



Bradford on Avon Boat Club – Members' Handbook

Approved by the Management Committee on 5th February 2024



The information, guidance and rules in this Members' Handbook supplement the Constitution (effective 9th May 2023).

The purpose of this Handbook is to assist members in getting the best out of the time you spend at the club and to enable you to maximise your enjoyment of rowing or canoeing. It sets out what is expected of the club in terms of organisation and arrangements, and also what is expected from members to ensure that all the members behave in a safe and considerate manner.

The Members' Handbook will be amended by the Management Committee from time to time to reflect changes in guidance from British Rowing or British Canoeing, as well as experience in operation of the club on a day-to-day basis.

Clause 18.6(h) of the Constitution:

The Management Committee shall maintain the Members Handbook which will incorporate changes set in place by the Management Committee from time to time as a result of advice or experience or issues that could affect the proper running and organisation of the club.

Members are invited to propose changes to the Members' Handbook or the Constitution at any time to the Management Committee for its consideration.



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Code of practice

1. Bradford on Avon Boat Club (BOABC) is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with a club officer or where appropriate the club's Welfare Officer (contact details in the clubhouse).
2. As a member of BOABC, you are expected to abide by the following adult code of practice:
 - a. All members must abide by the guidance in this Members' Handbook and the Constitution and respect officials and their decisions.
 - b. All members must respect the rights, dignity and worth of all other members and visitors regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
 - c. Members should keep to agreed timings for training and races.
 - d. Members must wear suitable kit for training and races, as agreed with the Commodore or Captain.
 - e. Members must pay any fees for training or events promptly, or they will not be permitted to race until they have paid.
 - f. Members are not allowed to consume drugs other than those properly prescribed by a doctor or hospital on the club premises or whilst representing the club. To do so is a disciplinary matter and will be dealt with accordingly.
 - g. Junior members are not allowed to smoke or consume alcohol on club premises or whilst representing the club at competitions.
 - h. Violent, aggressive or abusive behaviour will not be tolerated at any time.
 - i. Members are expected to show respect and courtesy to all other members and river users. This includes bank fisherman or walkers as well as other boat or paddle board users and swimmers.
 - j. It is important you tell someone if you are being treated badly, if someone is making you unhappy or you are worried about another person. You can tell a member of the Management Committee, your coach or the club's Welfare Officer, and if you are a junior then you can also tell your parents or any trusted adult.

Code of practice for club officials, coaches and volunteers

1. We are grateful for all offers of help from club members or parents, but we ask that you comply with a few simple requirements.
2. In particular, restrict contact with juniors via email/text to the absolute minimum required (e.g. to locate them at a regatta). Contact should be via the parents, to protect both the coach and child.
3. Other matters to consider are:
 - a. All coaches are considered to be in a position of trust under the criminal law and therefore subject to the sanction of the law. National guidelines consider it to be



- against their safeguarding policies and code of conduct for a person in a position of authority or influence to form an inappropriate relationship with a 16 or 17-year-old.
- b. Consider the well-being and safety of participants before the development of performance.
 - c. As per national recommendations you should not offer children a lift unless a second unrelated adult is also in the car. Children should preferably be transported by their parents.
 - d. Written consent is required from parents before photographing/videoing of children. Such consents must be recorded by ticking the relevant check boxes on the profile page for each member on our membership system, Manage My Club (MMC).
 - e. Develop an appropriate working relationship with participants, based on mutual trust and respect.
 - f. Make sure all activities are appropriate to the age, ability and experience of those taking part.
 - g. Promote the positive aspects of the sport (e.g. fair play).
 - h. Display consistently high standards of behaviour.
 - i. Follow all guidelines laid down by British Rowing or British Canoeing, and the club.
 - j. Hold appropriate valid qualifications. Never exert undue influence over participants to obtain personal benefit or reward.
 - k. Never condone rough play or the use of prohibited substances.
 - l. Encourage participants to value their performances and not just results.
 - m. Encourage and guide participants to accept responsibility for their own performance and behaviour.

