



Rules and Policies

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Revisions

This document contains 29 pages including front cover.

This is the 6th edition of the Rules and Policies of Manvers Waterfront Boat Club Limited, dated 30th September 2017 and supersedes all previous issues of the Rules. This document together with the articles of association form the rules and policies of the company/club

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Our Mission

The main aims and objectives of the club are to:

- Encourage and extend the membership of the Manvers Waterfront Boat Club to all.
- Promote community participation in healthy recreation.
- Encourage canoeing, cycling, running, sailing, swimming, triathlon, windsurfing and other sports and pastimes for the communities of Rotherham, Doncaster and Barnsley.
- Provide assistance to Manvers Lake and Dearne Valley Trust Ltd (the Charity) in any way possible to support their objectives of providing sustainable facilities for the promotion of amateur sport.

Duties of the Officers of the Committee

Honorary President The Honorary President will be the formal ambassador of the club. The president will represent MWBC at formal occasions such as official functions, presentations, attend, present at domestic events, both competitions and awards and speak at events and to assist with communication with the wider political and sporting community. The president will be elected every two years, may be a company director, attend committee meetings and have voting rights at meetings.

Chair/Vice Chair: The Chairperson will preside at all meetings of the Committee. They shall be responsible for guiding the activities of the club in accordance with its rules and general policy as expressed by the majority of the members. The Chairperson shall represent or arrange for the representation of the club at other organisations as the general committee's considers appropriate. The Vice Chair will deputise in the Chair's absence.

Secretary: The Secretary will be responsible to their respective committees for the organisation of their meetings and the recording of minutes relating to such meetings and all correspondence relating to the general business of their committees. The Secretary will be additionally responsible for the minutes of the General meetings and correspondence relating to the club.

Treasurer: The Treasurer will be responsible for the collection of all monies, including subscriptions and all funding applications, and shall keep such books of account as required by the Annual General Meeting. The Treasurer shall prepare the accounts for annual check, and shall produce at the Annual General Meeting balance sheets showing the financial state of the General funds accompanied by a report. Cheques will have two signatures, who are not members of the same household. The Treasurer must make the committee aware of any existing or potential financial or cash flow problems.

Welfare Officer. The Welfare Officer shall be the responsible person on the General Committee who shall ensure that policies, records, and CRB checks are kept up to date and implemented. Also the welfare officer will take the lead on issues regarding Child Protection and Vulnerable adults.

Section Heads will be responsible for reporting activities and planned activities of their section to the main committee.

General Committee will be elected for other duties.

Club Structure and Standing Orders

Club Structure

The club company consists of members, committee members and directors. Not all committee members have to be directors of the company. Committee members can be elected at the Annual General Meeting (AGM) to represent the interest of the members at meetings of the directors. Directors are appointed as per 8.2 of the companies articles and are responsible for taking decisions to manage the company.

AGM (Members) – Members, Committee and Directors



AGM (Formal)- Directors and Committee

Standing Orders

Membership

- i) Membership of the club and the use of the facilities is open to all.
- ii) Membership fees are set at a level that does not pose a significant obstacle to membership or use of the club's facilities.
- iii) Classes of membership
 - Full members - aged 18 years and over
 - Family members - Up to 2 full members and up to 3 juniors
 - Junior members - under the age of 18
 - Guest member - any person who is using the club facilities who is not a member
 - Honorary members - as full members without payment of a subscription
 - Other - as defined by the committee and shown on the club tariff

Membership Fees (Subscription)

The rate of membership fees shall be determined by the directors at the Annual General Meeting and shall be due on joining and thereafter on or before the anniversary of the member's application. The subscription rate for each class of member shall be published by the club.

Potential new club members shall have guest member status for a period of up to 3 visits to the club in any one year. These 3 visits run from the date of their first visit to the club. Thereafter they shall be required to join the club in a relevant class of membership and pay the relevant fee.

A subscription is made up of a joining fee and membership fee. Any person who has been a member of the club whose membership has lapsed for more than 2 calendar months and subsequently re-joins the club shall be required to pay a joining fee and membership fee.

Associate organisation rates shall be determined by the club dependent upon the size of that organisation and their proposed usage of the lake and boat house facilities.

Any applicant who would be in financial hardship as the result of the payment of any fees to the club may request the General Committee for a waiver of all or part of any fees payable to the club in respect of this applicant and/or their family. The decision of the General Committee shall be notified in writing to the applicant and a copy retained by Secretary for audit purposes. The privacy of the application, whether successful or otherwise, shall be preserved.

Any fees are to be paid, prior to using the facilities.

Annual General Meeting (Members)

An Annual General Meeting (AGM) shall be held by the end of February of each year. There shall be laid before the meeting a statement of accounts.

Not less than 30 days clear notice* shall be given specifying to all members of the club the date and time of the AGM.

Motions for discussion at the AGM which do not originate from within the Committee, shall be lodged with the Secretary at least 21 days preceding the date of an AGM, and be signed by 4 members of the club.

Not less than 14 days clear notice* shall be given about the business of the AGM, including all the details of motions to be put to the vote at the AGM. Votes accepted shall include a postal, proxy or email votes form for each motion.

There shall be no casting vote. Any vote not carried out by a simple majority shall be deemed to be lost.

Only persons who are fully "paid up" members at the end of the club's financial year will be eligible to vote.

At all AGMs the Chairperson will preside, or, in their absence Vice Chairperson or a Chairperson for the meeting will be elected by the voting members present.

At all AGMs not less than 30 full members of the club shall constitute a quorum (this can include proxy and postal votes).

Accidental Omission: Accidental omission to give notice of a meeting to, or the non-receipt of notice of, a meeting or of any postal or email vote form by any member shall not invalidate the proceedings of a meeting.

*A notice will be displayed at the boathouse, posted on the clubs website and emailed to members.

Sections

Sections will be bound by the club's rules.

The Committee has the power to review and approve the formation and continuation of each club section. All sections projected spending will be approved and authorised by the MWBC committee and directors prior to any spending commitments being made, any petty cash or accounts will be managed within the accounts of the boat club.

Any grant aid applications must be approved by the MWBC committee prior to being submitted.

Training

Members may apply to the committee for assistance with training costs. Members must complete a training application form, using the information provided the committee may award all or part of these training costs, there is no right of appeal against this decision. The committee will take all factors into consideration when making an award, however priority will be given to essential training. If the club subsidises training then the member will be expected to reasonably volunteer at the club.

Committee

Committee members are expected to attend committee meetings, sanctions can be taken against any committee member if they fail to attend an appropriate number (normally 4 consecutive) meeting.

Equality Policy Statement

What is Sports Equality?

Sports Equality is about fairness in sport; equality of access; recognising inequalities and taking steps to address them. It involves changing the culture and structure of sport to ensure it becomes equally accessible to all members of society and ensuring that everyone has the opportunity to realise their talent and full potential.

