bridge.

- The Club will organise regular 'clean ups' on the River Calder adjacent to the Club and remove other rubbish from the area as necessary.
- Members will be encouraged to report other pollution and rubbish dumped around the river to the relevant authorities for removal.

Club Governance Information

Since 1991, Halifax Canoe Club has been registered as a Company Limited by Guarantee. This is special type of company, with no shares and where any money made by the club is used for the benefit of the club and to promote paddling generally.

Every adult who joins the club becomes a member of the company, which gives you the right to use the club's facilities and to vote at members' meetings (the AGM and any EGMs). Individual members have one vote, with family members having a maximum of two, exercised by adult members of the family. In return, if the company is wound up, members can be asked to contribute up to £5 to the club's assets.

By law, the club has to keep a register of its members' names and addresses at the club house (our "registered office") which is available for any member to look at and take copies. The register also has to be open to the public. We are obliged by law to keep the register up to date, so please let us know if you change your name or your address during the year.

With your agreement, we can send notices of meetings by email. We hope members agree to this as it will help to minimise the amount of club funds we have to spend on administration. If you have given us your email address on the membership form as your address for notices, please make sure you let us know if you change it.

The club also has to keep a register of directors (usually the committee – contact the Secretary for current details) which is open both to members and to the public. The directors run the club on a day to day basis on behalf of the members.

The club has a written constitution (called the "memorandum and articles"), which sets out members' rights and the rules for running the club. Again, this is open to every member. To notify of any changes to your member details or to request a copy of the constitution or the registers, please contact our Secretary.

Additionally, in 2013 the club was granted **Community Amateur Sports Club (CASC)** status by HMRC. This means we are not for profit and can benefit from mandatory rate relief for our premises, claim Gift Aid on Donations and other benefits.

Paddling and Coaching at the Club

Coaching at the Club

The Club's Coaches are qualified under the British Canoeing's Coaching Scheme. All are volunteers and provide free coaching to members at the Club and on trips. The following is the list of coaches within the club.

Name	White Water Coach	White Water Leader	Sheltered Water Coach	Sheltered Water Leader	Slalom Coach	Club Activity Assistant	Home Waters Signed off
Steve Davison	K	K + C	K + C	K + C			Yes
Les Ford	K	K (Adv)	K + C	K + C	K + C		Yes
Andrew Livingstone	K	K	K + C	K + C			Yes
Cliff Speight	K	K + C.	K + C	K + C			Yes
Victoria Bradford Keegan			K + C	K + C			Yes
Sarah Ford			K + C	K + C	K + C		Yes
Mike Highley			K + C	K + C			Yes
Dave Spencer			K + C	K + C			Yes
James Gray		K	K + C	K + C			Yes
Peter Bell			K + C	K + C			Yes
Ken Crowhurst			K + C	K + C	K + C		Yes
Judith Forbes			K + C	K + C			Yes
Dave Fuller			K + C	K + C			Yes
Andrew Goff			K + C	K + C			Yes
Suzanne Lovell			K + C	K + C			Yes
Simon Spencer			K + C	K + C			Yes
Oliver Scholefield **			K + C (T)	K + C (T)			Yes
Mike Scholefield			K + C (T)	K + C (T)			Yes
Bob Lawler			K + C (T)	K + C (T)			Yes
Al Benson			K + C (T)	K + C (T)			Yes
Jonny Benson **			K + C (T)	K + C (T)			Yes
Marcus Baker **			K + C (T)	K + C (T)			Yes
James Freeman		K (T)				Yes	Yes
Chris Hickling						Yes	Yes
Andy Luke						Yes	Yes
Liane Hickling						Yes	Yes
Stuart Vidler						Yes	Yes
Paul Wood						Yes	Yes
Nic Wilson						Yes	Yes

Key: K = Kayak, C = Canoe, (Adv) = Advanced water, (T) = Training completed

**** = under 18 so must be accompanied by a Coach / an Activity Assistant who is 18 or over**

Becoming a Coach, River Leader or Activity Assistant

British Canoeing's Coaching Awards were relaunched in January 2018. It is now possible to enter the scheme as a Paddlesport Instructor (old Level 1) or the new Coach Award (equivalent to the old Level 2). The new Coach Award is most relevant to the club's needs as it prepares coaches to deliver programmes of progressive coaching sessions.

The only prerequisite for the Coach Award is to become a British Canoeing member and then register for the award. The new Coach Award has a generic 'Core' training weekend and then a 'discipline specific' training weekend which can be done in a range of disciplines (sheltered water kayak, sheltered water canoe, slalom, white water, racing, freestyle etc).

The previous level 3 awards have been replaced by the new Performance Coach award. All existing coaching qualification remain valid, so coaches do not need to retrain, unless they wish to progress to the next level.

To coach at the club we also require coaches to hold a current First Aid certificate appropriate to their coaching qualification, be DBS checked, and have completed basic safeguarding awareness training.

The club also needs more members who are qualified to lead on white water – holding the British Canoeing White Water or Advanced White Water leader awards (formerly 4 & 5 star). Gaining these involves a 2 day training course, and a 2 day assessment. Between training and assessment you need to gain leadership experience, and have completed a First Aid course and White Water Safety and Rescue course.