Code of practice for parents/carers

1. Rowing and Canoeing both offer a valuable opportunity for you and your children to develop new skills and make friends.
2. We do, however, ask that you comply with a few simple requirements, and so you are expected to abide by the following:
 - a. Attend only at organised session times.
 - b. Arrive 10 minutes early for the session with your child and arrive on time to pick them up. Should you repeatedly be more than 10 minutes late to pick up your child, then their participation will have to be reconsidered.
 - c. Provide the coach in charge of the session with a useful emergency contact number (ensure the emergency contact details on your child's profile page on our membership system, MMC, are complete and up to date).
 - d. Ensure that the Consents section on your child's profile page on our membership system, MMC, are completed (privacy policy <https://www.boabc.org.uk/privacy-policy> and consent for photography/video for training purposes and for training camps).
 - e. Encourage your child to learn the rules and play within them.
 - f. Discourage unfair play and argument with officials.
 - g. Help your child to recognise good performance, not just results.



- h. Never force your child to take part in this or any sport.
- i. Set a good example by recognising fair play and applauding good performances by all.
- j. Never punish or belittle a child for losing or making mistakes.
- k. Publicly accept officials' judgements.
- l. Support your child's involvement and help them to enjoy their sport.
- m. Always use correct and proper language.
- n. Encourage and guide your child to accept responsibility for their own performance and behaviour.

Vulnerable adults

1. Vulnerable adults are those members who require the support of others in aspects of their life that others take for granted; this could be a physical disability or a psychological or learning disability.
2. Club members and officials will:
 - a. Treat vulnerable adults fairly, give them as much time as others and be realistic about their training needs.
 - b. Be encouraging and build trust.
 - c. Keep a safe and public relationship with the athlete.
 - d. Be risk aware during each outing or training session.
 - e. Never ignore allegations of abuse or bullying.
3. The club's Welfare Officer is appointed to support the needs of adult athletes as well as junior athletes.

Changing room policy

1. Both rowing and canoeing are mixed gender, mixed age-group sports with adults and children training and racing together. This changing room policy has been devised as part of our commitment to safeguarding.
2. The BOABC clubhouse currently has gender-specific changing facilities that comprise a communal changing area, communal shower and a private WC with a sink. There is an additional curtained changing area outside the men's changing room for use when necessary. We do not have the facilities for separate junior and adult changing. It is not unusual for members to get wet whilst participating in canoeing and rowing and, especially in the winter months, it is important that all members are able to change immediately after their training session.
3. Club coaches, some volunteers and the club's Welfare Officer all have current Disclosure Barring Service (DBS, formerly CRB) clearance but other adults at the club are not required to be checked under current British Rowing or British Canoeing rules. Coaches and the club's Welfare Officer have undertaken training in child protection and safeguarding.
4. Guidelines
 - a. Males and females will change in separate changing rooms. Mixed-gender changing is not permitted unless an adult with parental responsibility is supervising a child.



- b. Where at all possible there should not be a time when one adult is alone with a child (under 18) in the changing room unless the adult has parental responsibility for that child.
- c. Where possible, coaches should shower and change at a different time to the group they are coaching, however, we note that this will not always be practical.
- d. The use of cameras, including phone cameras, or any other recording device in the changing rooms is strictly prohibited.
- e. No member is obliged to use the changing facilities if they do not wish to. If parents do not give their permission for their children to use the club changing rooms they must ensure that alternative arrangements for changing are in place (e.g. changing and showering at home) and that their child is aware of their decision.
- f. Carers of children with disabilities should be involved in how they can best be assisted.

Bullying and welfare

1. Bullying of any kind is unacceptable.
2. Anyone who knows or suspects that bullying is happening should tell a member of the Management Committee, their coach, the club's Welfare Officer or, in the case of a junior, their parent or any trusted adult.
3. The concerns raised must be made known to officers of the club, initially the Secretary or if that is not appropriate, the Chair. Action will then be taken to resolve issues and ensure that the concerns of the individual are properly addressed. This will be done with the utmost discretion but may result in initiating the club's disciplinary procedures.
4. Accept and respect all individuals without discrimination based on age, gender, ability, race or religion.
5. Links and resources for junior members in particular:
<https://www.nationalbullyinghelpline.co.uk/> (Helpline 0300 323 0169)
<https://www.childline.org.uk/> (Helpline 0800 1111)