Equality Policy Statement

The Club is fully committed to the principles of equality of opportunity and aims to ensure that everyone has a genuine and equal opportunity to participate in sport at all levels and in all roles of the sport, irrespective of their age, gender, ability, disability, religion, race, ethnic origin, nationality, colour, social status or sexual orientation. This includes members, volunteers, participants, supporters, coaches, officials, job applicants and employees.

The Club recognises that discrimination is unacceptable and will not tolerate direct or indirect discrimination.

The Club will take, or support, positive action to eliminate individual and institutional discrimination:

- ✓ The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport.
- ✓ The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, victimisation, harassment and abuse.
- ✓ All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity and the club's management committee is responsible for implementing, maintaining and dealing with any breaches of this policy.
- ✓ The Club regards any incidence of discriminatory behaviour as serious misconduct and will deal with this according to club disciplinary procedures.

Legal Responsibilities

The club fully accepts its legal responsibility under the following:

- Race Relations Act (1976)
 - Race Relations Amendment Act (2000)
 - Equal Pay Act (1970)
 - Disability Discrimination Act (1995)
 - Employment Equality (Sexual Orientation) Regulations (2003)
 - Protection from Harassment Act (1997)
 - Children Act (1989 & 2004)
 - Age Discrimination Act (2006)
 - Sex Discrimination Act (1975, 1986, 1999)
 - Human Rights Act (2000)
 - Rehabilitation of Offenders Act (1974)
 - Employment Equality (religion & Belief) Regulations (2003)
 - Employment Protection (Consolidation) Act (1980, 1982, 1988, 1989)
 - Gender Recognition Act (2004)
 - Civil Partnership Act (2004)
 - Equality Act 2010
- or any subsequent amendments to the above or new Act.*

Implementation

A copy of the policy will be available to all members and employees of The Club. All persons shall respect, act in accordance with and thereby support and promote the spirit and intentions of this policy.

Types of Discrimination

The Club regards any form of discrimination as serious misconduct and any employee, volunteer or member who discriminates against, harasses or victimises any other person will be liable to appropriate disciplinary action. Discrimination can take the following forms:

Direct Discrimination

- treating a person less favourably than others would be treated in the same circumstances on the grounds of their age, gender, ability, disability, religion, race, ethnic origin, nationality, colour, social status or sexual orientation.

Indirect Discrimination

- occurs when a job requirement or condition is applied equally to all, which has a disproportionate and detrimental effect on one sector of society, because fewer from that sector can comply with it and the requirement cannot be justified in relation to the job.

Harassment

- described as inappropriate actions, behaviour, comments or physical contact that are objectionable or cause offence to the recipient.

Victimisation

- described as when one person is treated less favourably than others because he or she has taken action under one of the relevant Acts / Regulations or provided information about discrimination, harassment or inappropriate behaviour.

Complaints and Disciplinary

To safeguard an individual's rights under the policy, an employee, member, volunteer or official who believes that he/she has suffered inequitable treatment within the scope of the policy may raise the matter through the appropriate grievance procedure. Appropriate disciplinary action will be taken against any employee, member, volunteer, affiliate club or official who violates the association's equity policy. Where the violation of the equity policy by way of harassment, victimisation or discrimination amounts to a criminal offence, the appropriate authority will be informed.

Responsibility

The Committee will endorse and be responsible for ensuring this Equity Policy is implemented and will deal with any actual or potential breaches. The Chairman has overall responsibility for the implementation of the policy while the Lead Equity Officer has responsibility for managing the implementation of the Equity Action Plan.

All employees, volunteers and members of BCU/Canoe England have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of the policy.

Safeguarding Policy

Manvers Waterfront Boat Club 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 sport should be a positive and enjoyable part of children's lives and to achieve this have the following aims:

- Club coaches and helpers should follow the clubs Code of Ethics;
- All Club coaches, helpers and officials working with young people should read and adhere to the clubs Safeguarding Policy. The Club will follow the guidance of the policy in the event of any concerns or allegations;
- The Club will ensure that where necessary, anyone working with young people undertakes a screening procedure;
- All Club members are made aware of the Club Code(s) of Conduct;
- The Club will obtain written Medical details of young person which will be made known to coaches, where deemed appropriate and/or necessary;
- Any person who coaches for the Club should be a member of the NGB. The club will encourage and support helpers to gain qualifications and assist coaches to stay up-dated;
- The Club will identify a person 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 Club Chairperson or club Child Protection /Harassment Officer;

Disclosure and Barring Service (DBS)

Introduction

Manvers Waterfront Boat Club runs activities for children and adults during which it is important to safeguard participants against abuse and neglect.

Our way of doing this is to check whether prospective volunteers and employees have a criminal record which makes them unsuitable for particular roles within our group. The Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau (CRB)) provides these checks.

DBS is one way that we can safeguard children and vulnerable adults, but there are other ways to keep people safe. We will make sure our staff and volunteers have the skills and knowledge they need to safeguard children and adults by providing training on Safeguarding.

What is DBS checking?

DBS checking is the government's process for providing information to employers and organisations about whether an individual is suitable for particular types of work. It is carried out by the Disclosure and Barring Service. There are three main ways the DBS can provide information about people. These are:

A Standard Disclosure

This is a DBS check that gives details of a person's convictions (including spent convictions) plus any cautions, reprimands or warnings held in England and Wales on the Police National Computer. Most of the relevant convictions in Scotland and Northern Ireland may also be included. A Standard Disclosure is generally used for people entering professions such as law or accountancy.

An Enhanced Disclosure

This includes everything that a Standard Disclosure includes, plus any locally held police information considered to be relevant to the job role. An Enhanced Disclosure can be used for people working regularly or intensively with children or vulnerable adults.

Barred List

The DBS keeps a list of people who are barred from taking part in particular kinds of work with children and vulnerable adults. This type of work is known as regulated activity.

Who must have a DBS check?

