

A graphic of concentric ripples in water, rendered in shades of blue, positioned on the left side of the top banner.

PaddlePlus

Members
Handbook

2007



BCU Affiliation

PaddlePlus is affiliated to the British Canoe Union. Individual paddlers are encouraged to join the BCU and as members, receive: A yearbook which contains a vast amount of information, a bimonthly magazine, BCU waterways licence, reduced prices for some publications, an information service and third party insurance.

More info: membership@bcu.org.uk

Please note that launching and paddling outside of a PaddlePlus session requires a waterways licence and joining the BCU is the best way to obtain such a licence.

Canoeing contacts.

Leicester Outdoor Pursuits Centre, Loughborough Road, Leicester.
Tel. 0116 2681426 info@lopc.co.uk

British Canoe Union, 18 Market Place, Bingham, Nottingham NG13 8AP
Tel. 0845 370 9500 info@bcu.org.uk www.bcu.org.uk

Chris Cartright, East Midlands Coaching Officer. Tel. 01629 670070
Chris@adventureimages.co.uk

Howard Blackman, East Midlands Youth Development Officer
Tel. 0845 370 9500 howard.blackman@bcu.org.uk

Holme Pierrepont slalom site info Tel. 0115 9824717

Desperate Measures, Tel. 0115 9816815 often 7.00pm closing.

Paddleplus Members Handbook

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1. Aims of the Club and its membership.

The Club aims to provide opportunity for all members to enjoy paddle-sport from novice level upwards with due consideration of safety and welfare to ourselves, those around us and the environment.

- Encourage groups of members interested in other outdoor pursuits to pursue their goals.
- Generate continued advancement of skills, awards and qualifications from novice to Coach levels and competitive paddling.
- Encourage family members enthusiasm and assistance to advance the continued development of the Club, its sports and its future.
- Build links with youth and community groups through competition participation and variety of events and trips.
- Maintain an open and non-discriminatory membership policy

2. Club Committee and contacts.

The Club Committee Officers are elected at the AGM held in September.

Chairman	Jo Evans-Hughes j.evans-hughes@ntlworld.com	0116 225 8669
Vice Chairman	John Liquorish likko@talktalk.net	0116 260 5890
Child Protection	Andrew Oughton andy@paddleplus.co.uk	0116 277 1808
Treasurer	Sean O'Brian sean.obhan12@btinternet.com	01664 424768
Secretary	Ben Hawthorne benhawthorne21@googlemail.com	07793 359 778
Junior Reps.	Owen Evans-Hughes & Ollie Torr	
Safety Officer	Anthony McGrath	0780 313 7671

Additional committee members are:

Glyn Evans-Hughes
Brian Gibson
Sam Burdett
Clive Passingham
Paul Taylor
James Wheatley
Angela Cartwright

Paddleplus web site is: www.paddleplus.co.uk

Web masters e-mail is: webmaster@paddleplus.co.uk

Please send details of any event or information to be included on the website to the above e-mail address.

3. Membership & Fees

There are four types of annual membership:

Junior £20.00, Unwaged/Student £20, Adult £30, Family £45

In addition a session fee is charged per visit £3.00
(plus £1.00 equipment hire if required)

Junior session fee £3.50 which includes equipment hire.

Guests may take part for up to 3 weeks paying an additional £1.00 thus still being covered by insurance while giving the opportunity to check us out. Thereafter membership is required.

Members details are only kept for the Club's purposes and are not passed on to anyone else. Such details are kept in the LOPC Office in a designated filing cabinet. The Club will act within the framework of the Data Protection Act 1998.

Trips are charged according to expected costs and may have a nominal profit element. Some trips may be specifically to raise money towards future events or equipment not necessarily available to all members. Examples being: Junior boats, 100 Mile Canoe Test and Bursaries to Paddleplus Coach training / assessment and high level competition paddlers costs, if competing as 'Paddleplus' members.

4. PaddlePlus Code of Conduct

It is the policy of the Club that all paddlers, volunteers, coaches and parents show respect and understanding for each other and conduct themselves in a way that reflects the principles of the Club.

The aim is for all paddlers to improve performance and have fun. Everyone involved in the Club should abide by the Club Rules and Policies.

Members

- Take care of all property belonging to the club, LOPC or club members
- Treat other Club members with respect at all times - on and off the water - treat other paddlers as you would want to be treated yourself
- Control tempers and avoid behaviour which may inconvenience or upset others
- Co-operate and listen to your coach or Club officials
- Be on time for sessions and events or inform your coach if you are going to be late.
- Paddlers must wear suitable kit for paddling as agreed with your coach.
- Do not leave sessions without the permission of the coach or leader.

