

University of Birmingham Kayak Club
Code of Conduct 2015/16

The Kayak Club aims to promote kayaking as an enjoyable and fun experience. Therefore this Code of Conduct has been designed to assist the safe and effective running of the Club. The aim is not to give a list of Do's and Don'ts, rather it is hoped that the points raised here are mainly common sense.

It has been written to work in parallel with the Club Constitution, and covers many points not raised there. It is therefore essential that members read and refer to the Club Constitution as well as this Code of Conduct.

1 MEMBERS BEHAVIOUR

- a) Members of the Club are expected to treat each other with respect at all times.
- b) The Club will not tolerate any form of bullying, prejudices, segregation of any member, or any act of ill will.
 - i) If a member feels that they have received any ill will, or observe any ill will involving another member, then they should inform a member of the committee.
 - ii) If a committee member observes or receives any reports of ill will, then they should bring it to the attention of the whole committee. The committee should then hold a meeting (with the accused and accuser present if appropriate) and try to resolve the matter. It is up to the committee to decide how to deal with the issue as they see appropriate. However if the matter is irresolvable, repetitive, or extreme in nature then the issue should be referred to the AU Disciplinary Committee.
 - iii) If the accused is a member of the committee then they will be omitted from any committee discussions or decisions concerning that complaint.
- c) All members should obey and adhere to instructions given out by trip leaders or safety paddlers whilst on trips.
- d) No alcohol may be drunk prior to water based activities.

2 MEMBERSHIP FEES

- a) Membership fees must be paid in full before any member is permitted on any club trips excluding the taster sessions and trips along with all social events (note taster sessions and trips are only provided for new members and all returning members must pay full membership before permitted to attend these).

- b) Membership fees should be paid within one month of the first attendance to the Club.
- c) Membership is non-refundable, except in exceptional circumstances at the discretion of the Committee.

3 TRIP FEES

- a) Trip fees will be set by the committee and where possible be announced (or an indication of the suspected cost) before the trip on the sign-up sheet.
- b) Deposits for trip must be paid upon signing up to the trip
- c) Final trip fees are due during the trip. The Treasurer (or trip organiser in the Treasurer's absence) shall be responsible for the collection of fees.
- d) Members signing up for trips agree that their deposit is non-refundable.

4 SHED KEYS

- a) There are currently nine sets of keys for our lock on the shed; one behind reception (with a key to the AU lock) in the Munrow Centre; the other eight distributed between the President, Secretary, Treasurer, GIMP, Rivers Rep, Polo Rep, Polo Captains & Social Secs.
- b) Access to the shed will only be given, by the Munrow Centre, to those members of the Club who are on the key list
- i) The key list for the shed is to be kept behind reception in the Munrow Centre and copies with the President, Secretary and GIMP.
- ii) The key list will contain the names of all members with personal kit kept in the club shed and current committee members. Frequent drivers and organisers of club trips (including canal sessions) agreed by the committee will also be added to the key list.
- iii) The committee reserve the right to add/subtract people from the key list as they see necessary.
- iv) In order to borrow Keys it is essential that you leave your UoB card or another form of id with the Munrow reception as a deposit to be returned when the key has been handed back.
- c) Those wishing to gain access to the shed that are not on the key list should contact a member of the committee.

5 SHED USE

a) The shed must be kept tidy. Club equipment and personal kit should be replaced in the correct areas.

i) If a member continually leaves the shed in a mess, they will not be permitted to continue using the shed to store personal equipment.

b) As long as there is appropriate space, personal kayak equipment and clothing may be stored in the shed, providing prior permission is sought from the G.I.M.P. first.

i) Any personal kit left in the shed should be labelled with the owner's name. This includes all decks, BA's, paddles etc.

ii) Personal belongings are stored in the shed at the owner's risk. The Club will not be held responsible for any loss or damage to personal kit.

iii) Personal kit should not be borrowed by any person, unless prior permission has been given by the owner.

c) Anyone using the shed should ensure it is securely locked every time they leave. Keys should be returned to the Munrow Centre reception as soon as possible, and not kept for long periods of time or taken on trips. This is so that other users of the shed and university officials can access the shed at any time.