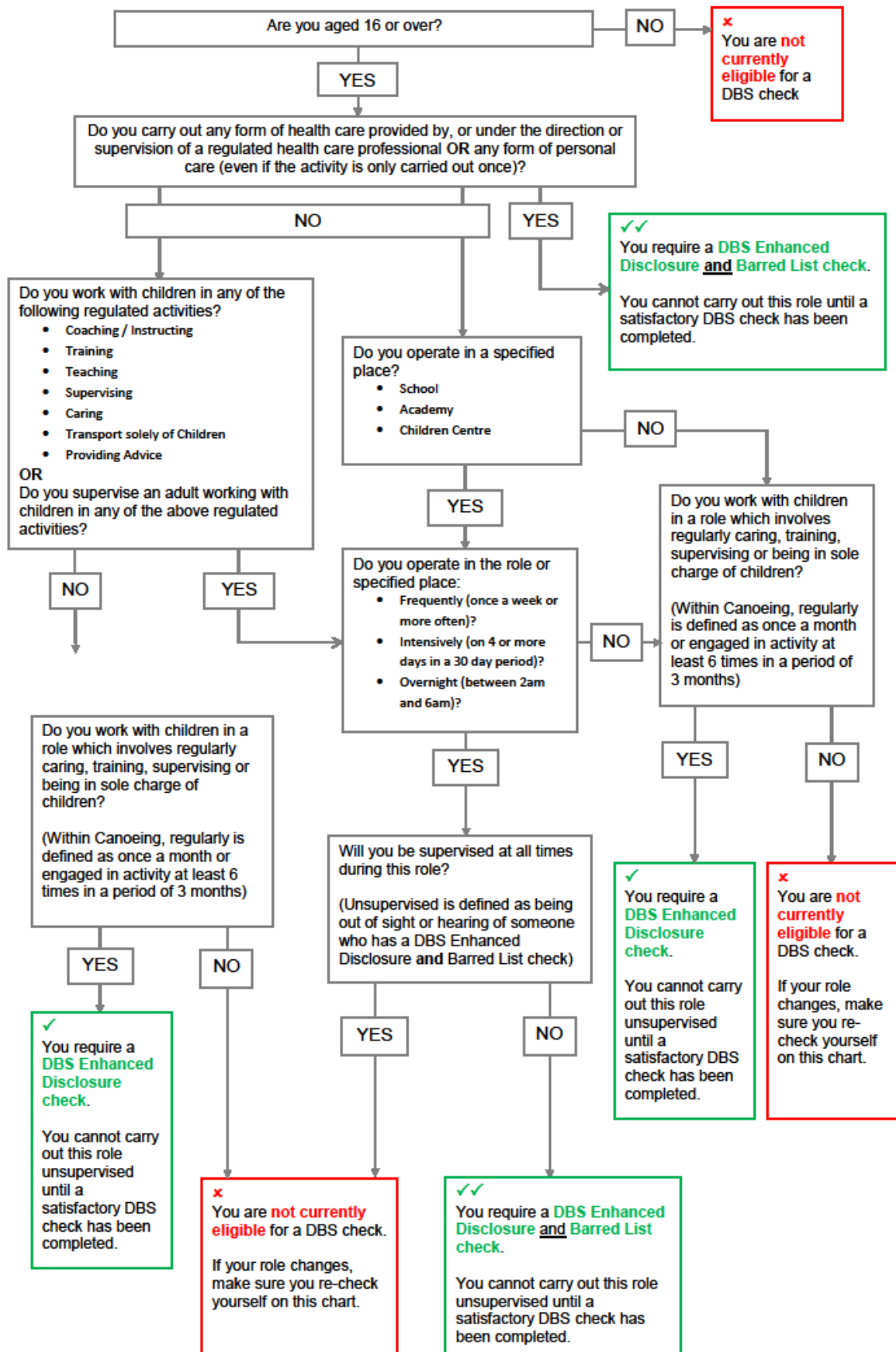
There are some types of work that people may be barred from. This is known as "regulated activity". It is our group's legal responsibility to check that people doing regulated activity are not barred.

We do this by applying for an Enhanced Disclosure with children's and/or adult's barred list check(s).

If you think you may need to complete a DBS check and you have not been asked to, check with the Club Welfare Officer.

We use the following flowchart from British Canoeing to decide whether an individual requires a DBS Check and the level of check required

DISCLOSURE AND BARRING SERVICE (DBS) GUIDANCE FLOWCHART



Safeguarding and Protecting Children Guidance (G29)

Assessment of standard roles

We have assessed the following roles for DBS Checks for people who volunteer or work with us at least once a month or 6 times in 3 months

Role	Enhanced DBS	Barred List Check
Welfare Officer	Y	Y
ID Verifier	Y	Y
Watersports Head Coach	Y	Y
Watersports L2 coach	Y	Y
Watersports L1 Coach	Y	
Boathouse Volunteer	Y	
Watersports Club Activity Assistant	Y	
Other roles may also be assessed as necessary		

Using an existing DBS / CRB certificate

We may find that one of our prospective employees or volunteers already has a DBS or CRB certificate from a different organisation. A DBS/CRB certificate only shows information about the person up to the date of the certificate.

We are happy to accept an existing certificate, but it is our group's responsibility to ensure people in regulated activity are not barred. In order for us to accept an existing certificate, we will ensure

- That the certificate is for the appropriate level of disclosure for the role to be undertaken with us
- That the certificate is not more than 12 months old
- That the address and person named on the certificate are the same as the person wanting to work with us – verified by alternative forms of identification such as passport etc

If an individual has an existing certificate, we may be able to access up to date information about them using the DBS Update Service.

Update Service

The DBS operate an Update Service, which allows organisations to find out whether there is any relevant new information about an individual since their DBS certificate was issued. In order to do this, the individual themselves has to be registered with the update service. This allows them to give permission for as many organisations as they like to check their DBS information.

If we use the update service to check someone, we will make sure that their role is eligible and that their existing DBS check is the right level of disclosure for the role. We will make sure the identification information on the check is correct by asking to see other forms of identification to confirm this.

Using information from DBS checks

In order to protect individuals' privacy, we will only hold certain details from DBS Checks. We will hold a spreadsheet in the Club Drop Box showing the following details

1. Persons Name
2. Date of DBS
3. Certificate Number
4. Level of check
5. If the DBS Update Service is in place

The club drop box is access controlled and only current club officials have access to the files within.

Any applicants who do not have an acceptable DBS result will not be recorded and will not be employed or accepted as a volunteer.

Any DBS which shows any prior conviction or other result will be referred to the club welfare officer for a decision on whether the person can volunteer or be employed by us. This discussion will be confidential but if accepted the result will show on the club DBS spreadsheet. The club welfare officer may seek advice from a variety of sources to assist in this decision and would normally include the National Governing Body for the sport in question.

The Drop Box spreadsheet will be used to determine when a renewal of DBS is required – generally 3 years from the date of issue. The club aims to prompt individuals in sufficient time to renew before the existing check expires, but also expects the individuals to assist by requesting a DBS renewal before expiry of the existing. If the individual has subscribed to the DBS update service, the club will recheck the DBS information every 3 years from the date of first check.

How to apply for a DBS check

All organisations applying for fewer than 100 checks in a year must apply via an umbrella body, rather than directly to the DBS.

Manvers Waterfront Boat Club will use a number of sources that may include

- British Canoeing
- Voluntary Action Rotherham
- Sporting National Governing Bodies

The disclosure process will be auctioned by our Club ID Verifier or Welfare Officer and will follow the process advised by the umbrella body

When the DBS has completed its checks it will send a copy of the disclosure to the individual applicant (at their home address). The applicant must show this to us before commencing work.