Grievances and complaints

1. Bradford on Avon Boat Club aims to provide a good atmosphere so that all can enjoy their sport and activities associated with it; however, we recognise that there may be disputes and it is important that we have a clear set of guidelines to help resolve them as they arise.
2. The club will follow the grievance and disciplinary procedure as set out below:
 - a. A member with a complaint about their treatment by the club or another member should set out their grievance, in the first instance, to the club Chair in writing, setting out the issues leading to the complaint.
 - b. The Chair will investigate the complaint, or appoint another club officer or suitably qualified person to do so (which may be someone external to the club), speak to all parties involved and any other relevant parties.



- c. If the complaint is upheld, the Management Committee will decide what action to take, which can include a warning, suspension, termination of membership or any other sanction deemed appropriate.
 - d. Reference will also be made to British Rowing or British Canoeing policies and guidance for more serious cases or if requested by the complainant.
3. If the complaint is a welfare matter, then in the first instance please contact the club's Welfare Officer.
4. The club will deal with complaints in a fair and timely manner.

Guidance for kayak and canoe use

1. Buoyancy aids must be worn by all novice and novice junior members (being of div 9-6 standard, juniors being those under 18 years).
2. Buoyancy aids must be worn by all paddlers when on the water in the dark.
3. All juniors irrespective of experience to wear buoyancy aids between October and March to tie in with the dates the BST ends and begins.
4. Lights must be worn by all paddlers when on the water in the dark. Please paddle with a light that does not dazzle others on the water but is bright enough to be seen by other water users.
5. Club boats and equipment must not be taken away from the club without first making a request to a member of the canoeing section committee. It will be confirmed if your request can be met. This request should be emailed well in advance to the Commodore or Vice Commodore, as per current policy. Booking of boats for specific competitions can only be made 10 days in advance of the date of the event. Preference will be given to crew boats that contain club members.
6. Club boats must not be used to shoot weirs. Club boats may not be taken abroad without adequate insurance and/or acceptance of full responsibility for its return in good condition.
7. Damage to club boats whilst in use must be repaired by the member responsible within a week of it occurring or a £50 fee paid towards the boat being repaired by a third party. This is irrespective of the extent of damage accepting that even small areas of damage can take considerable time and trouble to repair.
8. All paddlers are required to sign themselves out on the water in the log in the canoe store. This is a requirement for club mark.
9. Seats, foot bars etc. should not be removed or swapped between club boats. On no account should club boats have fittings removed to use in private craft.
10. Buoyancy aids and paddles owned by the club will be at all times retained at the club and not removed to be used as personal equipment or stored elsewhere.
11. Personal boats may be stored at the club to a maximum of two per full member at the discretion of the Commodore, and subject to payment of a racking fee and availability of racking. All boats are stored at the owner's personal risk and the club takes no liability for any damage.



Guidance for rowing boat use

1. Perform the following checks before every outing:
 - a. Check that the hatches are secure or that any buoyancy bags are adequate in number and are inflated.
 - b. Check that the bow ball is securely fixed and that the rubber is not degraded.
 - c. Check that the riggers are securely attached (but do not overtighten bolts).
 - d. Check top nuts are secure.
 - e. Check that the seats are sliding properly.
 - f. Check that there are no holes and that the hull of the boat is sound.
 - g. Check that the steering works.
 - h. Check that the shoes are properly attached and have heel restraints in good working order, made of strong nylon / cord (not shoelaces or string). The heels of the shoes must not pull higher than the lowest fixed part of the shoe (a useful rule of thumb is that heel restraints should be no longer than 5cm).
 - i. Check that the stretchers are secure.
2. No beginners should go out unaccompanied at any time. They should always be accompanied by an experienced member of the club or a coach.
3. No novice or inexperienced coxes should cox inexperienced crews. The responsible member must ensure that novice crews have either an experienced crew member or competent cox and that novice coxes are trained in an experienced and competent crew.
4. The Captain and coaches should ensure that novice coxes and steersmen are appropriately briefed as to the safety policy, circulation pattern and given suitable instruction and supervision when on the water. It should not be assumed that an experienced rower is necessarily an experienced steersman or cox.
5. Rowing crews are required to complete the white board in the old boathouse prior to taking to the water setting out the type of boat, its name and the initials of the crew members. This is to alert all users of which boats and of what type are on the water at any one time. This routine is a principal safety procedure and failure to comply could mean that the Captain limits boat usage to those unable to meet this requirement.
6. On completion of the outing the use of boats form is to be completed (stored next to the white board in the old boathouse), noting any incidents, damage or maintenance issues requiring attention.
7. Personal boats may be stored at the club at the discretion of the Captain, and subject to payment of a racking fee and availability of racking. All boats are stored at the owner's personal risk and the club takes no liability for any damage.