The club is also keen to support experienced paddlers to get involved as Activity Assistants who can lead activity for members and assist coaches on sessions – this could be a first step to find out whether coaching is something you would be interested in doing. This is a more informal training programme to ensure members have the skills to help out running sessions for competent paddlers.

If you are interested in becoming a Coach, Leader or Activity Assistant, or if you want to know more about these speak to the Club's Coaching Officer.

The club's development plan sets out how we are encouraging coaches to develop their skills and offer support to people to become coaches for the club. This includes support for coaches undertaking coaching or development courses, update sessions and workshops, and mentoring. For more information about coaching or how to get involved with coaching at the club, contact the Club's Coaching Officer.

Coaching on White Water at the Club

The club has a healthy and growing group of coaches, but because of the number of sessions we operate, the club has an effective shortage of coaches qualified to coach on white water at the club. Therefore, we have undertaken a risk assessment and have a policy in place which allows lower level coaches to take groups on moving water on the **Club's 'home waters' only** so as not to restrict our activities. Please refer to:

- **Home Waters River Conditions Policy** for a definition of Home Waters and details of the river conditions that this applies under.
- The club's **Home Waters Risk Assessment** for details of approved qualifications and coaching ratios on Home Waters

Both these documents are available on the Policy section of the club website, noticeboard or by contacting club's Coaching Coordinator.

Home Waters River Condition Policy

A **Red / Amber / Green / Black (RAGB) river status system** is now being used to indicate the condition of the river **for organised club sessions on home waters** (summer evening sessions, Club Saturday / Sunday sessions, other club organised activities etc).

Home Waters are defined as: the stretch of the river Calder from below the Double Weir down to the egress steps at the bottom of the white-water course and the canal between Luddendenfoot and Salterhebble locks. See maps available on the Club website.

Each status has indicators for the river level either at the top of the white-water course or at the egress steps at the bottom of the white-water course. These are to help club coaches / officials to make a judgement on appropriate safe activity for the conditions (on both the flat water and the white-water course). At higher levels, it is the water level at the white-water course egress steps that is critical.

The club coach / officer leading the club activity will interpret the RAGB status when arriving at the club, based on the river condition descriptions and weather and organise (or cancel) activities as appropriate.

Additionally, these levels should also be used as guidance for members paddling on club home waters outside of club coached sessions.

They also form the basis for when it is acceptable for members to use club equipment outside of coached sessions.

Important Notes:

1. River conditions can change rapidly and the river is prone to flash flooding after heavy rain in the valley. All paddlers should take account of recent and forecast weather when deciding to paddle and be aware of potential rising river levels.
2. Please remember that this system is designed as a guide to help members decide whether they should paddle or not, and provide guidance to members on the sort of activities that are appropriate in different river conditions. However, paddling outside club sessions is a personal decision. Take into account your own skill level and experience when interpreting this advice. There will not always be a club official or coach at the club to make this decision for you.
3. Where there is guidance that paddlers should be of a certain star award standard, it is the paddler's skill level that is important, not that the paddler holds the award. Club coaches can provide individuals who do not hold the relevant awards with additional guidance.
4. Make your own judgement. If in doubt, you should always err on the side of caution. Read and respect these guidelines which have been drawn up for the safety of you and your equipment.
5. Just because the guidance say it should be safe to paddle does not mean there is no danger. Those who paddle outside of club sessions should think carefully about their safety and ensure they are aware to the hazards and risks associated with the activity.
6. Guidance on river conditions reflect that at high river levels there is no safe egress point below the club steps before the weir downstream which is dangerous in high levels.
7. Paddling on the canal requires a waterways license which is included in an individual's BC membership. The club holds 6 licenses – our membership number is 117.

Further guidance can be obtained from club coaches.