Club Officials, Coaches and Volunteers

- Consider the wellbeing and safety of paddlers before the development of performance
- Develop an appropriate working relationship with members, based on mutual trust and respect
- Make sure all activities are appropriate to the age, ability and experience of those taking part
- Display consistent high standards of behaviour and appearance
- Follow BCU, LOPC and Club guidelines and Policies
- Hold the appropriate, up-dated qualifications and insurance (copies of qualifications need to be held by the Club.)
- Encourage paddlers to value their performance and not just results
- Never condone the use of prohibited substances

Parents/Guardians

- Promote good sportsmanship in your child and others.
- Support the club's policies and guidelines especially Health and Safety and Child Protection.
- Support your child's involvement and help them to enjoy the sport
- Use correct and proper language at all times
- Set a good example by applauding good performances of all paddlers
- Parents of children under 8 yrs. old must remain on the site with their child.

5. Volunteer help from members.

All Coaches within the Club are volunteers without whose help the club would not exist in its present form. Other voluntary helpers also play important roles vital to the Clubs survival. The tasks taken on by such helpers may be large or small to suit each individual. More hands can make lighter work and any effort will be much appreciated.

Assistance from non-paddling family and friends is very useful and can boost the social aspect of the Club.

Examples of help range from: Towing Vehicles, booking in paddlers, canteen assistance, backup-driver, chaperones (female), cook, pool coach (rota), article writer for web site, photographer, greeting and briefing newcomers, planning trips (delegating roles), getting kit out / putting kit away (Junior sessions), news letter compiler.

Certain tasks may involve expenses that should be acknowledged as redeemable from the Treasurer in advance.

6. Child protection policy and expected conduct of all members.

We have a designated committee member for issues concerning Child Protection, any complaint or concern should be directed to that committee member and / or an available coach / committee member.

All club coaches, adult committee members and regular volunteers must be CRB checked and have completed a personal declaration form.

Child Protection Policy

PaddlePlus is fully committed to safeguarding the well being of its members. All members should show respect and understanding for the rights, safety and welfare of others, and conduct themselves in a way that reflects the principles of the Club.

We believe that taking part in Paddlesport should be a positive and enjoyable part of children's lives and to achieve this have the following aims:

- Club coaches should follow the BCU Code of Ethics
- All Club coaches, helpers and officials working with young people should read and adhere to the BCU Child Protection and Harassment Policy. PaddlePlus will follow the guidance of the policy in the event of any concerns or allegations.
- PaddlePlus will ensure that anyone working with young people undertake a screening procedure (CRB Check).
- All PaddlePlus members are made aware of the Club Code of Conduct
- PaddlePlus will obtain written Medical details and contact numbers of young paddlers which will be made known to coaches where deemed appropriate and/or necessary.
- PaddlePlus will only use BCU qualified/updated coaches - unqualified coaches can only work alongside a qualified coach. The club will encourage and support helpers to gain qualifications and assist coaches to stay up-dated.
- PaddlePlus will elect a committee member whose role it is to deal with any issues concerning Child Protection and Harassment and notify this person to all members. Anyone with concerns with respect to Child Abuse or Harassment should contact that person. If that person is unavailable they can contact the Chairman or the BCU Child Protection /Harassment Officer.
- PaddlePlus will adopt and regularly review a Health and Safety Policy
- PaddlePlus will review this Policy annually.

7. Criminal Records Bureau checks. (CRB)

Applications for CRB checks are available from the clubs Child Protection committee member. All certificates will be copied and stored securely at the Leicester Outdoor Pursuits Centre along with records of all Coaches qualifications.

8. Parental Responsibilities.

Paddleplus expects parents and legal guardians of children registered with the Junior section to be available on site or nominate a responsible adult on site to attend to the needs of their youngsters in the event that the session finishes or they have to stop their activity early. Please note that the coaches volunteer their services on the water and that some volunteers may be involved with other tasks and unable to fully supervise children.

Particular concern is for non swimmers and other children who ignore warnings of approaching the river before and after sessions. The LOPC is also alongside a busy road and it is not possible to secure or guard the entrance.

9. Equity Policy Statement

This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

- 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, 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.

10. Use of Photographic Equipment

In line with the NSPCC Child Protection in Sport Unit and BCU recommendations, PaddlePlus require any person who wishes to engage in any photography of club activities to register with the event or session organiser. Publishing photographs of junior members requires consent from their parents/carers and full names should not be used in any captions.