6 EQUIPMENT

a) Definitions used in this section

i) An "official club trip" is defined as being organised or approved in writing by a current committee member AND advertised clearly in an area of this forum which can be easily accessed by any member AND open to anyone in the club that is at the advertised ability level.

ii) Any trip which does not satisfy the conditions of an official trip is defined as "unofficial".

iii) An "advanced river" is a section of river where the features intended to be paddled (i.e. excluding planned portages) are classed above grade 3 given the conditions on that day. The grade shall be voted upon by the river leaders on that trip that have seen part of the paddled section on that day.

iv) A trip begins as soon as equipment is taken from the club shed, and ends once the kit has been returned to the shed.

v) "Equipment" and "kit" are defined as any items purchased with club funds, including but not limited to: boats, paddles, spraydecks, buoyancy aids, cags, polo balls, wetsuits and helmets.

b) Club kit is made available for the use of the club members. The kit is free to use to members on all club trips. However, if club members would like to borrow kit for longer than three days for an unofficial trip permission should be sought from the G.I.M.P. beforehand.

c) Non club members are required to pay a fee for the use of club kit. This applies to all people from their 3rd river trip and 3rd polo trip. The charges for this are £15 for use of a boat and £5 for any other kit.

d) In addition to this there is a £2 charge for members taking club kit on advanced rivers on unofficial trips.

e) Kit should always be signed out of and back into the shed using the sheets on the back of the shed doors. All this requires is for a name and date to be added in the appropriate column. The only exceptions are for pool sessions and canal sessions run from the shed.

f) It is the responsibility of the borrower to ensure that Club kit isn't damaged or defective before use, and to inform the G.I.M.P as soon as possible of any damage or defect noticed before use, or any damage occurring during use. (This can be done on the sheets on the cabinet by the door)

g) Kit damage policy

i) Any kit that is lost or damaged during an unofficial trip, whether on the water or otherwise, shall be fully repaired or replaced by the person that borrowed the kit with no contribution from the club funds. In the event that the borrower cannot be identified the cost shall be split evenly between all members that attended that trip.

ii) For any kit lost or damaged on the water whilst kayaking during an official trip on a stretch of water NOT defined as advanced, the individual borrowing the kit will pay 50% of the cost of full repair or replacement. The remaining 50% will be paid for using club funds.

iii) Any kit lost or damaged whilst not kayaking (including seal launches), or during an advanced river trip should be fully repaired/replaced solely by the person that borrowed the kit with no contribution from club funds. The person responsible is to be identified by the river leaders present on that trip.

iv) Any kit that is stolen during an official trip shall be paid for entirely by the club unless a member or group is found negligent by the committee, in which case they will be charged the full amount as above.

v) In the case that the member borrowing the equipment believes that it failed due to old age or fair wear and tear then they may make an appeal to the committee for the cost of repair/replacement to be funded in part by the club funds. In this case opinions will also be sought from the river leaders on that trip that witnessed the incident. The committee shall decide

on the contribution (if any) by vote at their next meeting.

vi) Failure to arrange for the replacement or full repair of equipment shall result in that person being reported to the Athletics Union and being immediately and permanently banned from all further club activities.

7 POOL SESSIONS

a) All members must obey the Munrow Centre pool rules and pool staff at all times.

b) All kit must be washed when brought into the poolside area. Kit stored on poolside, and pool boats need not be washed between pool uses. Owners are responsible for the cleaning of their own kit.

i) Outdoor shoes are not permitted on the poolside and should be removed before entering this area.

c) Seal launching into the pool is not permitted as it causes damage to the poolside.

d) Everyone who uses club equipment in pool sessions should assist in the carrying of equipment to and from the shed before and after the sessions. Anyone persistently using kit during sessions and not helping to move it will not be permitted to continue using it.