River Condition Policy: Red/Amber/Green/Black System

GREEN	AMBER	RED	BLACK
<p>River conditions: Water up to the top of the weir at the top of the white water course (water going through low points in weir only).</p>	<p>River conditions: Water going over the full length of the weir at the top of the white water course. Water no higher than the top of the white line painted on brick pillar by the white water course egress steps.</p>	<p>River conditions: Water well over the weir at the top of the course. Water above the white line painted on brick pillar by white water course egress steps, and below the bottom metal step</p>	<p>River conditions: Water up to or covering the <i>bottom metal step</i> on the white water course egress steps is considered to be a maximum safe level to be on the white water course.</p>
<p>Club Activities: All club activities can take place, with all members taking part within standard British Canoeing coaching remits/ratios. Activities on the white water sections must be supervised in accordance with the club's Home Waters Risk Assessment</p>	<p>Club Activities: Beginners' courses - will be relocated to the canal or be cancelled; If all participants have already achieved the British Canoeing 1 star award / Paddlepower Passport the coaches may take the group on the flat water section above the white water course. Flat Water - other coached sessions can run on the flat water within standard British Canoeing coaching remits/ratios. Coaches must consider activity planned, ability of participants, and the potential for paddler to be swept down onto the white water course. White water sessions must be coached / led by a L3 coach, L2 coach with MWE or 4 star WW leader.</p>	<p>Club Activities: No club sessions to take place on the river. Coaches may relocate session to the canal.</p>	<p>Club Activities: No club sessions to take place on the river. Coaches may relocate session to the canal.</p>
<p>Independent Paddling Guidance: Flat Water –recommended that members should be British Canoeing 2 star standard. (<i>FSRT course attendance is also encouraged</i>). White Water sections – it is recommended that members should be of British Canoeing 2 star standard and have experience on white water (<i>WWS&R course attendance is also encouraged</i>). Under 18's may paddle independently in accordance with the club's Young Persons Paddling Policy. It is recommended that members paddle in groups of at least 3 people.</p>	<p>Independent Paddling Guidance: Flat Water – recommended that members should be British Canoeing 2 star standard. (<i>FSRT course attendance is also encouraged</i>). White Water sections – it is recommended that members should be of British Canoeing 3 star WW standard. (<i>WWS&R course attendance is also encouraged</i>). Under 18's must paddle under the supervision of a coach or their parent/guardian. It is recommended that members paddle in groups of at least 3 people.</p>	<p>Independent Paddling Guidance: Experienced white water paddlers only - Anyone considering paddling should ensure that they can safely exit the river at the steps before getting on and be very aware of possible changing river levels. It is recommended that members paddle in groups of at least 3 people.</p>	<p>Independent Paddling Guidance: It is strongly recommended that no paddling takes place on the river at this level.</p>

Use of Club Equipment: Members may use club equipment for independent paddling in line with the recommendations in the above guidance.	Use of Club Equipment: Members may use club equipment for independent paddling in line with the recommendations in the above guidance.	Use of Club Equipment: No club equipment allowed on the river	Use of Club Equipment: No club equipment allowed on the river.
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Equipment Policy

Halifax Canoe Club maintains an inventory of equipment to enable members to be introduced to and participate in the sport at coached sessions. The club also wants to encourage members to paddle independently when suitably experienced. This will include a range of kayaks and canoes as deemed necessary to run club activities, and the associated paddles, spray deck, buoyancy aids, helmets and other safety equipment required.

Use of Club Equipment

On club sessions / activities

Current club coaches and / or the Equipment Officer are permitted to loan equipment to members and guests whilst on club coaching sessions or activities on club Home Waters or elsewhere (including on club trips). Taster sessions / activities run by club coaches for other organisations (scouts, workplaces etc) should be agreed by committee (Equipment Officer / Coaching Officer) and then treated as club activities.

Slalom boat usage

Club slalom boats were purchased through grant award and are intended to give people a chance to try slalom and start racing regularly. Therefore, priority will be given to beginners in Div. 4 and Div. 3. It is expected that once in Division 2 members should be looking to purchase their own slalom boat. Club slalom boats must not be used at events higher than Div. 2 or equivalent training sites without the agreement of the Equipment Officer or a slalom coach.

Independent paddling on Home Waters

The club wishes to encourage suitably experienced members to become independent paddlers, but recognises that purchasing boats and paddles is expensive. Therefore, the members may use club boats and paddles to paddle independently on Home Water subject to the following conditions:

- Equipment is not required for club coached sessions.
- River conditions are **Green or Amber** and members are suitably experience for the activity (the club's **River Conditions Policy** provides Independent Paddling Guidance for members on suitable experience / minimum numbers).
- Under 18's can only paddle without a coach present if they are under the direct supervision of their parent or they have been approved through the club's **Young Persons Paddling Policy**.

Home Waters are defined as the river from below the double weir to the egress steps at the bottom of the white-water course and the canal between Luddendenfoot and Salterhebble locks (please the club 'home waters' map on the website or club noticeboard).

Independent paddling away from the club

The Equipment Officer is responsible for the loan of equipment to members for use away from the club outside of club coached activities. Any such loans must be agreed in advance with the Equipment Officer. Loans to non-members will only be made in exceptional circumstances with the agreement of the committee.

Conditions applying to all use or loans of equipment

1. **Use of equipment on club coached sessions will take priority over use for independent paddling on Home Waters or elsewhere.**
 - a. Members wishing to use equipment outside of coached sessions should contact the Equipment Officer well in advance to check it is not required for club sessions.
 - b. For use on Home Waters members should check with the lead coach for any planned sessions (e.g. on summer evenings check with the coaches for that evening).
2. Members borrowing equipment to paddle independently must ensure they are fully aware of the potential risk of involved in the proposed activity and appropriate safety.
3. The loaning officer (coach or Equipment Officer) may refuse to loan equipment if, in their opinion, the proposed activity is beyond the skill level/ability of the person wanting to loan the equipment (advice should be sought from the coaching officer / a senior coach if required).
4. Those borrowing equipment are responsible for these items during the loan and should arrange its prompt return after use. Any lost or damaged equipment must be reported to the Equipment Officer as soon as possible.
5. The loaning officer will undertake a visual inspection of any equipment to be loaned out to ensure that it is safe to use and that it is fit for its intended purpose. Members using equipment for independent paddling should satisfy themselves that equipment is in good condition prior to its use.