11. Leicester Outdoor Pursuits Centre usage conditions.

PaddlePlus hires the use of the Centre and equipment from the trustees and is grateful for the Centre's support. It is important for the club to build and maintain a positive relationship with the Centre management and staff.

Equipment should be treated with respect Boats emptied outside and re-stored in the correct rack, upside down.

No seal launching of centre boats other than using the ramp provided.

Faulty equipment should be reported and taken to the office if practical. Leave all areas of the Centre and equipment clean and tidy, as you would hope to find them.

Keep outside doors shut (Changing rooms).

Greet or challenge strangers on site (This is not a public site).

All visitors should report to reception outside of normal 'PaddlePlus' meeting times.

Do not remove equipment from the Centre without prior permission of the Management.

12. Usual Club meeting times and venues.

At the Leicester Outdoor Pursuits Centre, Loughborough Road, Leicester.

Paddleplus Juniors meet at 6.00pm till 8.00 on Thursdays from April till October.

Dedicated juniors may continue training style sessions beyond October.

The later PaddlePlus group meets at 7.00pm till 9.30ish on Thursdays throughout the year.

After our water activities we have the use of excellent shower facilities, kitchen and clubroom in which to socialise and catch up with past and forthcoming events.

On occasion the senior group meets earlier to paddle to or from other locations, regular users will pick this information up from the club-room or notice board or website.

Weekend trip information can be found in the same places and members are often reminded by e-mail.

At Roundhill School, Thurmaston.

Pool sessions take place on Friday evenings between October and April. 8.00pm till 10.00 divided into two half hour sessions for Juniors and 1 hour session for adults and more experienced youngsters. The Club has its own pool boats. Members may bring their own provided they are clean and undamaged (certain paddles may not be suitable for pool use).

Due to limited spaces booking is done in 4-week blocks. The sessions are run by a rota of Coaches.

13. Trips and Events

Trips and events are organised throughout the year by the club and attendance at events staged by other clubs or organisations are also encouraged.

Details of upcoming events are posted on both the notice board, website and are often circulated by e-mail.

14. Clothing, kit and equipment.

This section is aimed at newcomers to paddlesport to provide comfort at least expense. It is preferable to look unfashionable than feel uncomfortable.

You must wear footwear.

Winter clothing:

You should come prepared for a change in weather and the possibility of getting wet possibly cold. If cold weather is likely consider the following:

Several thin layers are preferable to one thick layer.

Man-made fabrics like Polyester hold little water and retain heat better than cotton. Tights or Tracksters can be worn beneath jogging bottoms (check low cotton content). Water proof over trousers will also shed splashes and retain heat.

Thermals with no cotton content.

Thin woollens in layers.

Waterproof Jacket (preferable front opening).

Hat or Cap (perhaps with ear covers).

Woollen or synthetic socks.

Lightweight trainers, Gym shoes or Plimsolls tied on securely without excess laces.

For your hands aim to keep the wind off as a priority over wet.

Keep neck warm with Polo neck top or scarf.

Mitts are preferable to gloves, allowing freedom of movement and better circulation.

Bring a small flask of a hot drink, to stow safely behind your Kayak seat.

During a paddling session clothing can be removed if you get to warm. Get out of your boat or ask for boat support if you are removing your buoyancy aid while undressing.

If you get too cold without sensible clothing on or stowed behind you; you will suffer unnecessarily (Hypothermia).

Winter sun can be quite dazzling, consider sunglasses.

Your first two purchases of personal kit for winter paddling I recommend are a set of Paddle mitts (Pogies), these fit onto the paddle with Velcro and you should be able to slide your hands easily into them. Secondly once committed to your hobby / sport I recommend a good quality Paddle with an insulated or carbon fibre loom (the pole between the blades). Seek advice before buying:

Length, Handing, Blade size and Shape, Rigidity and Pitch. These things are determined by your size, age and type of paddling you hope to do in the near future. i.e. touring, racing, slalom, polo etc. Certain paddles are not recommended for use in swimming pool sessions. PaddlePlus membership entitles you to discounts at local suppliers, please ask for details.

Summer clothing:

Be prepared for the weather to change, carry warmer clothing in a waterproof container stowed behind your Kayak seat, carry windproof leggings and top. Cap and neck protection against the sun, sun cream, sunglasses, drinks bottle. Sandals are ok but remember sun cream especially if paddling an Open Canoe.

