



Tamar Canoe Club Inc.

P.O.Box 266 Launceston 7250

Members Handbook

Tamar Canoe Club consists of a group of people of varying ages and vocations who share a common interest in kayaking and associated activities. The club does not profess to have qualified trainers or first aid officers however members enjoy assisting others to develop their kayaking skills, to promote safe boating practices and to maximize the pleasure to be gained from our many rivers.

Even the most placid rivers exert tremendous pressures on a kayak and paddler unfortunate enough to be trapped in trees or rocks. Rivers that appear easy to paddle at one level may become quite dangerous at higher or lower water levels. Many rivers take us through areas that are not easily accessible and make any rescue operations difficult.

For these reasons it is important that you;

- Acquaint yourself with the hazards of canoes, rafts and kayaks
- Never paddle alone. (There should be a minimum of 4 people on any trip)
- Utilize the skills and knowledge of club members
- Borrow the Club's safety Video
- Attend pool training or a river training session regularly and before attempting the first down river trip.
- Attend formal training sessions run by the Board of Canoe Education
- Obey the rules
- Grab a Club calendar
- Have loads of fun!

The trips are organized by the Club to cater for all levels of skills. Discuss your trip with the trip leader if you have any questions or doubts.

As a part of the Club's safety management system we have developed this handbook to clearly state to members and visitors the standards of behaviour and safety expected. A more detailed explanation of management and safety procedures are contained in the Club's Policy and Administration Manual, which is available to all members.

Meetings

The Club holds a general meeting on the first Tuesday of every month (excluding January) and an Annual General Meeting on the first Tuesday in August. Members are encouraged to attend all meetings.

Visitors (Trialists)

The Club encourages your friends and the public to come along and discover the joys of our sport.

Our Insurer insists that all paddlers at club events are financial members of the club, i.e. a trialist must join the club. The Club has pro-rated its membership and insurance, down to a minimum of a 3-month membership, and this includes all benefits. This is a fairly nominal amount in reality (less than \$10).

Club members who bring visitors to club events must ensure

- Their paddling skills are appropriate for the trip
- They are correctly attired
- They have declared any physical or medical conditions that may affect their ability to participate.
- They are introduced to the trip leader or person(s) in charge of the event.
- Their full details are included in the event log prior to the trip or event commencing.

Visitors who are financial members of another Canoe Club affiliated with Australian Canoeing may, with the consent of our Club, attend as many events as they wish.

An Event includes pool training, social functions and trips and a single event may take one or more consecutive days.

Joining the Club.

A person wishing to join the club must;

- Complete an Australian Canoeing Membership Application and Declaration
- Complete a Tamar Canoe Club application form and obtain nomination from a current financial member of the club.
- In the case of persons under the age of 18 years, parental approval is also required.
- Hand (or post) the application to the Club Secretary with the prescribed membership fee and Insurance premium.

Upon receipt the application will be considered at the next Committee meeting and the decision conveyed to the applicant in writing within 7 days of that meeting.

Club Events

Liability and personal accident insurance are provided for financial members. The Club's Insurance Officer has details.

A Club Event is an event that has been included on the Club's official event calendar issued prior to the Event taking place

If it is not on the Club calendar it is not a Club event and there is no insurance available and the Club, it's Officers and Members take no responsibility for the event, notwithstanding that some or all participants may be financial Club members.

Trips

All Club trips are included in the Club calendar that is regularly updated and circulated. The Calendar will detail the trip, date, Leaders name and degree of difficulty. Participants should contact the trip leader and advise their intended participation and, if in doubt, ascertain if the trip is within their capabilities.

Each trip will have a nominated Leader who will be experienced in trips of that grading. The Leader will have total discretion over who may and may not embark upon the trip. Their decision will be final.

- The trip leader must complete a safety questionnaire at the beginning of the trip.
- All participants must complete the Trip log prior to commencement.
- The trip leader must document all accidents, incidents and any adverse features of the trip immediately the trip concludes.

All the above documentation must be handed to the Club Commodore within 21 days of the trip's completion. *Accidents involving personal injury or damage to property must be reported immediately to the Club's Insurance officer.*

The questionnaire completed by the trip leader at the beginning of each trip covers safety issues. A copy is attached and participants should be aware of the safety requirements contained there in.

Persons will not be permitted to participate unless;

- They have a sound vessel with adequate floatation secured therein
- They are wearing a suitable helmet and regulation PFD (life jacket)
- They are suitably attired for the conditions
- They are registered as a visitor or are a financial member of a Canoe Club
- They observe Club rules

No person is expected to participate in any activity that causes themselves concern about their safety or well-being.

Disciplinary Action

Failure to observe Club rules written, or specified by a trip leader, may result in;

- A written or verbal warning
- Immediate cessation of the member's participation in the trip
- After consultation with the Club Committee, cancellation of membership.
- In the case of persons under 18 years of age the disciplinary measures will be conveyed to their parent(s) in writing.

Alcohol

The consumption of alcohol before or during Club trips is prohibited. Adult members at social events or at overnight camps may consume alcohol in responsible quantities.

Drugs

The use of non-prescribed drugs before or during any Club activity will result in immediate cancellation of membership.

Medical Conditions

Any participant with a medical condition or allergy which could result in a risk to themselves and or others must provide full details including cause, symptoms and treatment to the trip leader at the beginning of each trip.

The Club is unable to provide trained first aid personnel at events.

Trauma - Discrimination

Any member or visitor who experiences:

- Trauma resulting from a Club incident
- Sexual harassment
- Discrimination

should approach the Commodore or other office bearer or trip leader who will offer confidential assistance or direct the effected member to an appropriate professional. The offending party will be dealt with in accordance with the Club's discipline policy.

Club Hire Boats and Equipment

To hire boats and equipment a hirer must be:

A club member

Or

Participating in an organized canoe club or school event

Or

Paddling with an experienced canoe club member.

The boson may refuse to hire equipment to any person without having to justify the decision.

Equipment damaged or lost must be repaired or replaced by the hirer. The Club's committee may waive this provision where such loss or damage occurred on a Club trip.

Fees and Charges

All money received from membership, pool training boat hire and sponsorship is utilized for the benefit of members through;

- Accident and Liability Insurance
- Affiliation fees to Canoe Tasmania and Canoe Australia
- Purchasing equipment
- Maintaining and housing equipment.
- Running events
- Sponsorship for Club members representing the Club at major competitions
- Sponsorship for Club members to gain certification as trainers and trip leaders
- Administration expenses.

Expenses such as postage and stationery are reimbursed to some members. The only member receiving remuneration is the boson who receives a small fee for housing, maintaining and hiring the Club's equipment.

Members who have not paid or renewed their membership are excluded from the Insurance cover and all Club activities.

News Letter and Membership lists

Members will receive a 6 monthly newsletter and are asked to contribute items and reports. An updated membership list is circulated regularly. Under no circumstances is the list to be used to canvas sales or to be provided to outside interests.

Communication

Where possible information, calendars, trip details and changes will be conveyed by Email. Please ensure the Club is advised of any changes to your Email address, postal address and phone number.

Australian Canoeing

Where the conditions of membership to Australian Canoeing conflict with the conditions of membership of Tamar Canoe Club, the conditions of Australian Canoeing override those of Tamar Canoe Club.

*** HEY,- NOW YOU HAVE READ IT ALL HOP ON THE WATER AND HAVE A BALL ***
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