Capsize training and swimming

1. All members must complete capsize training at the first available opportunity upon joining the club, unless they have completed this at another club. This test must be completed within 3 months of joining the club, water temperature and conditions allowing.
2. All members must be able to swim, given buoyancy aids are not typically worn when rowing, and not always worn when canoeing. The following standard is expected:
 - a. Swimming at least 50m in light clothing (typical rowing or canoeing kit); and



- b. Treading water for at least 2 minutes; and
- c. Swimming under water for at least 5 metres.

Using the river and canal

1. River, canal and weather conditions can change rapidly. Crews must be prepared to abandon an outing at any time if the conditions deteriorate once they are on the water and should then return to the boathouse by the safest route.
2. Rowing is not permitted outside daylight hours, or when visibility is less than 300m.
3. Members who wish to boat on the water outside of structured squad training times are recommended to check the river status on the Environment Agency website.
4. The Captain, Commodore or club's Safety Officer (or in their absence, the coaches or any member of the Management Committee) have the right to stop crews boating if it is judged that the crew or equipment is not suitable for the prevailing conditions. This decision takes into account other factors such as temperature, visibility, wind conditions or any other safety concern.
5. Individuals and visiting clubs using their own equipment boating from BOABC facilities under river conditions where restrictions apply do so at their own risk, and acknowledge that they are taking full responsibility for their safety and accept that BOABC are not liable for any damages or losses that may result from boating when restrictions are in place.
6. Nothing in the above removes the ultimate responsibility of safety from the individual. If you are not happy to go out in the prevailing conditions regardless of what the coach / crew / Environment Agency website indicates then you can, and should say "NO".
7. Always keep on the right side of the river for navigation.
8. The bow rower of all classes of rowing boat must wear a high visibility top when on the water so that they can be seen more easily by other crews. It is also recommended that any bow steersman or single sculler uses a mirror to assist in spotting oncoming boats early.
9. It is the responsibility of all users to be aware of others on the river, both club members and visitors. Clear verbal warnings are necessary to advise crews or kayakers of approaching hazards, including themselves.
10. Overhanging and low branches trees of trees and bushes are a natural hazard and need to be noted and avoided. This is particularly important following heavy rain when the branches may be lower than normal. Equally if the river is higher than normal after heavy rain the hazard is more likely.
11. The club, in conjunction with other bodies where appropriate, will take action to minimise the any hazards in the river and along the bank side. This has to be done with full recognition of the habitat and other issues relating to the environment. Members should not take unilateral action except when an immediate danger to all river users is identified. The Safety Officer must be advised of the action taken.
12. Avoncliff weir should be treated with great caution, especially in higher water conditions. Crews and kayakers should consider turning early.
13. The River Avon at Bradford on Avon is a significant habitat for birds and other wildlife. Care should always be taken to avoid contact or disturbance of swans and ducks or any other water borne birds, as well as avoidable damage to the bank or vegetation.
14. Particular attention should be paid to avoid snagging the lines of fishermen.