Pool sessions:

Please avoid skimpy or ill fitting costumes / trunks which could cause embarrassment. Tee shirts are recommended to avoid discomfort of spray decks next to the skin. Nose clips, goggles and earplugs can be worn for repeated capsizes and rolling practice though you would not be using them during river trips.

Freestyle / Rodeo paddlers do spend a great amount of time upside down while practising various moves both in pool and outside environment, they should consider ear and nose protection to avoid certain painful and debilitating conditions associated with frequent cold water submersion. Skullcaps worn beneath helmets can also reduce the effect of "Ice cream head"; you'll know what I mean when you first feel it!

Open canoeists have greater freedom of movement in their boats and can sit in a great variety of positions. They do not usually wear a spray deck so their legs are more open to the weather; sometimes they are in kneeling positions especially when paddling solo. Kneepads (as used in the garden) or a large piece of foam mat placed below them will act as a cushion as well as insulation from the cold hull. A sponge and makeshift bailer is useful to remove excess water in the boat without emptying on shore.

Open canoes have great cargo capacity; a watertight barrel can be used for the crew's spare clothing, food, flasks etc without cluttering the boat.

Wetsuits are intended for sports where immersion is constant or regular and rely on a thin layer of water between the skin and the neoprene warmed from the body and being held static within the suit. When leaving the water this thin layer is likely to drain down and out and the suits thermal properties reduce significantly. To work well the suit needs to be snug fitting; this will also restrict the style of movement needed for kayaking. If you already have one, try it, but I would not recommend buying one specifically for canoeing / kayaking. If you plan to spend much time in the water they are great.

In summer wearing a suit out of the water could cause you to seriously over heat (Hyperthermia).

In summer wearing a suit out of the water could cause you to seriously over heat (Hyperthermia).

Spray decks keep a great deal or all water out of the boat, Nylon decks tend to fit a variety of cockpit sizes but can let in small quantities of water past creases in the material around the cockpit when edging the boat severely. Neoprene decks are tailored to fit specific cockpit sizes and if fitted correctly and in good condition will keep out all water. Different models of boats may have varying cockpit sizes; buy decks accordingly.

No one should wear a deck unless they have done a confident, perfect spray deck capsize drill under close supervision of a BCU Coach in outside unheated water. Practice of this drill and test can be done in a swimming pool environment also under close supervision of a coach.

Nylon decks can be fiddly to put on; Neoprene decks can be hard to put on. Both should be easy to remove, provided they were put on correctly. Don't skip coaching!

Decks prevent some heat loss from lower body in the boat and additional wrapping around the waist. Decks do not have to be worn on novice grades of water.

15. Coaches qualifications and additional equipment.

The club actively encourages members to pursue coaching qualifications and offers bursaries to assist financially. The prerequisites to entering the coaching scheme are to be full members of the British Canoe Union have a current First Aid certificate approved by the BCU and have passed a canoe safety test and be of 3* standard in the discipline of coaching sought.

Coach training can then be taken and a minimum number of hours logged coaching under supervision of qualified instructors.

Coach assessment can then be sought. If successful the prerequisites must be maintained.

PaddlePlus uses coaches at level 2 and above. All PaddlePlus coaches have to be CRB checked. PaddlePlus also make use of experienced paddlers to assist our coaches. These may in turn enter the Coaching scheme when ready.

Additional equipment

Coaches should have readily available as basic equipment First aid kit, knife, whistle and throw-line; a torch should also be carried if paddling after dark. Additional kit should be carried on unfamiliar or longer trips (Shelter, clothing, food, maps etc).

16. Local Weirs

The following weirs are encountered on the Club's regular Thursday evening paddles between Leicester West Bridge and Syston's Hope & Anchor Pub.

Downstream from LOPC

a. Birstall Plank Weir	Un-shootable, no headroom. High flow at near flood conditions	N/A
b. Birstall Drop Weir	Can have a strong tow-back & debris Inspection & rescue from land	L3
c. Thurmaston W Weir	Violent turbulence at high water & debris Rocks below water on some routes. Low headroom approach.	L3
d. Thurmaston water	Minimal headroom for capsized rescue	L3
e. Wanlip Measuring	Tow-back & debris, difficult portage	L3

Upstream from LOPC

f. Swan's Nest Weir	Minimal tow back Debris	L2
Abbey park g. Main Weir	Strong tow-back possible & debris	*L2
h. Middle Weir	Can have strong tow-back & stopper	L3
i. Lower Weir	Can have strong tow-back & stopper	L3
j. Hutchins Weir	Known to have rocks below	L3
k. Evans Weir	Can have extreme tow-back, stopper & debris Faulty stone work	L3

*L2 **May not** supervise this weir if water level is close to top of Swan's Nest Weir, likelihood of stoppers on all Abbey Park weirs.