Sharing information with the DBS

If anyone in our group has a role which is defined as a regulated activity, we have a legal obligation to inform the DBS if an employee or volunteer has harmed or posed a risk to a child or vulnerable adult whilst working with our group. In the interests of safeguarding, it is also important to do this even if we don't run any regulated activity. This is called making a DBS referral. If we need to make a DBS referral the club welfare officer will do so by taking advice from the relevant NGB and contacting the DBS.

Health and Safety Policy

Policy Statement

Manvers Waterfront Boat Club will adhere to the BCU's Health and Safety policy.

It is Manvers Waterfront Boat Club's policy, so far as is reasonably practicable:

1. To provide and maintain premises and equipment that are safe and without risks to health;
2. To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of equipment;
3. To provide such information, instruction, training and supervision as is necessary to ensure the health and safety of members and visitors. To provide such protective equipment as is necessary for the health and safety of members and visitors;
4. To monitor the effectiveness of health and safety provisions within the Club;
5. To keep the Health and Safety Policy under regular review and to duly publish any amendments.

Responsibility

Responsibility for Health and Safety is shared between the Chairperson, Secretary and Duty Manager in the first instance. These officers have a duty to report to the Committee on matters of health and safety and maintain records of Health & Safety audits and any incidents of injury, ill health or 'near misses'.

It is equally a duty for everyone engaged in Clubs activities to exercise responsibility and care in the prevention of injury and ill health to themselves and to others who may be affected by their acts and omissions.

No person shall intentionally interfere with, or misuse anything provided by the Club in the interests of health, safety or welfare.

Members of the Club must:

- Visually check any equipment before using it and report any problems to the Duty Manger, or any the Committee.
- Report any incident or accident or injury to the Duty Manger, or any the Committee.
- Report any concerns relating to the safety of equipment or premises to the Duty Manger, or any the Committee.
- Not attempt to service or repair equipment unless they are qualified to do so.
- Not permit access to premises or use of equipment by the public if they have *any* doubts regarding its safety.
- Seek advice if they have any doubts as to how to operate equipment safely.

The Committee must:

- Carry out a safety audit of club equipment at least annually and ensure records are kept of this inspection and ensure corrective action is taken when problems are highlighted.
- Not permit access to premises or use of equipment by the public if they have *any* doubts regarding its safety.
- Publish guidelines, rules and advice relating to the safe use of equipment and premises and draw member's attention to such guidelines, rules and advice.
- Conduct a Health and Safety audit of all premises at least once per year.

Data Protection Policy

Our data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

We are committed to:

- ensuring that we comply with the eight data protection principles, as listed below;
- meeting our legal obligations as laid down by the Data Protection Act 1998;
- ensuring that data is collected and used fairly and lawfully;
- processing personal data only in order to meet our operational needs or fulfil legal requirements;
- taking steps to ensure that personal data is up to date and accurate;
- establishing appropriate retention periods for personal data;
- ensuring that data subjects' rights can be appropriately exercised;
- providing adequate security measures to protect personal data;
- ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues;
- ensuring that all club officers are made aware of good practice in data protection;
- providing adequate training for all staff responsible for personal data;
- ensuring that everyone handling personal data knows where to find further guidance;
- ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly;
- Regularly reviewing data protection procedures and guidelines within the club.

Data protection principles

1. Personal data shall be processed fairly and lawfully.
2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes;
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date;
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998.
7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Social Networking Policy

Introduction

Social networking sites (such as, but not exclusively, Facebook, YouTube, Twitter etc.) are a useful way of keeping in touch with friends, family and club members, and are also a great way to exchange information. However, members must not forget that what they post on social networking sites may be seen across these networks, and are reminded that they must not bring Manvers Waterfront Boat Club (MWBC) into disrepute or cause any distress to any other member.

Policy

MWBC recognises that some members will make use of social networking in their own time, using their own equipment. Whilst there is no intention to restrict any proper and sensible exercise of the individual's rights and freedoms, it is expected that all members will conduct themselves in such a way as to avoid bringing MWBC into disrepute or compromising its effectiveness.

This policy has been prepared to protect the privacy, confidentiality and interests of MWBC.

This policy only applies to club related issues and is not meant to infringe upon an individual's personal interaction or commentary online. However all members are asked to respect the privacy, confidentiality and propriety of MWBC and those working on their behalf, and not post anything that might be considered to breach this. Members should take care when discussing information relating to MWBC affairs as discussions can sometimes be misinterpreted and could potentially put other members or the public at large at risk.

All members should be aware that any inappropriate posts made to social media sites could lead to disciplinary action and in extreme cases, civil and criminal liability. All members must take account of the following before posting to the internet, including engaging in blogging or the use of forums, video sharing or social networking sites.

Whilst it is a personal decision, it is suggested that members do not disclose their position as an MWBC employee or volunteer. Members should be aware that the committee takes the posting of any time of offensive material, and the harassment, bullying or victimisation of members via the internet and social networking sites very seriously.

A breach of any of the following may lead to disciplinary action up to and including expulsion.

- Members must not divulge any confidential information or information belonging to MWBC which is not in the public domain or expand upon such information already available in the public domain.
- If any member discloses that they are attached to MWBC then it must be made absolutely clear that any views expressed do not represent the official position of MWBC but are the views of the individual.
- Members cannot write a blog in an official capacity unless sanctioned and minuted by committee, i.e. representing the views of MWBC. If however, they give a personal opinion as an experienced person in a particular field, they must state that this is solely their view and not the view of MWBC.
- Members must not use any MWBC logo or other copyright material that infers official endorsement of the photograph, article, document or opinion.
- Any photographs of MWBC staff in club garments must not be used to harass, intimidate or bring the club into disrepute.
- Members must not display offensive images or make offensive comments, or in any way harass, intimidate, bully, victimise or discriminate against other members.

Committee Members Responsibilities

All committee members have a duty to implement this policy and take action if they become aware of any breach of this policy and should explain the club's policy on the use of social media and networking sites and take steps to promote awareness of this policy.

What to do if you believe you are being harassed, bullied or victimised via a social networking site
If you are a member who believes that you are being harassed, bullied or victimised as a result of another member's post to an internet site, it is open to you to take the necessary action. Staff should contact the chairman of the committee or another committee member for support and guidance on the informal and formal action which can be taken.

Consequences of not following this policy

Any member found to be in breach of the above may be subject to disciplinary action.

If they are also found to be in breach of the Data Protection Act 1998 or other relevant legislation or copyright, it could lead to criminal proceedings and prosecution.

Photographic, Imagery & Filming Policy

The club recognises that publicity and pictures/ recordings of young people enjoying sport are essential to celebrate the achievements of the child and to promote their sport and a healthy lifestyle. However it is important to observe the following guidelines.

The key concerns regarding the use of images of children and young people relate to:

- The possible identification of children when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images for use on child pornography or illegal websites.
- The taking of inappropriate photographs or recorded images of children.