Weather and environment

1. During the winter months, the risk of hypothermia from wearing insufficient clothing or with inexperienced rowers or kayakers, not moving vigorously enough to generate sufficient body heat is a real danger. Ensure that you wear several layers of appropriate clothing, preferably with a waterproof garment on top. Coxes, especially, should be well protected, including hats and gloves (preferably waterproof), must not wear wellington boots in the boat, and must wear a buoyancy aid. If layers are removed during the outing they should be put back on as you return to the boathouse to ensure you do not chill while waiting to disembark.
2. No boats are to go afloat within 30 minutes of a lightning flash or thunder clap, or at the time a storm is forecast. If you are on the water when a storm starts then you must get off the water as quickly as possible and seek proper shelter.
3. Although no place is absolutely safe from lightning some are safer than others, and proper shelter might be:
 - a. An enclosed substantial building with electric and telephone wiring and plumbing to provide a safe pathway for the current to earth to the ground.
 - b. A fully enclosed metal vehicle with windows shut. This acts as a Faraday cage and guides the lightning around the passengers - mini-buses are an excellent shelter for large groups of people.
4. Unsafe locations and situations include:
 - a. Open spaces - fields, lakes, rivers (even underneath tree canopies), small rain shelters, trees, umbrellas, tents and marquees.
 - b. Close vicinity to the tallest structure in an area.
 - c. Near metal or carbon objects - riggers, boats, blades, trailers, launches, etc.
 - d. Using appliances or plumbing such as taps, sinks etc.

First Aid procedures and kit

1. First Aid kits are provided by the club for the use by members in the event of an accident or incident at the club or on the water. They are also available for use to support a member of the public who suffers injury or an accident in the vicinity of the boathouse.
2. First Aid kits contain only basic first aid items such as bandages and plasters as well as some antiseptic items. They are located in the cupboards in the main entrance of the old boathouse (between the changing rooms).
3. If you need to use any of the contents of the first aid kit, inform the club's Safety Officer by email following the event, so the first aid kit can be restocked.
4. A list of first aid qualified members is posted on the Safety Notice Board at the boathouse.
5. All incidents involving the use of the First Aid kit must be recorded in the Accident Book in however minor or insignificant. The more serious incidents have to be reported formally to the respective Sport Governing Body by the club's Safety Officer, as well as to the Management Committee at its next meeting so that the appropriate preventative action or advice can be implemented.



Water borne diseases

1. The water we row upon is not always as clean as we would like. Members are advised:
 - a. Never drink water from a river, canal or lake.
 - b. If contaminated water has been swallowed, refer to your doctor with full details of the incident.
 - c. Only drink from your own water bottle.
 - d. Wash hands thoroughly, and shower if possible, before eating or drinking.
 - e. Do not throw anyone into the water as a fun action.
 - f. Cover cuts and abrasions (including blisters) with waterproof dressings.
 - g. Wear suitable footwear when launching or retrieving a boat, particularly if it is necessary to wade into the water, to prevent direct contact with the water and protect the feet from cuts and abrasions.
 - h. Avoid immersion in, or contact with, water, particularly if there is an algal scum or bloom.
 - i. Do not splash river or lake water onto your face or body to cool down (take a bottle of tap water with you for this).
 - j. Hose down all equipment after outings to remove any potential contamination.
 - k. Keep oar and paddle handles clean particularly if contaminated with blood.
 - l. Wash, and thoroughly dry, any contaminated clothing before re-use.
 - m. Maintain your immunisation regime against Tetanus, Hepatitis A, Hepatitis B, Polio, Typhoid and Dysentery.
2. The club has as its primary concern, the prevention of accidents involving physical injury, damage to equipment and at the worst, drowning. There are other risks to health associated with water-based activities which arise from the micro biological or chemical quality of the water itself and of its immediate environs. The use of inland waters can never be risk free and it is essential that as users, we are aware of the risks present.
3. Weil's Disease – Leptospirosis
 - a. The risk of contracting Leptospirosis from recreational water is very small, however the serious nature of the disease is such that we must be aware of the dangers and should take simple precautions to reduce the risk of infection. Leptospirosis is an infection caught through contact with infected animal urine (mainly from rodents, cattle or pigs).
 - b. The causal organism can enter the body via cuts or abrasions of the skin or, the lining of the nose, mouth, throat or eyes. If flu-like symptoms develop shortly after contact with the water (1-3 weeks) then your doctor should be contacted and advised of the circumstances of exposure.
4. Blue-Green Algae – Cynobacteria
 - a. Cynobacteria are commonly found in fresh and brackish water during mid to late summer.
 - b. In favourable, stable conditions, blooms may form. Algal scums accumulate downwind on the surface of lakes and slow-moving water. Toxins produced by large blooms have caused the death of sheep and dogs and skin and other disorders in humans, although no particular illness has been identified that can be linked with Blue-Green Algae. It is prevalent at Bradford on Avon at the end of the summer if we have had little rain and the river level is low.



