

Waterford Institute of Technology Kayak Club Club Rules

Membership and participation in Club Activities

Only registered students of W.I.T. are eligible for club membership.

To be an active member a person must:

- Attend Club Trips regularly
- Pay all required subscription and fees

Instructor memberships are provided to individuals who are not eligible to join but whose presence on river trips enhances the paddling education and safety. Instructor memberships will be designated by the club committee and an up-to-date list of instructors will be maintained by the committee.

Social memberships are provided to individuals who may not share the same love for the water as others, but who are up for a laugh during the college year.

The Committee & Meetings

The officers of the club are the Captain, Secretary, Public Relations, Equipment, Safety and Entertainments Officers.

Club officers are elected at a meeting held at the end of each spring term. The term of office for all officers and committee chairpersons will be from the spring term election meeting of one year to the spring term election meeting of the following year. Any vacancies in the officers and committee positions that arise will be filled to serve the remainder of the term by vote of the committee.

Committee meetings will be announced on the club message board.

Job Descriptions

Captain

The captain's job is the overall running of the club and is responsible for everything that goes on.

Secretary

The secretary takes care of all correspondence and administration in the club. Keep minutes of all meetings. Book Hostels. Etc.

Treasurer

The treasurer is in charge of all the financial matters of running the club. The treasurer is in charge of fund raising, collecting money for club trips, keeping the Cheque book, keeping the club accounts and presenting the accounts to the club Committee and the Clubs & Societies Finance Committee (CSFC) whenever requested to do so and at the end of each year.

Public Relations Officer (PRO)

The public relations officer has an important role in encouraging new members to join the club. The public relations officer is the public face of the club and is in charge of keeping people in and outside of the club up-to-date on the happenings in the club. Regular write ups on club outings and trips should be submitted to What's Up magazine and The Campus Times. They are also in charge of the stand at Clubs & Societies Day.

Entertainment Officer

The entertainments officer is responsible for the social life of the club. They are in charge of organizing social gatherings outside of paddling times during the year and on trips. They are expected to arrange regular social outings and parties.

Safety Officer

The safety officer is among the most important roles on the club committee. Their responsibility is to see that the safety rules of the club are adhered to. They also ensure that every member of the club receives the correct training and along with the equipment officer ensure all equipment is in safe working order. They are also involved in the planning of the Club Trips, Calendar and making sure instructors turn up. On club trips this person makes sure safety is adhered to, i.e. that everyone is competent and that there is enough first aid material.

Equipment Officer

In charge of all the clubs equipment and the kayak shed. Along with the safety officer ensures that all the boats, paddles, and helmets, buoyancy aids etc are maintained in safe working order and if necessary repaired or replaced. They must keep regular stock of the club gear and make sure the shed is kept tidy.

Club Trips

A calendar of all the club trips will be planned at the start of every new college year by the committee. The calendar will run from September to September of the follow year. This calendar may be edited throughout the year by the committee as they see fit, at official committee meetings only. A copy of the calendar will be displayed in the Clubs and Societies Office. The calendar will be released through the message board and any changes to it similarly. Club Trips are open to all members. Places on club trips maybe limited and therefore the use of equipment and spaces on the trip are on a first come first served basis only. A sign up list for each club trip will be placed in the Clubs & Societies Office. Members wishing to join that trip must sign this sheet and leave a deposit in the office. Deposits are non-refundable. The remainder of the cost of a trip must be paid on the day of the trip. Money on club trips should be paid to the treasurer, in their absence the next most senior member of the committee shall collect the money.

The committee will decide the cost of standard club trips at the start of each year.

Damage to equipment on club trips is covered by the club, unless it occurred through neglect.

Pool sessions at a local pool form part of club trips. Prior to pool sessions the boats selected for use should be removed from the shed and cleaned. When bringing boats in and out of the pool building, care should be taken not to cause damage. Also while in the pool violent or hard contact between the boats and sides of the pool should be avoided.

Any other private trip, outside of the planned calendar, is NOT considered a club trip. No fewer than three members should paddle on private trips. If club gear is being borrowed for private trips each individual person borrowing at least one item of gear must pay €5 for use of the gear. Should any of the gear not return or be returned in an unsatisfactory condition the user is responsible for that gears replacement or repair. Gear replacement should be like for like. All private trips should be approved by at least two committee members before any club gear is removed from the shed.

Due to the lack of facilities for paddling in the area, transport is essential to the club. Respect must be paid to all cars, buses etc used on trips and also to their drivers, without them there wouldn't be trips.

Equipment

On club trips the equipment officer or next most senior member of the committee is responsible for ensuring ALL equipment taken on the trip is returned to the boathouse in good working condition. Any damage or repairs required should be report to the equipment officer. Damage to equipment on club trips is covered by the club, unless it occurred through neglect.

Due to club gear going missing in the past, a sign-out process for borrowing club gear on private trip's, has had to be put in place to protect the club. When a private trip has been approved and club gear is being taken on the trip, the members traveling on the trip are responsible for filling out the logbook. They must list all gear taken and sign for it. They must then sign it back in when it is safely returned to the boathouse. If the gear is not signed back in, the person who signed it out last is responsible for the lost or damage to the equipment. The equipment officer will be the judge of what action is required. Members may appeal the decision of the equipment office to the committee.

Every attempt should be made to return gear to the boathouse after a trip. If the members are unable to return the gear, every attempt should be made to ensure the gear is safe and secure overnight. Remember the members of a private trip are responsible for gear not returned to the boathouse.

The purpose of the logbook is to protect the club and its members and not to attribute blame. It is in your own interest to ensure all equipment is signed out and in. Should damage occur to gear you did not sign back in, that is borrowed for a different trip after yours, you maybe be held accountable for it. Along with a regular stock take of gear by the equipment officer, this will ensure gear does not going missing in future. An honor system of self-reporting by those responsible for losses or damage is expected to prevail.

Safety

Safety is key to the success of a club. Key safety rules applying to all trips are:

1. When borrowing club gear for a trip, "less than three should never be". At least three club members should paddle on all trips where club gear is borrowed.
2. All new members are required to demonstrate a kayak wet exit and tow prior to use of club equipment on open water. This should be properly demonstrated by qualified club members.
3. Every trip must be conducted by a designated trip coordinator who has previously run the river. The trip coordinator and other trip members must be listed on the logbook in the boathouse.
4. A split paddle, throw rope and first aid kit should be brought on every trip.
5. Every club member paddling must have a helmet, buoyancy aid, spray deck, paddle, cag and sufficient warm clothing i.e. wetsuit, thermals, dry-suit etc
6. If the trip coordinator deems a person's equipment insufficient or unsafe, or a person's paddling skills dangerously inadequate for a particular run, the trip coordinator may refuse to allow the person to participate or continue on a river trip. This is in the interest of the safety of not only that person but every member of a trip, who may be exposed to dangers as a result of that person's lack of experience. The coordinators decision is final.
7. Checking the river conditions is a must before each white-water trip. The conditions on a particular day should be compared with all information sources available i.e. river descriptions on www.irishwhitewater.com or in "A guide to Irish whitewater Rivers and Surf" (second edition) by Seamus MacGearailt. Always remember River conditions are always subjected to change, so be prepared for the unexpected.

Exceptions

Exceptions to any of the above rules may be made by the club captain but only on a case by case basis. Such exceptions should be made in writing. The captain will be expected to seek advice of advanced paddlers and other members of the committee when it is appropriate.