Guidelines for Photographic/ Recorded Images

- Ensure parents/ guardian/ young person have granted their consent for the taking and publication of photographic images.
- All children featured in recordings must be appropriately dressed with outer clothing garments covering torso from at least the bottom of their neck to their thighs (i.e. a minimum of vest/ shirt and shorts).
- The photograph or recording should focus on the activity rather than a particular young person and personal details, which might make the young person vulnerable, such as their exact address, should not be revealed.
- Clubs, coaches and volunteers should be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions however care should be taken in the dissemination and storage of the material.
- You should not use any images of a child or young persons who is the subject of any court order or who has denied you their consent.
- Parents and spectators taking photographs/ recordings should be prepared to identify themselves if requested and state their purpose for photography/ filming.
- Any instances of the use-if-of inappropriate images should be reported to the Club, NGB and/or the Police.

Guidelines for Publishing Photographic/ Recorded Images

- If a photograph is used, it is appropriate to name the child. However, personal details of children such as an email address, home address and telephone numbers should never be revealed on a website or in print.
- Think about the level of consideration that you give to the use of images in all publications, for example the process used in choosing photographs for a publicity brochure for the club. Apply an increased level of consideration to the images of children used on websites.

Video Policy

Recordings cannot be used for public use.

For the use of individual members only.

Storage of recordings will be on club computer only with password access for the coaches.

Only members who sign the consent form will be filmed.

Parental consent is required for those under 18.

A designated area to be used for filming.

The camera will be positioned to limit collateral intrusion.

Any recordings must not be edited where the original intention and meaning is deliberately or accidentally distorted.

Any unused recordings to be deleted after a period of 3 months maximum.

Transferring of recordings to other media restricted to member only.

Maximum of two people to be nominated to do actual filming.

Review/analysis of members to be MWBC approved coaches.

Drones

All aerial activity above our site is prohibited unless specific permission is granted. The overall legal position regarding drones is somewhat unclear and subject to forthcoming government consultation.

We do not grant permission for private flying for the following reasons:-

- CAA regulations state that drones should not be flown above or near to people. As our site generally has visitors present or has open access, unauthorised drone flying is both illegal and potentially puts people at risk.
- Few non-commercial users have the correct training or permission from the Civil Aviation Authority to operate drones.
- If a drone causes damage or harm, pilots generally do not have the correct insurances to adequately compensate those affected.
- Our site has wildlife or animals which are sensitive to disturbance, such as birds which could be alarmed or stressed by the presence of drones, especially at breeding times.
- Many drones have cameras attached and these could infringe data protection laws (filming people without permission).
- The presence of drones can impinge on the quiet enjoyment of our site by other visitors and therefore potentially presents a public nuisance risk.

We do occasionally grant permission for the use of drones if there is a benefit in doing so. Such occasions could include roof inspections wildlife surveys or filming special events. However, in such cases we will specifically commission the work and their competence and the level and type of their insurance is carefully vetted.

We do not respond to cold calling from contractors seeking to sell drone related services.

We will not grant permission to fly for amateur or student filming, or approve requests from any fliers who seek permission in return for access and use of the footage obtained.

Rules of Membership

1. All members must record their attendance by “signing in” and “signing out” of the register at The Boat House.
2. All cars must be parked in the car park and display current parking permits. Vehicles are left at their owners risk and Manvers Waterfront Boat Club will accept no responsibility for the safety of the vehicles or any valuables which may be lost, damaged or stolen.
3. Throwing stones or gravel into the water or on the car park is forbidden.
4. All property is left at their owners risk and Manvers Waterfront Boat Club will accept no responsibility for the safety of any item or any valuables which may be lost, damaged or stolen.
5. All members will be expected to behave in an orderly manner and follow reasonable any instructions given a by a coach or committee member.
6. Members are personally liable for any damage caused to Club’s property through failure to adhere to the rules. Legal action may be taken if necessary.
7. No dogs (except service dogs) are allowed in the boat house.
8. All keys to Club property are the property of the Club.
9. Members may be asked to sign for any documents where the Committee deems it necessary.
10. Children under the age of 12 years must be accompanied by their parent or guardian.
11. Children between 12 and 18 years of age must have the consent of their parent or guardian to attend meetings or events unaccompanied. The committee may request that consent be given in writing.
12. No young person(s) are allowed in the café or the office without good reason.
13. On reaching the age of 18 a Junior member is required to pay the appropriate member subscription from the next renewal date when subscriptions fall due.
14. Members must inform the Secretary, in writing, of any change of address.
15. Members must act in accordance with the Health and Safety Policy and obey any rules or follow any guidance published by the Committee relating to Health & Safety.
16. All donations to the Club must be approved by the committee before the item is brought to the club.
17. No member may use the name of the Club or give the impression that any event or activity is sponsored, supported or arranged by the Club without the written permission of the Committee.
18. No member will use club ‘media’ to advertise other clubs, groups and businesses without the written permission of the Committee. Members are reminded that only events on the club calendar are official club events.
19. No fundraising may be undertaken on behalf of the Club without the written permission of the Committee being obtained prior to the activity taking place and any sponsorship or donations solicited.
20. Manvers Waterfront Boat Club accepts no responsibility for accidents caused as a result of disregarding any rules or instructions.
21. In addition to these rules members are bound by the Articles and the other rules of the club. These rules have been approved and adopted by the Committee in accordance with the Articles and supersede all previous rules of membership.
22. While the club provides basic insurance cover, members are advised to join their sports NGB to ensure that all personal risks and liabilities are fully covered under NGB member’s insurance.
23. Details of any found lost property will be kept by the club. Unclaimed general items will be disposed after three months, any valuable items (keys, jewellery will be retained for 6 months). The club reserves the right to dispose of these items as the committee see fit.
24. Club/Trust premises including vehicles being used on club business shall be considered smoke free places, and no smoking is allowed. This includes the use of electronic cigarettes or e cigs
25. All members must comply with all supplementary operating procedures that the club publishes.

Code of Conduct

All those involved with the club in any capacity have a responsibility, above and beyond compliance with the law, to act according to the highest standards of integrity and to ensure that the reputation of the club is, and remains high. Members are expected to act in the best interests of the club and help the club grow prosper. **This code applies to all those involved in club.**

- The club, at all levels, is a vital part of a community feeling when making decisions.
- The club is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.
- The club acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the club, and will not tolerate corruption in improper practices.
- The club will uphold a relationship of trust and respect between all involved in the club, whether they are individuals, clubs or other organisations.
- The club rejects the use of violence of any nature by anyone involved in the club.
- The club is committed to fairness in its dealings with all involved in the club.

Code of Conduct for Coaches

Coaches are key to the establishment of ethics in the club. Their concept of ethics and their attitude directly affects the behaviour of members under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct.

Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement of the reputation of the club, school, coach or parent.

Anti-Discrimination Policy

The Club is responsible for setting standards and values to apply throughout the club at every level. The club belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

The Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, however so expressed and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

The club will follow the equal opportunities policy.

Disciplinary Procedure

Purpose and scope

This procedure is designed to help and encourage all members of the Manvers Waterfront Boat Club (hereinafter the Club) to achieve and maintain standards of behaviour. The emphasis of Disciplinary Procedure is, in the first instance, on the improvement of the member's behaviour by working in partnership with them and their parent/guardian if under 18, rather than just on imposing sanctions. The Club will impose sanctions in the most serious cases or where improvement in the member's behaviour has not been forthcoming. Our aim is to ensure consistent and fair treatment for all members.

Principles

The Disciplinary Committee will consist of the three members of the Club Committee.

A meeting will be convened within 14 days of the alleged breach of the rules and the member will be notified in writing of the nature of their failure to maintain the standards detailed in Code.

On the day of the incident giving rise to the breach of the Code of Conduct, the matter should be reported to the Club Secretary or Vice Chairman in their absence, by the coach or duty manager. The incident report form must be submitted within 48 hours. If the Club Secretary considers that a potential breach of the rules has occurred, the matter will be passed to the Committee who will form a disciplinary panel to coordinate and investigate the incident.

Members will be notified of the time, date and venue of the meeting by letter and will be required to confirm attendance no later than 5 days prior to the date of the meeting. The member will be required to attend if under 18 they must be with their parent/guardian, who may make a representation on their behalf. The member and or their representative will be given an opportunity to state their case prior to any decision being made by the Disciplinary Committee.

No disciplinary action will be taken against a member until a full investigation as to the circumstances of the incident have been conducted by the club.

At all stages of the investigation the under 18 member will be required to be accompanied by their parent/guardian, who may make representations on their behalf and confirm that the member fully understands the potential breach of the code, the procedure taking place and the sanction, if any, imposed by the Disciplinary Committee. All aspects of the investigation will remain confidential.

No member will be dismissed from the Club for a first breach of the rules except in cases where there has been a Gross Misconduct as detailed under section 4. In those circumstances a specific procedure will be followed.

A member will have the right to appeal against any disciplinary action imposed. An appeal should be addressed to the Club Secretary and submitted within seven days from the date that the Disciplinary Committee's decision is communicated to the member.

Procedure

In the first instance the members should normally be spoken to by a coach or official and asked to change their behaviour.

Stage 1 - Verbal Warning

If the conduct is deemed to be in breach of the standards laid down in the Code of Conduct, a member will in the first instance be given a verbal warning. The member and their parent/guardian, if under 18 will be advised of the reason for the warning and notified that this is the first stage of the Disciplinary Procedure. He or she will be notified that they have a right to appeal, the timescale upon which the appeal should be submitted to the Club Secretary for the Club's further consideration. A note of the verbal warning will be kept by the Club Secretary, but will be discarded after 12 months or in line with the present requirements of the Data Protection Policy. Where a follow up review is necessary, the member will be advised of this and the timescales for review. In those circumstances, an action plan will be mutually agreed with the member or parent/guardian if under 18, and a mentor appointed by the Club.

Stage 2 - Written Warning

If the matter is more serious or there is a further breach of the rules, then a written warning will be given to the member. This will explain the reason for the warning, the improvement in conduct required and the timescale. Further, if there is no improvement that action detailed in Stage 3 may be considered. The right of appeal against this decision will be advised and explained to the member. An action plan will be mutually agreed with the member or parent/guardian if under 18, and a mentor appointed by the Club. A copy of the written warning will be kept by the Club Secretary, but will be discarded for disciplinary purposes after 12 months subject to satisfactory conduct

Stage 3 – Final Written Warning

If there is still a failure to improve and conduct is still unsatisfactory, or if the matter is sufficiently serious to warrant only one written warning but insufficiently serious to justify dismissal from the club, a final written warning will be given by the Committee. This will explain the reason for the warning, the improvement required and the timescale. An action plan will be mutually agreed with the member or parent/guardian if under 18, and a mentor appointed by the Club. It will also warn that dismissal from the Club will result if there is no improvement and will advise the right of appeal. The Club Secretary will hold a copy of the final written warning, but it will be disregarded for disciplinary purposes after 12 months subject to satisfactory conduct.

Stage 4 – Dismissal from the Club

If the conduct is still unsatisfactory and the member still fails to reach the required standards, dismissal from the club will usually result. Only the Club Committee with a quorum can take the decision to dismiss the member. The member will be provided, as soon as practicable, a written explanation for dismissal, the date upon which membership will terminate and the right of appeal.

Gross Misconduct

The following list gives examples of behaviour that are normally regarded as gross misconduct:

1. Fighting/violence
2. Assault on another person
3. Deliberate damage to Club property
4. Bringing the Club into disrepute by actions or words
5. Negligence or disregard of the club rules that causes, or could have caused, unacceptable loss, damage or injury.
6. Serious act of insubordination, including the failure to follow or observe reasonable instructions of the coach/official.

Procedure

In the event that a member of the Club is alleged of gross misconduct by a coach or committee member or other official, the member shall be automatically suspended; pending investigation/disciplinary hearing according to the Club's rules.

1. In the case of members, the individual will not be allowed to train until an emergency meeting of the Club's Committee has been convened.
2. An emergency meeting of the Club's Disciplinary Committee will be convened within 2 weeks of the incident. Comprising the Club Chairman and or Vice Chairman and other Committee members to constitute a quorum of five. The committee members will be mutually agreed by the Welfare Officer and Club Chairman.
3. The individual involved will be asked to attend the meeting and if U18 will accompanied by a parent/guardian or other representative.
4. The individual will be asked to recall the incident, to confirm that they understand the charges, explain their actions and to answer questions regarding the incident with the agreement of their parent/guardian or representative. Witnesses may be called by members/members charged with serious/gross misconduct. The Club also reserves the right to call witnesses if deemed appropriate.
5. At the end of the hearing once all the evidence has been heard the individual and or their representative will be entitled to make a closing submission to the Disciplinary Committee.
6. After the closing submissions, all other persons shall withdraw whilst the Committee considers the evidence and submissions. It will determine whether the breach has been proved or not, and what actions are to be taken as a result.
7. The individuals will be re-called to the meeting and notified of the Committee's decision which will be confirmed in writing.
8. Should a person charged with serious/gross misconduct not attend the Disciplinary Meeting then a decision will be made in their absence and the decision of the Committee will be confirmed in writing to the address noted on their registration document.

The Committee have the authority to take whatever action is appropriate within the club rules and constitution. In the most serious of cases this could lead to dismissal from the club.

