



Martlet Kayak Club

294-295-Madeira Drive Brighton BN2 1EN

martletkayakclubbrighton.com



CLUB RULES (Update 07/03/2023)

All members are required to carefully read and familiarise themselves with the rules below, and strictly follow them at all times. These rules have been put in place for several reasons, including ensuring the safety of all Club Members, promoting expected behaviour within a Club environment, ensuring the Club is inclusive and fair, and forming the basis of the agreement by which members are granted access to Club facilities and equipment.

Additionally, specific rules, policies, and procedures are available on the MKC website and on the Club Noticeboard. Copies are also available at the Club as well as digitally. Any member who feels that these rules are unfair or need improvement should raise these concerns with the Club Secretary. If a member breaches these rules, it should be reported to the Club Secretary immediately who will follow the Club's discipline and appeal process.

Any proposed changes to these rules must be approved by a two-thirds majority of the MKC Committee. This is to ensure that any changes are carefully considered and in the best interests of the club and its members.

1.1 Club Rules

- 1) Only fully paid-up members are entitled to use the club facilities, unless authorised by the Committee. Membership is valid for 12 months, if you pay your membership later than the anniversary date it will (in most cases) be backdated. Members who do not fulfil their membership or boat storage payment obligations will forfeit their right to access club facilities, and their boat or equipment may be reclaimed by the club. The club reserves the right to sell any such items to cover the member's outstanding subscriptions and storage.
- 2) Members must possess a suitable level of swimming ability and water confidence commensurate with the standard of paddling they intend to undertake.
- 3) It is mandatory for all members to wear a properly fitting buoyancy aid while on the water, and helmets must be worn when there is a risk of head injury. If an Appointed Person* deems helmets necessary, members must comply. Suitable clothing and equipment must be worn or carried to ensure safe operation in the conditions in which members will be paddling. If members are unsure about the necessary equipment, they must seek guidance from the Appointed Person. All equipment must be checked before use, and any broken or faulty equipment must be reported to the Equipment Officer. After use, all club equipment must be put back in its correct location and rinsed. No one may take boats or equipment away from the Club without the permission of the Equipment Officer or the Committee.
- 4) Any member who has a disability or medical condition that could potentially endanger themselves or others must declare this condition at the time of joining the club or as soon as they become aware of it. Members must ensure that the Appointed Person* is informed about any relevant disability or medical condition before an activity. A medical condition or disability will not necessarily preclude a member from participating in club activities, but they must consult with an Appointed Person* to discuss how their needs can be accommodated safely. If necessary, the member may seek further advice from a doctor and/or British Canoeing to ensure that their participation in club activities is appropriate and safe for all involved.
- 5) Members may only go afloat with the express permission of an Appointed Person.
- 6) Out of consideration for the Appointed Person who opened the Club, members going on the water and away from the club beach, must inform them of their plans, including where they are going, and when they intend to return. Members without keys who are authorised to paddle away from the club beach must return and have enough time to ensure they leave the club premises before the club closes.
- 7) A Member going on the water should sign the board and remove their name upon returning.
- 8) All members must abide by the Club's Safeguarding Policy, which can be found on the MKC website and notice board. This policy is in place to protect all members.
- 9) No member (except a Guardian** and "Parent"***) are permitted to take junior members (under 18) or vulnerable adults away from the Club. The Guardian must have the agreement of the committee and the specific written agreement of the "Parent"*** (Away from the Club is defined as being out of sight

- and hearing of the "Parent"). One of these Guardians and/or "Parents" must be present while the junior or vulnerable adult is on the water or at the club.
- 10) Where a Guardian takes children or vulnerable adults paddling from the club, they must inform the "Parent" where they are going and must not divert from the authorised locations. (Except in an emergency).
 - 11) When a "Parent" is not in attendance. No member (except Guardians) are permitted to take junior members (under 18) or vulnerable adults away from the Club, on trips, events or activities. These Guardians must have the agreement of the committee and the specific written agreement of the "Parent". The Guardian must take responsibility of the junior or vulnerable adult and must always be in sight or hearing of the junior or vulnerable adult.
 - 12) The Guardian must follow the Rule of Two. The Rule of Two means that it's best practice to have at least two responsible adults present for any interactions with one child or Vulnerable adult. This includes training sessions on the water, transport, video or phone calls, and messaging.
 - 13) An Appointed Person who have concerns about a minor attending a session without a Guardian or "Parent" should decline and provide a copy of these rules to them.
 - 14) Club members must never paddle away from the group or the Appointed Person on the water, or leave a session without obtaining permission from the Appointed Person. This is to ensure the safety of all members and to avoid anyone being left behind or lost. If a member needs to leave the session early, they should inform the Appointed Person beforehand and make appropriate arrangements.
 - 15) The Club has a Duty of Care towards its members on the water, but each member is responsible for their own safety and the safety of others. Members should not behave recklessly and must follow the instructions of the Appointed Person.
 - 16) If a member is unsure about any activity, equipment or club process, they should seek advice from the Appointed Person.
 - 17) The Club is organised and run by volunteers, and members should contribute to the successful running of trips and sessions. Members should be punctual, appropriately equipped, and helpful in their actions. They should also assist the Appointed Person whenever possible and when asked.
 - 18) Members should avoid being alone in the changing rooms when unaccompanied juniors or vulnerable adults are present, (except for the "Parent"*** of the junior or vulnerable adult). Members should also be discreet when changing in the presence of juniors or vulnerable adults.
 - 19) When coaching or leading a group, coaches/leaders must operate within their own skill level, qualifications, ability and groups ability. They must also consider the environment, and the conditions they are operating in. And environmental changes.
 - 20) Appointed Persons have a duty of care and a responsibility for the safety of members on the water. If they have any concerns about safety, a paddler competence, their ability in poor weather or inappropriate sea conditions, they should refuse to let "members" go on the water. (On occasions these "members" could include Coaches, Leaders or very experienced members)
 - 21) When going on the water, members must be aware of the dangers of offshore winds, tides, winds, weather and sea conditions and if unsure should seek advice from one of the Appointed Person.
 - 22) No one may paddle more than 100 metres offshore unless they are able to roll and perform deep-water rescues, or are part of a group that is well-versed and practiced in such rescues.
 - 23) The Committee reserves the right to refuse membership or to immediately terminate membership of any Trial or Come & Try Member who breaches Club rules or whose conduct is deemed inappropriate or harmful to other members or the Club's reputation.
 - 24) The Committee reserves the right to suspend the membership (which could lead to the termination of membership) of any Member who breaches Club rules or whose conduct is deemed inappropriate or harmful to other members or the Club's reputation. Under these circumstances the MKC Disciplinary and appeals process will be followed.
 - 25) All members must show respect to other members, respecting differences. Bullying will never be acceptable.

* *An Appointed Person is a Coach, Leader, Key Holder, Club Opener, or Experienced member who the committee deems suitable to open the Club and/or supervise members while they are on the water*

** *A Guardian is a MKC member with occasional parental responsibility and has written MKC Committee authorisation in line with MKC Safeguarding Policy.*

*** *The "Parent" is the parent, "Parent", carer or person who has day to day parental responsibility anyone with legal responsibility for a junior.*