e) No person may learn to roll at a depth greater than chest height of an average person, or at a depth shallower than 1 meter.

f) No person may play boat at a depth less than that marked by the red line on the pool floor at the deep end of the pool.

g) The pool floor should not be used to right the kayak in the event of a capsized. Should the paddle make contact with the pool floor during a roll, the paddle should be raised to the surface of the water, and the roll re-attempted.

h) There are to be no more than 12 kayaks on the water at any one time.

i) There are to be no more than 12 instructors in the water at any one time this is separate and does not include those in kayaks, who are included in the maximum 12 kayaks.

j) All people on, or in the water must wear helmets. These are to be open faced helmets for the general sessions, and full face helmets for polo.

k) Buoyancy aids are not required for general pool sessions.

l) All members must demonstrate the ability to swim four widths of the swimming pool with or

without a buoyancy aid before joining the club. This is done at a member's first session, and a prospective member should turn up early for this reason. This should occur in the deep third of the pool, with kayaks only allowed in the shallow third whilst this is occurring. If a buoyancy aid is required for a test, then this should be worn by that member for all future sessions, or until a swim test can be completed without one.

m) All members must also be able to demonstrate the ability to exit a capsized kayak unaccompanied with a spray deck. This must be achieved before any participation in future club sessions or trips.

n) Balls may not be used by members in boats during general sessions, as these are for teaching.

o) No lane rope may be used in the pool when kayaks are in the pool

p) At least one person in charge of the session must make themselves known to the lifeguards at the start of the session.

q) All persons must enter the pool and swipe in through reception. This applies even the people dropping of equipment for the pool sessions at the fire exit

8 POLO

a) Teams will be selected by team captains on the basis of skill, fitness, attendance at training sessions and eligibility to play (i.e. BCU membership in National League Competitions or student status in Inter-University Competitions)

i) Voting for polo captains (male and female) will take place during the summer term either during a general meeting or via a vote system through the club forum with voting open for at least a week.

ii) Please try to give team captains advance notice if you are unable to play in particular tournaments as this will assist team selection.

iii) For BCU competitions players must have BCU Competition membership (or take out Taster Membership if available), the cost of which must be borne by the individual.

iv) All team members should familiarise themselves with the ICF polo rules, a link to which can be found on the website.

v) The polo rep cannot elect themselves as polo team captain. If the polo rep wishes to be captain, they must be elected by club members at a general meeting.

b) Please be prompt to training sessions as late arrivals may disrupt the organised groups and planned activities for that session.

i) All players are expected to assist in the erection and dismantling of polo goals during polo sessions.

ii) Buoyancy aids and helmets (with face guards) must be worn at all times whilst on the water.

iii) Match balls are not to be taken out on the canal

c) It is expected that all users of club polo equipment shall assist in the repair and maintenance of such kit when asked by the G.I.M.P or Polo Rep.

d) Please do not bounce polo balls as this removes the grip.

9 UNIVERSITY VEHICLES

a) University vehicles may only be used on official club trips or unofficial kayak trips whereby there are two or more club members on the trip. These vehicles are for the sole purpose of transport to and from kayaking venues, and must not be used for any other purpose.

b) All bookings must be approved by the Captain, who will then organise the booking with USB.

c) People hiring vehicles for unofficial trips are liable for the full cost of any expenses incurred.

i) Once booked, the booking may not be cancelled and the person hiring will be liable for the full cost of the vehicle.

10 TRIP DRIVERS

a) People who drive on trips pay half price petrol costs to compensate for wear and tear, unless agreed otherwise by the committee.

b) Fuel costs are calculated by adding up the total bill for fuel and then dividing equally by the number of people attending the trip (this includes people who do not intend to paddle on the trip), taking into account drivers as specified above. The total pool of money is then divided up to cover the fuel costs to each driver.

The committee reserves the right to amend the Code of Conduct without notice. The committee may at its discretion overrule any of the points raised above in cases of exceptional circumstances.