Appeals

A member who wishes to appeal against any disciplinary decision should inform the Club Secretary within seven days. At the appeal any disciplinary action proposed will be reviewed by the Club Secretary and another member of the Committee not involved in the original hearing or investigation. The member's parent/guardian or representative, if they are a member, will accompany them to the appeal hearing. The member will be notified of the outcome of the appeal in writing within seven days of the hearing.

Rules for Boating (canoe/kayak/sailing/windsurfing)

No lone boating is permitted, unless this is agreed with the club committee. Approval may be given after consultation with the club committee and if the person has sufficient knowledge and experience. A list of people authorised to lone boat will be maintained by the club

No junior member may take a boat from the Boathouse unless a responsible adult is present. No member may take a boat from the boat house unless issued by an authorised person.

All boating members using the lake surface must wear buoyancy aids.

Junior members must not use the lake without a competent adult present.

All junior members and siblings must be supervised at all times preferably by a parent or guardian.

All members must record their attendance by "signing in" and "signing out" of the register at the Boat House. All boating water users must record their attendance by signing in before embarking and signing out before leaving the site of the register at the boathouse.

All instructors, helpers, coaches, lake users or volunteers will adhere to the club's Child Protection and Vulnerable Adult policy.

Other competent boaters can act as assistants and are under the direction of the coach leading the session.

When boaters use the lake at night an all-round white light shall be shown.

Safety Boat Rules

- Always wear a kill cord.
- Always switch your engine off when dealing with a person in the water.
- Wherever possible keep your boat speed to a minimum so that you do not create unnecessary wake, and make it easier for people anticipate the safety boat intentions.
- The driver should hold a minimum of a RYA Powerboat level 2 certificate or be under the supervision of an adult holder of a Powerboat Level 2 certificate(or higher)
- Where the driver of the safety boat is under 16 but holds the Powerboat Level 2 certificate, a responsible adult must also be in the safety boat.
- Safety crew should have the physical capability to undertake a rescue and should be dressed appropriately. They should also be prepared to enter the water if they deem it appropriate.
- Safety crew should have some knowledge of the activity they are providing safety cover for and how to ensure a safe rescue of the craft used. Some activities may have specialist rescue techniques which the crew should be familiar with.
- Each Safety Boat should carry a hand held radio to enable contact with shore

Open Water Swimming Rules

1. Failure to adhere to the rules below could result in your expulsion from a session or the club itself.
2. Only club members can attend Closed Sessions
3. Guest swimmers can attend Open Sessions but must complete a Swimmer Registration form and pay the appropriate fee.
4. Goggles, wetsuit, swim cap, Membership card must be worn/brought to every open water swim session. Failure to do so will result in expulsion from session.
5. All sessions will start at the published times.
6. Membership cards must be completed with your personal details and photo.
7. All swimmers must complete a Swimmer Registration form which holds their personal details and shows the level of swim competency and if they are "Signed Off" to swim during closed sessions. Any member can apply for "Signing Off" by asking a club coach or official.
8. On arrival at boathouse, you must sign the register that will be with session leader. Then proceed to get changed.
9. A mandatory safety briefing will be held at the boathouse 10 minutes before session starts. Non-attendance at the safety briefing may mean that you are unable to swim.
10. At this briefing you must make the coach/leader aware of any illness or injury,
11. Grazes and wounds must be covered to reduce the possibility of Weils disease
12. At the Boathouse signing in desk you will need to produce your membership card and you will be given a band. This band will be swapped back for your card when you exit the water.
13. The Coach(s) will then brief group on session plans and safety rules.
14. When safety cover is in place the coach will then take the session.
15. You must only swim the route the coach/leaders have agreed.
16. No solo swimming allowed swimmers to be buddied as a minimum.
17. If you get into difficulties, turn onto your back and raise your arm.
18. Stay with your swim buddy at all times, if you or your buddy is in trouble, ensure they are ok or raise your arm.

Emergency Action Plan - Procedure in the event of an emergency

1. Coaches and safety cover to wear whistle at all times during the session.
2. Alert swimming group of any emergency by 3 blows of whistle.
3. If lake is required to be evacuated immediately, then further sequences of 3 blasts of whistle will be made, all swimmers to swim to nearest bankside.
4. If swimmer in trouble then safety cover attends to swimmer, swimming buddy assists until kayak arrives. Other group swimmers to await further instructions from safety cover.
5. If a swimmer panics/hyperventilates, buddy to get them to lay on back and relax , talk calmly and get swimmer to breathe slowly, assist back to shore before any decision is made to continue with swim session. Raise arm in the air if safety cover is required. Other group swimmers to assist as needed.

Lifeless Body Procedure

- 1 One long blast of the of the whistle and a waving arm, all swimmers to swim to location of emergency while swim buddy attends swimmer in trouble and safety cover to attend swimmer in trouble, group swimmers to assist if required and await further instructions from safety cover.
- 2 Two swimmers to ensure distressed swimmer is face up and support, if possible get on to SUP.
- 3 Get the swimmer back to land as quickly as possible. Any qualified first aider to perform appropriate procedures as may be required. Defibrillator is located (from June 2011) in the corridor at the boathouse.
- 4 Send a swimmer to ensure the gate is open, then they stand near the road to direct emergency services towards the bottom of the slipway.
- 5 Details of boathouse address and phone number and also grid reference should be given at the time of the 999 call.
- 6 Members of the committee and other boathouse officials must be notified.
6. All appropriate paper work for all incidents must be completed before leaving the boathouse.

Sub Surface Activities Rules

General Rules

Divers using the facilities do so at their own risk. Manvers Waterfront Boat Club accepts no responsibility for accidents whilst diving or for any loss of possessions within the grounds.

All Divers must be qualified and follow safe diving practices as laid down by their governing body, ie. BSAC, PADI, SAA, NAUI etc. All divers must be medically fit for diving and are responsible for the serviceability of their own equipment.

All divers must dive with a buddy and if separated must ascend. SOLO diving is strictly forbidden.

All divers must submit a dive plan to the duty manager before entering the water.

The minimum age for diving is 12 years old. Junior divers must be closely supervised by a qualified and competent adult.

When diving in limited visibility all divers must carry a primary and secondary torch and a strobe or equivalent.

Night diving is not permitted.

Emergencies

You are responsible for your own safety and should have adequate shore cover who are able to raise the alarm in the case of an emergency.

Possible Hazards

Various areas are covered with loose gravel and are an uneven surface. Visitors using the site are advised to wear sensible footwear and to take care when walking around. As the surfaces are uneven it is advisable not to run anywhere on site.

Most surfaces when wet become slippery, especially in winter time when it may be icy. Please take care.

YOU ARE RESPONSIBLE FOR YOUR OWN ASSESSMENT OF CONDITIONS AND POTENTIAL RISKS WHILST DIVING.