Access to Club Equipment

Access to the equipment cage is strictly limited to:

- a) Coaches who are currently on the Halifax Canoe Club list of registered coaches. Coaches will provide members access to equipment for use on coached sessions and trips.
- b) The Equipment Officer

It is therefore anticipated that club members wishing to paddle independently can provide their own personal equipment (helmet, buoyancy aid and spray deck) as part of their progression to becoming independent paddlers.

Responsibility for Equipment

All club members have a duty and responsibility to ensure that all club equipment is treated with respect at all times. All members are responsible for ensuring that equipment is returned promptly after use and put away properly (i.e. boats emptied and sponged out, kit hung up to dry).

All club members are responsible for bringing to the attention of the Equipment Officer or a coach any equipment defects whatsoever.

Inspection and Maintenance

The Equipment Officer is responsible for ensuring that all club equipment is maintained in a serviceable condition, and that it remains fit for purpose. Additionally, the Equipment Officers is responsible, through agreement at committee, for arranging the repair or replacement of any damaged equipment. This will be achieved through maintaining an inventory of club equipment and inspecting all club equipment (at least annually). Additionally, all buoyancy aids will be float tested annually and marked according to the level of buoyancy they provide when tested in deep water.

Dealing with Faulty Equipment

Any person who identifies any fault with any piece of club equipment has a duty and responsibility to clearly label that item as being defective to prevent its further use, and to bring that defect to the attention of the Equipment Officer or a coach.

The Equipment Officer will take all reasonable steps to remedy the defect and return it to use, or remove it permanently from use, whichever being the most appropriate in the circumstances.

Access Arrangements

White Water Course and Clubhouse Area

The club has to co-exist with other residents in the mill complex. Please adhere to the following points to minimise disruption to residents and help us to maintain a positive relationship with residents. The club has only two allocated parking spaces (in front of the clubhouse) which are used during coached sessions for getting boats in and out. **When these spaces are full or during coaching sessions please park away from the mill complex** (you can drop boats etc off, but please take your car to one of the car parks nearby). Do not park in or block resident's spaces.

Avoid leaving boats and equipment where they obstruct access to people's flats – particularly upstairs outside club, outside the flat by the changing rooms (including leaning paddles up against the windows and walls), and in the yard between the wooden gate and the access bridge.

White Water Course

- **General Description:** The Course is made up of a weir and 4 artificial drops and pools, it provides for a good introduction to white water (grade 2), play boating or slalom practice.
- **Grading:** Generally grade II but has drops that could be considered grade III when the water level is high.
- **Water Level Indicators:** Paddlable in all but extreme high water. The water level is best gauged from the weir at the top of the course **and** at the blue steps at the bottom of the white water course **Please see the club's Home Waters River Conditions Policy for guidance on suitable paddling levels (Green / Amber / Red / Black levels) on the club's Home Waters.**
- **Put In:** This is near to the Club, through other residents' land for which we have access rights. The put in is through brown gates with sign saying "No Public Right Of Way" over the footbridge down to cobbled launch area. **Please note the put-in is through a resident's land, so be respectful of their property – and make sure the gate is closed behind you.**
- **Get Out:** The take out is at the bottom of course, up the metal steps into the mill complex.
- **Major Hazards / Falls:** The weir drop has a tow back which can be dangerous for the inexperienced and unwary – this is worst in low to medium levels. Debris washed down by floods can be an occasional problem.
- **Most importantly** - you must be able to beach and get out at the metal steps when levels are high due to the **dangerous weir approx. 500m downstream** as there is no place to egress the river after the club steps.
- **Access Situation:** No problems providing you are respectful of residents on the site.
- **Visiting Paddlers:** There is no charge for paddlers passing through or playing on the course. All we ask is that you respect the local residents and keep to the guidance above regarding parking and access. For larger groups, in order to minimise the disruption to residents we may be able to arrange for a club member to meet you and give access to changing facilities with showers. Regular paddlers to the course are encouraged to join the club and contribute to Club life.
- Please report any problems on the white water course or queries to our Access & Environment Officer.

A more detailed description of the white water course can be found on the Club's website

Canoeing and Kayaking are 'assumed risk' – 'water contact sports' that may carry attendant risks. Participants should be aware of and understand these risks, and be responsible for their own actions and involvement. Whilst every care is taken to ensure your safety during club activities, Halifax Canoe Club is not responsible for your safety or for loss or damage to property or equipment belonging to any individual resulting from this information.

Access to the River Calder and Local Canals

It is possible to paddle on the river both upstream and downstream of the club with no known access problems. However, there are several weirs that require caution at certain water levels.

Upstream it is possible to start at Hebden Bridge, Mytholmroyd, Brearley, and Luddendenfoot and from the canal above or below the v-weir and by the double weir closer to Sowerby. Downstream from the Club it is possible to paddle on to Elland and Brighouse with access back to the canal below the weir at Standard Wire Works or at Copley Viaduct, Elland and Brighouse.