5. Gastro-intestinal illness
 - a. The use of inland water will never be risk free and it is essential that users are aware of the risk involved in using a particular stretch of water. Assessing the risks posed by water quality is difficult as conditions can vary substantially in a very short space of time. In general, the health risk will depend on the number and proximity of sewage effluent discharges in any particular body of water.
 - b. Many organisms causing gastro-intestinal illnesses (e.g. Salmonella) can be found in water contaminated with sewage and extra precautions should be taken when rowing on floodwater and water known, or suspected, to contain sewage.

Fire procedures

1. The Boathouse has a hand operated bell alarm fire alerting system.
2. If you detect a fire operate the fire alarm if it accessible otherwise shout 'Fire' to alert any others in the vicinity
3. Assess the risk to yourself before attempting any actions.
4. You should only attempt to tackle a fire if the fire is small, you have received the appropriate training and it is safe for you to do so without putting yourself at risk.
5. Your first priority is to leave the building immediately and phone the Fire Brigade.
6. Once you have left the building make your way to the fire assembly point which is located on Barton Bridge.
7. Do not re-enter the building.
8. Wait at the assembly point until you are informed by the Fire Brigade that it is safe to return to the building.
9. Fire extinguishers should only be used if the fire is small, you have received training and it is safe for you to do so without putting yourself at risk.
10. Any fire extinguishers that have been discharged must be reported to the Management Committee immediately after the incident, so that arrangements can be made for them to be replaced.

Club launch and fuel storage

1. The Club launch is available for use by suitably qualified or approved. Approval for use is only available through the club's Safety Officer. The launch is primarily for coaching crews or paddlers and the Commodore or Captain will direct its use accordingly. It can also be used for recovering equipment or boats and whilst on the water it is a safety boat. Its safety function overrides any other use.
2. Launch drivers and those accompanying drivers on the launch must always wear life jackets whilst afloat.
3. No visiting club is permitted to use the launch unless they can provide a RYA Level 2 certification to the club's Safety Officer in advance or an agreed alternative certification.
4. All launch drivers must carry a mobile phone to summon help where necessary. Mooring lines must be checked to be in good condition prior to going on the river.
5. The launch is fitted with an engine cut-out lanyard device ("kill cord") which must be always fitted to the driver whilst the engine is running.



6. The launch shall carry a throw line (or equivalent), safety knife with rope cutter, bailer, paddle, and adequate fuel for the session.
7. Before going afloat, launch drivers must check that the launch is carrying the appropriate equipment listed above.
8. Fuel is to be held in approved containers and kept in the fuel cabinet.
9. Filling of tanks for use in the launch must be done outside any building using suitable funnel and filling pipes. Those filling tanks must ensure that there is no one smoking or an open fire (including barbecues) within 10m of the filling operation.
10. When not in the launch on the water, fuel tanks are required to be stored in the secure fuel cabinet, and not left in the launch. The cabinet must always be kept locked and secure.

Rowing and canoeing away from Bradford on Avon

1. To row or canoe on some waters you require a license. Any member taking to any water other than the River Avon at Bradford on Avon should satisfy themselves that they have obtained the appropriate license when required. Canoeists are encouraged to hold British Canoeing membership as this provides automatic licensing for many rivers and waterways nationwide.
2. Prior to rowing or canoeing on unfamiliar waters for training, a risk assessment is to be undertaken by the responsible person. This risk assessment is to be circulated to all affected individuals and a copy provided to the club's Safety Officer.
3. It is each member's responsibility to ensure that they are aware of any local navigation rules or dangers.
4. It is the responsibility of all members to ensure they have read all safety guidelines and competitor instructions for any race meeting and to follow the risk assessment and guidelines set down by event organisers
5. Training camps should be risk assessed in line with British Rowing or British Canoeing guidelines and contact details held by the camp organiser for all participants.