L2 to supervise a maximum of 8 paddlers L3 to supervise a maximum of 10 paddlers at the coaches discretion. The ability to supervise rescues both above and below weirs should be seriously considered.

Supervision levels are for the supervision of novice (below 3 star) and junior paddlers.

Groups of three or more 3 star paddlers can shoot the two L2 weirs provided they all have CST, and a First Aider, with kit plus a throw-line in the group.

17. Health and Safety guidelines.

Paddleplus aims to work within British Canoe Union guidelines and set an example to others. The LOPC often has other users on site during our activities; these people should be considered as potential members whose first impressions would determine their future participation and use of the site.

Everyone should register, present membership card and pay subs on arrival before launching.

No one should launch prior to instructions from an instructor already on the water or the bank nearby. Stay nearby until the whole group is ready to set off. Groups should stay within reasonable contact distance of front and rear paddlers. Do not leave the group or disembark without notifying those in charge.

Everyone must wear a correctly fitted buoyancy aid, and sensible footwear for the chosen craft.

Do not put anything in the front of your kayak. (Balls, clothing, containers etc.)

Paddleplus is one of a few clubs that continues through the winter and paddle in darkness, an additional precaution is that paddlers should pair up, be nearby and aware of their partner's position.

Helmets must be worn when approaching, inspecting or shooting weirs, rapids or rocky areas. The option to portage (carry the craft around) is usually available and no pressure should be felt to tackle such features. All weirs should be checked prior to shooting for water level, tow-back and debris. Carry a throw-line with you when inspecting such features. A recognised signalling system should be arranged prior to shooting to overcome noise and /or poor visibility.

Any cuts or abrasions should be covered by waterproof dressings. Our activities take place in a natural environment that supports a wide range of animal and plant life, all of which survives directly or indirectly through the natural presence of various bacteria. Take the same precautions as you would while gardening. Wash after activities on the water, use the excellent LOPC shower facilities covered by the session fee.

Hypothermia is a severe condition caused by loss of body heat. It is more likely to occur due to one or more of the following: Incorrect clothing for the conditions, lack of sleep, lack of food (breakfast, snacks etc), ill health, exertion (tiredness), sudden immersion or slow heat loss over a long period. Victims should be treated gently, warming slowly using shelter, additional clothes and warm drinks and breathing in a warm air environment. Sudden re-heating is a hazard. Sudden short immersion can be treated quickly if done immediately provided the victim had not been cold over a long period.

No one coming off the water should enter the kitchen until showered and changed. Any member of the club who is regularly involved in the preparation of food should consider obtaining a food handling Certificate. The Club would meet the cost involved of such course.

18. Dealing with and Reporting Incidents/Accidents

- Stay Calm but act swiftly and observe the situation.
Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the first aider who should take appropriate action for minor injuries.
- If an injury requires specialist treatment, call the emergency services.
- Deal with the rest of the group and ensure that they are supervised.
- Do not move someone with major injuries. Wait for the medics.
- Contact the injured person's parent/carer.
- Complete an incident/accident report form.

Any accident, injury, incident or near miss occurring as part of a PaddlePlus session needs to be recorded as soon as possible after the event. Incident Report Forms are kept in the LOPC Office, Paddleplus filing cabinet draw. The Form should be completed by the first aider, coach or group leader and as much information recorded as possible. It is important that copies of the report are forwarded to both LOPC and the BCU for insurance and to inform future practice and policy.

19. Training, tests and awards.

PaddlePlus offers basic training as you paddle; no one is left behind. We were all novices and understand any initial difficulties and will help you overcome them at a rate suited to the individual.

There are star tests 1 to 5 in various craft and disciplines also a Canoe Safety Test and White Water Safety and Rescue Test. The full range of courses, tests and awards can be found in the British Canoe Union yearbook along with details of other course providers.

PaddlePlus have coaches available to run 1 to 3 star and Canoe Safety Tests when there are sufficient candidates.

The LOPC also run training courses and assessments details of which can be found on the notice board by the office or courses for Paddleplus if there are sufficient candidates.

Our Winter pool sessions are an ideal time to learn and practice support strokes, capsizing and spray deck drills, rescues and rolling, all of which involve getting repeatedly wet; that being preferable in clean, warm, water.