There are long flat stretches between the rapids and weirs on the river. Most rapids are grade 2 (or more in high water). However, there are a number of potentially dangerous weirs – particularly in high water. If you are not familiar with paddling these stretches of the river, it is recommended that you seek advice from the Club's Access & Environment Officer, Coaches or from a Club member who is familiar with the river and its hazards.

The **Rochdale Canal** starts from the marina in Sowerby Bridge and runs up the valley to Todmorden (and on to Manchester). The **Calder & Hebble Canal** runs down the valley to Brighouse and beyond. Using the canal and the river allows a circular trip from Sowerby. To go up the valley, access the canal from the car park behind the shops. Coming up the valley get off near the marina.

Both canals are managed by Canal & River Trust. Access to the canal requires a Waterways License – if you are a British Canoeing member your membership covers this license. You should have this with you in case you are asked. As a British Canoeing affiliated club, we have a few licenses that members can use (contact the Access & Environment Officer).

If you get on the canal at car park and the Lock Keeper is around, it's worth letting him know what you are doing. (Stress you are from Halifax Canoe Club, a British Canoeing Affiliated Club).

Points to Note:

- Locks are dangerous - don't canoe in or near them, walk round.
- Give way to canal boats – generally you should keep to the left – but remember you can use shallower water than canal boats.
- Fishermen – be courteous and polite when approaching and unless they politely request otherwise, follow a straight course in single file

River Pollution and What to do

If you see dead or distressed fish, pollution on a river or fly tipping - please contact the Environment Agency immediately, giving time, location and details of the incident. Use the Environment Emergency Free phone 24 hour Hotline Number **0800 80 70 60**

The British Canoeing is concerned over the poor water quality on some canoe-able waters and urges the appropriate authorities to continue action to bring all waters up to European Union standards within the shortest affordable time span employing the most cost effective methods.

The decision as to whether or not to go afloat must rest with the canoeists and canoeing leaders, acting on their own responsibility from accessible information on water quality. It should be noted that, where deliberate capsizing is avoided, canoeing is not an "immersion" sport and poses no greater risk to participants than other "water contact" sports.

Water Quality information can be found from your local Area Environment Agency office or visit their website: www.environment-agency.gov.uk choose 'your environment' and then 'what's in your back yard'.

Information for Parents and Young People

Young People at HXCC

The club is keen to introduce young people to canoeing and kayaking, and encourage them to continue to participate in the sport. We hope to introduce young people to a wide range of canoeing activities and support them in whichever aspect of the sport they want to become involved in, whether it is competitive or recreational.

The club runs introductory courses for young people (and adults) on the river and in the pool. Once young people have completed a Learn to Paddle course they are encouraged to paddle with the club. The Club works within the **Paddlepower Scheme** - the British Canoeing's scheme for young people. This aims to provide a fun and structured way of introducing young people to fundamental paddling skills, developing their skills further and ensuring they try a wide range of paddlesport activities. The Paddlepower Awards are equivalent to the British Canoeing Star Awards, but are better suited to young people up to the age of about 14 years old.

The Club also attends events around the region and elsewhere, encouraging young people to try different canoeing activities including slalom, freestyle and other areas of paddlesport that we don't have the facilities for at the Club.

We also help young people to complete the necessary sections to do canoeing as part of **GCSE PE** and help people count paddling with the club toward their **Duke of Edinburgh's Awards**. If any of these are of interest speak to your coach.

For those wanting to help out with club coached session, this can be arranged with coaches. Young people can work towards the Cadet Leader Award or those over 16 can start coach training.

Code of Conduct for Junior Members

We ask you to accept the responsibilities below when becoming a junior member of Halifax Canoe Club

- Always ask for help if you need it and help other people.
- Listen to the coaches and follow their instructions.
- Make sure you that you behave in an appropriate manner.
- Always make sure your canoe, spraydeck and paddle are taken out and put away safely.
- Speak to an adult if there are any problems with anything.
- Try your best at new things that you are learning.
- Do not leave any canoeing session without letting the coach know.
- Have fun and enjoy yourself.

Halifax Canoe club ensures that as a junior member you will:

- Be listened to and treated with dignity, sensitivity and respect.
- Be safe and feel safe.
- Be happy, have fun and enjoy all the activities.
- Have opportunity to experience competition at a level at which you feel comfortable and when competing coaches will help you achieve the best outcome. They may comment and make suggestions in a constructive manner
- Have the right to make a complaint in an appropriate way and have it dealt with through an effective complaints procedure. You will be afforded appropriate confidentiality.
- Be represented at meetings by the elected Youth and Welfare Officer and have a voice in the running of your club

Policy Regarding Collection of Children and Young People

Parents / carers are expected to deliver and collect their child/children punctually to and from club sessions. Late collection of children by parents/carers presents clubs and coaches with a potentially difficult situation. Our coaches are all volunteers and have a right not to be put in a vulnerable position when working with children. It is not a coach's responsibility to transport children home on behalf of parents/carers who have been delayed.