Trailer use and transport of boats

1. When boats are towed the trailer driver remains in charge of the vehicle and trailer in accordance with road traffic laws in the relevant country and has the absolute right to refuse to tow or require changes to the boat loadings.
2. Prior to each trip the driver must check the tyres (including spare), lights, projection markers, jockey wheel, brakes and the security of the load.
3. All trailers must carry a spare wheel and suitable tools and jack for changing a wheel.
4. It is recommended that drivers always carry a passenger to help with navigation, manoeuvring and any emergency.
5. Where rowing boats or kayaks are transported on private vehicles by members the same principles set out above apply, and members should ensure that their insurance cover is adequate and applies to such transportation.
6. When rowing or canoeing away from Bradford on Avon it is equally important as it is at Bradford on Avon to ensure that boats, kayaks and all related equipment is in sound working order and that all safety equipment or fittings are in place.



Security

1. The security of the club is both a matter of personal safety and the prevention of theft or damage to the buildings and the items of kit and equipment in them. It is, therefore, essential to secure the boathouse, both when you leave to go home or even just to go on the water. You need to ensure that you:
 - a. Do not leave valuables accessible in the changing rooms or in the boathouse.
 - b. Make sure everything is put away in its right place (boats, oars, paddles, weights, trestles, etc).
 - c. The doors and windows are all properly closed and locked.
 - d. The main gate is locked.
 - e. Even if you are not the last person to leave, please check things are locked up properly as people can always open it again if they need to.
 - f. Groups/individuals on the river should always ensure that at least one person has a key, as the boathouse may have been locked whilst they are on the water.
2. If you see anyone or anything suspicious in the vicinity of the boathouse or indeed inside the gated area, you should report it to any Management Committee member without delay. You must not put yourself in danger or expose yourself to risk of injury. Do not hesitate to call the police or other emergency services to deal with the matter of concern.
3. When leaving the boathouse after dusk, take extra care and aim to leave with another member rather than alone. If you anticipate that you will be leaving at such a time you should ensure that you have a torch with you and that someone knows when you are expected to be at your home.
4. The club facilities are accessed through a side gate adjacent to the old boathouse. This gate has a code that is shared with members – do not share the code with any non-members, other than temporary members for the purposes of Learn to Row or Learn to Paddle courses. The gate should always be shut and locked when not in use.
5. The double gates are only to be opened to allow access by vehicles or the transfer of boats or canoes to trailers. Once this has been completed the gates must be shut and locked.
6. The old boathouse is accessed through a locked door to the side of the. Club issued keys access the old boathouse. When leaving the boathouse ensure the door is closed and locked. The door should be kept shut and not propped open, even when the club is in use, to provide a restriction to anyone who might have gained access to the site who is not a member.
7. The garage-style door to the boathouse should be opened to provide access to rowing boats and equipment and properly secured to avoid it being blown shut and a potential cause of injury to anyone in the vicinity. When there is no other member on site the door should be closed whilst out on the river.
8. The door is secured by both a simple latch at the top of the door and by bolts on either side of the door. When locking up it is essential that the two bolts are engaged.
9. The old boathouse has small lockers in which members may secure their valuables. Members are required to provide their own padlock for the locker they use. This is only for the duration of each visit to the club and must not be used to store personal items when you are not at the club.



10. All personal kit in the boathouse, including that in the lockers, is at the owner's personal risk. The club cannot accept any responsibility for loss or damage. Normal household insurance should provide cover for items away from home and loss should be dealt with by that means.
11. The sculling shed is the small shed on the side of the old boathouse which contains mainly single sculls and blades. It is accessed using the same key as for the old boathouse. This must be locked if you are the last person to leave the club.
12. The new boathouse is the large boathouse directly opposite the entrance gates, storing both canoes and rowing boats. This boathouse is also accessed using the key which opens the old boathouse.
13. The new boathouse is in two parts divided by an internal wall. Each section is accessed through a small side door in a roller shutter door.
14. Special care should be taken when operating all roller shutter doors. The chain should be secured in its housing when the door has been opened and again when closed. This provides the security for the boathouse in combination with the side door. The side door is a slam shut Yale type lock. The engagement of the lock must be checked when closing the door.