Angling Rules for Members and Visitors

1. All cars must be parked in the car park and display current parking permits, disabled anglers may park at the lake side on the stoned area between the slipway and the blue footbridge to the right hand side.
2. Under no circumstances should any wildlife or bankside vegetation be interfered with.
3. Angling from the slipway area (from the line of rocks to the bridge adjacent to the boathouse) is not allowed between dawn and dusk.
4. All fish must be returned to the water, with the exception of fish taken as live or dead baits (for use on Manvers Waterfront Lake only), to do so may give rise to a civil or criminal prosecution under Schedule 1, Section 2 of the Theft Act.
5. All fishing must be by rod and line.
6. All anglers must be in possession of a current Environment Agency license prior to fishing with up to two rods, a second licence is required to fish with more than two rods up to the limit of four rods.
7. All rods in use must be a maximum of 3m apart over the outer two rod butts and a maximum of 100m apart over the outer baits.
8. Unattended rods must be removed from the water.
9. Any person fishing must remove any litter before commencing to fish and take it from the lakeside to a bin or home upon leaving.
10. No angler may carry any gun or knife which may be classed as an offensive weapon.
11. Only full members are allowed to fish overnight, day visitors must only fish dawn to dusk.
12. Fishing or camping is not allowed on either of the two islands.
13. Due to the variance in the bankside conditions all anglers must be in possession of a landing net.
14. Any keepnet must be a minimum of 2m long x 1.2m in circumference and be of suitable mesh.
15. All hooks must be micro barbed or barbless, crushed barbs are allowed on trebles.
16. Carp and Pike must not be retained in keepnets.
17. Carp and Pike anglers must be in possession of suitable and fit for purpose unhooking equipment and un-hooking mat.
18. Particle baits are allowed, but must be fully prepared prior to use.
19. Carp and pike anglers must use a minimum of 15lb breaking strain line.
20. Pike anglers must use suitable wire traces for bait and lure fishing.
21. Live bait and dead bait fishing is allowed between October 1st and March 31st all live baits must have been caught on the lake and the maximum size allowed is 150mm, under no circumstances should any carp be used as live or dead baits. Any unused live baits must be returned to the water.
22. Lure fishing is allowed at all times.
23. Pike anglers bait fishing must have suitable bite indication in the form of either a non-tether ledger rig with electronic bite alarm and drop indicator or clearly visible surface float.

Boat Fishing

1. Prior to use the boat owner should produce a marine insurance certificate providing a minimum of £2m third party public liability.
2. The safety of all water users is of paramount importance therefore the following must be strictly observed:

3. No boat must cross or hinder swimmers using the lake.
4. Boat users must stay a minimum of 15m away from bank anglers.
5. All boats after launching on the slipway should vacate the vicinity quickly to avoid congestion.
6. After a launch the boat and trailer should be returned to the car park and parked with the members parking permit clearly on display.
7. Boats must not be overloaded with anglers.
8. Petrol powered outboard motors are not allowed at all on the lake.
9. A buoyancy aid must be worn by every occupant of the boat at all times.

Rules for Use of Computer Equipment

In the event of any difficulty users of the Clubs Information Technology facilities should contact the Information Technology Officer. If the Information Technology Officer cannot be contacted you must inform another member of the Committee.

- 1) The club's computer(s) must only be used to run software that the club provides.
- 2) The Information Technology Officer must install software once they have been satisfied that it is:
 - a) Functioning correctly;
 - b) Suitable for the purpose intended;
 - c) Properly licensed;
 - d) Free of virus infection;
 - e) Will not conflict with existing software;
- 3) No bootable media are to be used without the written permission of the Information Technology Officer.
- 4) It is the responsibility of the member to ensure that passwords are known only to themselves.
- 5) Members will be held responsible for any acts performed using their passwords. If a member believes that someone has unauthorised access to any system they must inform the Information Technology Officer immediately.
- 6) Where personal disk areas are provided for the use of individual members the Information Technology Officer reserves the right to inspect personal files for the purposes of detecting virus infection or unlicensed software. The Information Technology Officer reserves the right to delete any files, without warning, should they be found to be unlicensed or virus infected. If this is necessary the member will be notified that the file has been deleted. Personal file areas should not be used to store any material of an offensive or pornographic nature. Such file areas are to be used only for club purposes and the Information Technology Officer will delete any profane, pornographic or offensive files.
- 7) Members must accept legal responsibility for the contents of any personal file areas and indemnify the Club against any legal action resulting from the misuse of any personal file area.
- 8) Any computer communication facilities (for example Internet or Bulletin board access) provided by the Club are to be used only to access material to further the club's objects.
- 9) Computer equipment must not be removed without the written permission of the IT Officer.
- 10) The Committee may introduce Terms and Conditions or Usage Policies for specific services that members must agree to if they wish to access or use the service.
- 11) Items of IT equipment, services or software may be accompanied by either manufacturers, suppliers and/or club produced instructions which members must familiarise themselves with prior to use such equipment.

These rules have been approved and adopted by the Committee and form part of the Rules of Membership

Rules for the Issue of Keys

1. Keys are only available to adult members of the Club. Keys cannot be issued to junior members.
2. Members must apply for keys in writing to the Secretary.
3. The Committee will consider applications with regard to the following criteria:
 - a) Health and safety
 - b) Competence of the applicant to use the equipment or premises
 - c) Trustworthiness
4. The Secretary is responsible for the physical issuing of all keys.
5. The Secretary will maintain a list of key holders.
6. Any keys issued are the responsibility of the key holder and must only be used by the key holder.
7. The Treasurer is responsible for all monies regarding the issue of keys.
8. All keys issued by Manvers Waterfront Boat Club for its property, equipment and premises remain the property of the Club. The Committee has the power to demand the return of any keys issued at any time.
9. Members must return any Keys to the Club in the event of them failing to renew their membership.
10. When requested, members must return any keys within the period specified by the Committee.
11. Any member of the Committee may, with good reason, request the return of any keys issued. A receipt will be issued for any keys.
12. Members may appeal to the Committee against the decision to have their keys withdrawn.
13. Keys must not be copied.
14. Keys must not be marked or identified in any way.
15. These rules have been approved and adopted by the Committee and form part of the Rules of Membership.

Revisions

1.01

Social Media Policy added.

Rules of membership 5 changed and rule 18 added.

Code of conduct – scope extended and gross misconduct slightly altered.

1.02

President role description added

Other canoe section roles?

Rule 22 added - insurance - members advised to join NGB

Rule 23 added lost property

Safeguarding Policy updated

Lone Paddling Updated

1.03

Rule 24 added – Smoking

1.04

Canoe and Sailing Rules amended to Sailing Rules

Paddlesport Standard Operating Procedures Added

Rule 25 Added

1.05

CRB policy amended to DBS Policy

Paddlesport Standard Operating Procedures Removed

Sailing Rules modified to Boating Rules

1.06

OWS Rules updated

Drone use added

Safety Boat Rules Added