Your responsibility as a parent/carer

- Provide an alternative contact name or number as a back-up in case of emergency
- Contact the relevant coach if you know you are going to be late

Our responsibility as a Club

- Staff and volunteers **will** contact the parent/carer and wait with the child/young person at the sport facility, with other staff/volunteers or parents present if at all possible
- Staff and volunteers **will not**
 - Take the child home or to any other location
 - Send the child home with another person without permission from a parent or carer
 - Ask the child to wait in a vehicle or sport facility with them alone.
- **Parents/carers who are persistently late in collecting their child may be asked to remain throughout the session.**

Young Person's Paddling Policy

Halifax Canoe Club seeks to encourage young people to develop their paddling skills and participate within the safe environment of the club and its activities. However, the Club is also keen that young people can develop as responsible and independent canoeists, while balancing this against the duty of care that the Club owes to young people.

The club has a policy through which young people (under 18's) that are members of the Club can paddle on Home Waters without a coach or their parent/guardian being present. See the club's **Home Waters River Conditions Policy** for the definition of Home Waters that this policy applies on.

Members who are under 16

Members of the Club who are under 16 **must** paddle with a Club coach or with their parent / guardian.

Members who are 16 or over

Any member of the Club who is 16 or 17 may apply to the coaching panel to paddle as part of an experienced group without a coach or parent/guardian being present.

This will be granted where the Club's Coaching Panel feels that the young person has the necessary skills, is sufficiently mature and where their parents/guardians understand and accept the assumed risks involved. The required level of skill is the British Canoeing 3 Star Award (Inland), or equivalent experience as assessed by a Level 3 Coach, and demonstrating the ability to perform appropriate rescues. There are other conditions that apply to young people paddling under this policy, and approval can be withdrawn if it is being abused.

For full details contact the Club's Coaching Officer or see the full policy on the website.

General Canoeing Information

British Canoeing



The British Canoeing (BC) is the national governing body of the sport and recreation of canoeing and kayaking in the UK.

Set up in 1936 to send a team to the Berlin Olympics, the BC is the lead body for canoeing and kayaking in the UK.

Since then the organisation has grown considerably, and the range of canoeing opportunity has increased tremendously.

Today the BC has an individual membership of over 25,000, 469 affiliated clubs and 145 approved centres. There are an estimated 2 million people take to the water in a canoe each year. The vast majority does so under the watchful eye of one of the 13,000 BC Qualified coaches or as part of an affiliated organisation.

The BC is responsible for leading and setting the overall framework for the National Associations; representing canoeing interests such as coaching and competition at UK and international level.

British Canoeing's role includes:

- Fights for access, egress and portage with landowners.
- Represents the paddling fraternity with other organisations
- Manages the UK's Olympic canoeing teams and eight other canoeing disciplines.
- Provides and manages a comprehensive coaching programme.
- Helps manage over 600 canoe clubs.
- Provides and manages a young peoples' programme.
- Helps with individual and club development.
- Provides a comprehensive membership services department.
- Organises an annual members show.

The BC is the national body, with England, Wales, Scotland and Northern Ireland having their own bodies that come together to form the BC. So living in England you should consider joining British Canoeing.

Benefits of Membership include:

- License to navigate 4,000 km of canals and navigations
- 3rd Party Insurance.
- Entry to low level and national competitions.
- Participate in programme of events
- Member's magazine and website
- Access to a comprehensive volunteer River Information Service and access advice.
- Get books and other services at a special price for members.

Membership starts at £42 per year for adults (less for kids and family membership packages are available) - not a large amount of money to support your sport! For more information speak to one of the Club's officials or visit www.canoe-england.org.uk (you can join online).

Canoeing Disciplines

Paddlesports offer something for everyone, from calm steady paced touring on canal and placid waters to competitive sprint racing and facing the challenge of racing down raging torrents. From exploring fantastic coastal scenery by sea kayak to performing the ultimate playboat moves while 'playing' and 'shredding' the river. Paddlesports offers something for everyone young or old.

Paddling can offer a relaxing, once or twice a year tour on a local canal, an adventurous trip, or expedition on the thousands of miles of waterways in the United Kingdom and the Continent. An interest in paddlesports can be an all-consuming hobby, exciting, challenging and testing on white water, on the sea or through the numerous competitive disciplines.

Choose the level of challenge to suit. Paddle for enjoyment, to keep fit or, if you have kids, paddle as a family and enjoy the experience together.

The British Canoeing, as governing body of paddlesport, has an established range of discipline committees to help promote and inform on aspects of their discipline specialisms. It also promotes a large network of competitive events offering the chance to take part in 'Taster Events' and perhaps even the chance to represent your country.

While many canoeists may not be interested in competition at any level, one common theme of all types of paddlesport is that your enjoyment will increase as your skill level increases.

The following is a summary of canoeing disciplines – if we don't do it at the club we can point you to someone who can help. Speak to a coach if you want more details.