Car parking

1. Cars can be parked at Barton Farm, along Pound Lane, in the car park at the bottom of Pound Lane or in the large station car park.
2. Cars must not park on the grass in the Country Park unless loading or unloading equipment or boats, after which they should be removed to a proper parking space. Failure to adhere to this guidance may jeopardise our long-standing arrangement of having this access.
3. Do not leave any valuables in your car as break-ins have happened in the past.

Social occasions at the boathouse

1. Any organised social occasions planned to take place at the boathouse must have been arranged with the Captain or Commodore prior to the event
2. BBQ's may be in the boathouse grounds with prior arrangement of the Captain or Commodore. However, certain conditions must be met:
 - a. The BBQ must be well clear of any of the boathouses, to prevent them catching fire.
 - b. There should be water available to extinguish the BBQ.
 - c. All BBQ's must be fully extinguished before the organiser leaves the site.



Membership classes

1. Adult – aged 18 or over on 1st January of the year of membership with full access (subject to the relevant permissions) to club equipment and coaching.
2. Life – members who are entitled to a discount on their membership fees due to past financial assistance or other significant contribution to the club.
3. Honorary life – members who are awarded full membership due to sporting excellence or other reasons and with full access (subject to the relevant permissions) to club equipment and coaching, but who are exempt from membership fees. Honorary life members do not have voting rights.
4. Student – aged 18 or over on 1st January of year of membership and in full time education or apprenticeship with full access (subject to the relevant permissions) to club equipment and coaching.
5. Junior – aged under 18 on 1st January of the year of membership with full access (subject to the relevant permissions and supervision) to club equipment and coaching. Junior members do not have voting rights.
6. County – members who wish to maintain an association with the club and use club equipment from time to time, with the approval of the Commodore or Captain, but for whom regular attendance at the club is impractical due to:
 - a. residing a significant distance away from the club; or
 - b. being away from home for long periods of time due to their employment; or
 - c. other personal circumstances as agreed by the Commodore or Captain.Where an adult member's circumstances change so that similar situations arise, that member may apply to transfer to County membership.
7. Associate – available to those with a connection to the club (coxes, coaches, parents of junior members or previously active rowers or canoeists) that wants to be a member to access the club or receive email communications but will not be an active rower or canoeist. Associate members do not have voting rights.
8. Temporary – to cover a range of circumstances including training courses where the club may require those using the club's facilities to join for insurance or other purposes. Temporary members do not have voting rights.

Membership and racking fees

1. Membership and racking fees for the following year are determined by the Management Committee in the last quarter of the year.
2. All fees, other than for Associate membership, must be paid monthly by Direct Debit only. Associate membership is paid annually by Direct Debit.
3. As per the Direct Debit rules, members can cancel their Direct Debits at any time, but in that event their membership will lapse (unless previously agreed with the Captain or Commodore, for example due to hardship).



Joining the club

1. All new members to the club must receive an induction programme from the Commodore or Captain.
2. Every prospective member shall be required to complete a membership application form, available online at <https://www.boabc.org.uk/members>.
3. If membership is approved, the new member's profile will then be set up on our membership system, MMC, by the Membership Secretary. The new member should then complete their membership profile on MMC, including accepting the club's privacy policy, which is a condition of membership, and importantly providing details of any medical issues and their emergency contact details, as well as submitting their Direct Debit mandate (note all membership fees are payable monthly by Direct Debit only).
4. Whilst prospective members may attend the club on three occasions prior to applying for membership, they will be required to abide by the conditions and requirements set out in this Members' Handbook.
5. Members joining through the Learn to Row or Learn to Paddle courses run by the club must complete the temporary membership form and pay the course fee prior to being included in the course.
6. In addition to new members using the facilities at the club, on occasion adult members may invite other suitably experienced adult rowers or canoeists to join them at the club, to form crews or to join in with club activities. Please note that this is subject to approval in advance by the Captain for rowing, or by the Commodore for canoeing.
7. If membership is cancelled by the member for any reason, then the member may not apply to re-join the club for a period of 12 months, unless agreed by the Captain or Commodore.