- **Touring:** Covers the whole range from white water river trips through to paddling flat water rivers or lakes, including multi-day camping trips. The club has an active programme of river trips
- **Open Canoeing:** Paddling and touring in open canoes (Canadians) brings a new dimension and a new set of skills to your paddling. The club has a couple of open Canadian Canoes.
- **Slalom:** Excitement and personal challenge - a test of skill and precision against the clock, navigating a series of gates (suspended poles) without making contact which adds penalty time. We have an active group of slalom paddlers at the club who train and race regularly
- **Freestyle (also known as playboating):** Doing tricks and extreme skills in short plastic boats. If you are interested you can progress to competitions.
- **Sea Kayaking:** A great way to experience remote coastal areas. However, you need to paddle with experienced people until you are familiar with the effect of tides and the weather.
- **Wild Water Racing:** Exhilaration of racing flat-out against the clock down stretches of the UK's top white water through unspoilt countryside – the canoeing equivalent of downhill skiing. Halifax has a plastic 'wavehopper' you can use.
- **Canoe Polo:** Two 5 paddler teams compete to score goals - combines paddling and ball handling skills within an exciting contact team game where tactical, positional play and teamwork are essential – played in a pool or outside.
- **International Canoe Sailing:** A cross between sailing and canoeing, usually done on large lakes and reservoirs.
- **Marathon Racing:** Long distance racing. Novices usually start racing over about 4 miles, the races get longer as you get more experienced.
- **Sprint Racing:** An Olympic canoe sport. Sprints over set distances in single, double or 4-person boats. The longest standing competitive event.
- **Surfing:** Riding the waves into the beach, doing tricks and the like. It is also a competitive discipline.
- **White Water Rafting:** Ok not really canoeing but still paddlesport. Well worth a go for something different.

- **BC Lifeguards:** A specialist branch of the BC dedicated to providing rescue services at beaches and at other events. You can train to be a canoe lifeguard with the Club as our winter pool session require a BC Lifeguard to attend.

More information on the different disciplines of canoeing and kayaking is available from:

- Online at www.canoe-england.org.uk
- In 'The Canoeing and Kayak Handbook' - available from the BC or good bookshops

Alternatively, talk to one of the club's coaches or officials - if they can't help, they'll find someone who can.

Tests and Awards

The club encourages its member to develop their skills in all aspects of kayaking and canoeing. To help measure your performance and improvement there are a range of awards and tests of personal performance that you can gain.

BC Performance Awards (Star Tests):

British Canoeing (BC) offers the Start, Discover and Explore Awards.

The Start Award starts with the very basics of using and controlling a kayak or canoe.

The Discover Award helps you learn more about the fundamentals about paddling, helping you to work on your decision-making skills and practical paddling skills.

The Explore Award really hones your skills before you consider moving you on to personal performance awards. The next step offers a wide range of opportunities to learn and to test yourself!

Other Awards:

You can gain awards and training in other areas of paddling as well, including the Foundation Safety & Rescue Training and White Water Safety & Rescue Training or First Aid Courses.

For more details speak to one of the Club's Coaches.

The Natural Environment

Canoes are traditional craft used throughout the world to explore wilderness areas, observe wildlife without disturbing it and develop personal ability. Navigation by canoe causes no erosion, noise or pollution and leaves no trace of its passing. Wildlife and landscape are an essential part of the canoeist's pleasure for aesthetic, cultural and recreational reasons. It is in the canoeist's interest to conserve the environment.

British Canoeing (BC), as the sport's governing body in the UK, recognises that the wildlife and landscape of Britain is a part of our common heritage, and that we all have a vested interest in its survival. It acknowledges a clear duty to concern itself with the care and conservation of the environment where canoeing takes place. British Canoeing believes that canoeing does not have a significant effect on the environment.

Whilst canoeing please remember the **You, Your Canoe and the Environment** Code of Conduct

You, Your Canoe and the Environment

Your canoe is a traditional craft used throughout the world for exploring wilderness areas and quietly observing wildlife and flora. It causes no erosion, noise or pollution, and leaves no trace of its passing.

By following the simple steps below, you can ensure your presence is not detrimental to the freshwater and marine environment, minimise and avoid accidentally disturbing wildlife and their habitats.

- Find out about the area before you go, noting its sensitive places, species and breeding seasons.
- Leave no trace of your visit and take your litter home with you.
- When clearing litter left by others, handle it with care.
- Leave the environment as you find it
- Keep noise to a minimum.
- Do not "seal" launch or drag boats to avoid wearing away natural banks. Float your canoe for launching, lift out when landing and carry it to and from the water.
- Do not damage bank side vegetation when launching or landing.
- Where possible keep to any designated paths or launching points.
- On coastal waters take care on shingles beaches - they may be nesting grounds
- Avoid dragging canoes through sand dunes and associated areas
- Canoe a safe distance away from wildlife to avoid causing disturbance and stress – otters, seal colonies, rafts of wildfowl and sea birds, their nesting, shelter and feeding areas i.e. mudflats, marshes. Remember basking sharks, dolphins and whales can also be a danger to you.
- Constantly assess wildlife. If you see signs of disturbance move away quietly.
- Note Environment Agency information on measures on the spread of alien species in UK rivers and threat of disease to UK salmon stocks after using canoes and equipment overseas

Environmental Non-Native Species Information

Non-native species are plants and animals that originate from other countries and become established outside of their normal habitat. Some non-natives are harmless but others, known as invasive, can damage the environment, which in turn can affect the economy and our way of life.

For recreational boaters, this can mean restrictions on access to affected waters and therefore our boating activities. Invasive species, invasive non-indigenous species and

invasive non-native species, all these terms refer to species outside of their natural range due to intentional or unintentional introduction and can have a devastating impact. As well as preying on, out-competing and displacing native wildlife, they can spread disease and block waterways. Their presence can sometimes be so damaging it can lead to an adverse effect not only on biological diversity, but also to impact on society and the economy.

Our waterways where we paddle can suffer as a result of invasive species. Invasive plants such as Floating Pennywort may restrict navigation through waterways and add significantly to the management costs of our waterways. Our navigation authorities have already spent large amounts of their budgets physically clearing huge areas of invasive plants in and along our waterways.

As a water user, you could unknowingly help to spread invasive plants and animals from one water body to another. Animals, eggs, larvae and plant fragments are easily transported in or on equipment, shoes, clothing and other damp places and can survive for a long time. For example, new research from the Environment Agency shows that a killer shrimp can survive in the moist fold of a wader for up to 15 days. Help stop the spread by following three simple steps: check, clean and dry equipment when you leave the water.

The seas around many countries/continents can contain a number of non-native, or alien, species of plants and animals, some of which can cause problems due to their ability to out compete our native species. Take care not to transfer alien species including seaweed between locations by cleaning your boat and checking inside the housing of retractable skegs.

Alien species from canoeing in some waters could be transferred to inland waters etc. A fish parasite (*Gyrodactylus Salaris*) from Europe would have serious consequences for UK salmon stocks. It can survive in damp or wet conditions for 5 or 6 days on water recreation clothing and equipment – canoes, small boats, fishing tackle etc. It is particularly important all equipment used abroad is disinfected before re-use in the UK.

For details of this procedure and further information visit:

- <http://www.canoe-england.org.uk/waterways-and-environment/environmental-nonnative-species-information/>
- <http://www.environment-agency.gov.uk/>

Why is British Canoeing involved?

The spread of invasive species is becoming a growing issue in both marine and inland waters around the world because they compete with native plants and wildlife and can cause major changes to our waterways. Several aquatic alien species have recently found their way to the UK. For example, there are two species of the 'Killer shrimp' (*Dikerogammarus villosus*).

There are a number of actions that clubs should take to minimise the risk of spreading alien species around the UK. By showing that the boating community is taking a pro-active stance, we can avoid potential mandatory measures being introduced to limit the spread of such species.

Access to non-tidal Water

In England and Wales it cannot be assumed there is a public right for access to and along non-tidal waters. The bed and banks of all rivers and canals are privately owned. There is a right of access on all rivers and canals maintained as navigations subject to a payment for a license where required. Where navigations have been abandoned it can be unclear if there is still a public right of access.

A right of access is known to exist on some other non-tidal rivers based on Common Law and historic use. Known examples are the River Wye below Hay-on-Wye, River Lugg from Leominster and the River Severn between Pool Quay near Welshpool and Stourport. It is not known how such rights might apply to other unregulated rivers.

In nearly all cases there is a public right of access on tidal waters. The right may be subject to a payment of harbour dues and restrictions due to security/exclusion zones or use by the Ministry of Defence. The tidal limits on waterways are shown on Ordnance Survey maps.

Going to a private place without actual or implied permission could constitute an act of trespass.

The legal histories background to the law on access as described has caused independent opinion that the law is unclear. In 1973, the Select Committee of the House of Lords on Sport & Leisure stated "The legal question of rights of way over water must be settled. A number of different interpretations of this right of way have been referred to in evidence and it is time for these to be resolved"

More recently, a series of access studies and historical research as reported elsewhere in this section has raised further uncertainties on the Law; and resulted in restrictive policies for recreational access to many inland waters.

The law is different in Scotland where the Land Reform (Scotland) Act 2003 applies and the Scottish Canoe Association can advise.

For further information on Access to Waterways speak to the clubs Access & Environment Officer or see <http://www.canoe-england.org.uk/waterways-and-environment/>

Useful Addresses

British Canoeing

National Water Sports Centre
Adbolton Lane
Holme Pierrepont, Nottingham
NG12 2LU
Tel. 0845 370 9500
info@britishcanoeing.org.uk
www.canoe-england.org.uk
www.britishcanoeing.org.uk

The Canal & Rivers Trust

Customer Service Centre
Willow Grange
Church road
Watford
WD17 4QA
Tel. 01923 201120
www.canalrivertrust.org.uk

British Canoeing Yorkshire Region

www.canoe-england-yorkshire.co.uk

UK River Guide Book online

www.ukriversguidebook.co.uk

Equipment Suppliers

Robin Hood Watersports

152 Leeds Road
Heckmondwike
West Yorkshire
Tel. 01924 444888
www.roho.co.uk

Lomo Watersports (Mail)

www.ewetsuits.com

