



## TANDRIDGE CANOE AND KAYAK CLUB

[www.tckc.org.uk](http://www.tckc.org.uk)

You need to register for membership of TCKC annually in September.

Please complete one Membership Form per family member. The £10 annual membership fee is included the canoe polo subs - £5 in September and £5 in January.

**Privacy:** Information provided to us on this form is held in a database by the Membership Secretary. We will communicate details of future events to your email address. Your personal data may be shared with other TCKC Organisers and Coaches if necessary for communication about Club events and activities and/or to provide information to Club Coaches about the special needs and medical conditions of participants in order to keep members safe when participating in Club activities.

By signing and submitting this form, you agree to this. TCKC takes your privacy seriously and holds this information in accordance with current Data Protection Regulation. Please read our Privacy Policy contained in this document.

It is important that your information is updated annually so that Club Leaders have the most up to date information about those in our care. All Club Leaders have the right to prevent you from participating in activities if the Club does not have a completed & signed Membership Form, Parent Consent Form & fee from you.

**A lot is asked of our Coaches in trying to run activities for young people as safely as possible. Please accept their safety advice, lend a hand whenever you can, and follow the Club's guidelines.**

**See [www.tckc.org.uk](http://www.tckc.org.uk) for more information about our Club.**

Our website also has FAQs and downloadable versions of our Events Diary, Boat Loan Scheme, Constitution, Safeguarding Children Policy, Code of Conduct and other guidelines.

**This is a voluntary Club that is run by the membership.**

Everyone is a volunteer, giving their time willingly. Most of us have taken up the sport in the last 10 years and we are still learning. The success of the Club relies upon everyone giving a little of their time to help – examples are:

- admin help (spreadsheets, accounts)
- taking session registers
- management committee roles
- helping to set up and clear away
- lifesaving cover
- supplying articles to local press
- organising accommodation for trips
- promotional articles and news stories
- supervising juniors off the water
- repairing equipment
- building storage racks
- refereeing
- coaching assistance
- catering for trips away

**We very much hope that you will offer your help in whatever way you feel you can.**

**If you see an area where we are falling short, please step in - or tell us!**

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## **Safeguarding Children – download the Club Policy from our website**

If you have any concerns about safety or inappropriate behaviour, please contact the Club's Child Protection Officer, Cathy Sebire on 01883 712479, who has been trained to deal with such issues. Alternatively, speak to a Coach, who will pass your concerns to her.

**It is Club policy to follow accepted child protection and disclosure and barring service procedures.**

## **Boat Loan Scheme – download details on the scheme from our website:**

The one-year boat loan scheme allows new paddlers to have regular use of the same boat without the inconvenience of hiring and collecting kit each time they paddle. Details are on the website.

## **Insurance – download insurance details from the BCU website:**

The Club is affiliated to Canoe England which provides Public Liability cover of up to £5m.

This cover extends to all Club members and helpers. It also gives Club juniors (but not adults):

- Access to all non-competitive BCU events
- Access to ranking competitions at entry level
- The right not to pay BCU membership fees at BCU events

## **Tandridge Canoe and Kayak Club Contacts 2018**

<b>Role</b>	<b>Name</b>	<b>Phone</b>	<b>e-Mail</b>
<b>Chairman</b> L3 Whitewater kayak coach	Dave Exall	07788 915569	<a href="mailto:thesmileydave@gmail.com">thesmileydave@gmail.com</a>
Secretary and Child Protection Officer	Cathy Sebire	01883 712479	<a href="mailto:cathy.sebire@btinternet.com">cathy.sebire@btinternet.com</a>
Treasurer	Sophie MacTavish		<a href="mailto:money.mactavish@gmail.com">money.mactavish@gmail.com</a>
Junior Co-ordinator & Boat Loan Scheme	Christine Norris	01883 715902	<a href="mailto:cenorris@hotmail.co.uk">cenorris@hotmail.co.uk</a>
Canoe Polo M'ship Secretary	Graham Copeman	07828 500430	<a href="mailto:graham.copeman@gmail.com">graham.copeman@gmail.com</a>
Canoe Polo Fixtures	James Clough	07941 295344	<a href="mailto:james_clough@hotmail.co.uk">james_clough@hotmail.co.uk</a>
Equipment Repairs L3 Whitewater canoe/kayak coach	Paul Knight	07855 248766	<a href="mailto:Paul@pkpaddlesport.co.uk">Paul@pkpaddlesport.co.uk</a>
Blades Slalom Section Coach Junior Co-ordinator	Rob Phillips	07745 590025	<a href="mailto:robinpx1@gmail.com">robinpx1@gmail.com</a>
TCKC Website	Lynelda O'Shea	07818 446430	<a href="mailto:lynelda@btinternet.com">lynelda@btinternet.com</a>



## **TANDRIDGE CANOE AND KAYAK CLUB**

**[www.tckc.org.uk](http://www.tckc.org.uk)**

### **DATA PRIVACY POLICY**

We treat personal data with care. Our Committee and Coaches will work on the basis that if we no longer need it, we will delete it and if it has to stay, we will make it anonymous it wherever possible. We reserve the right to amend this Data Privacy Policy from time to time when issuing our membership application form. If you would like us to erase your data, please contact our Membership Secretary (see Committee Page or [www.tckc.org.uk](http://www.tckc.org.uk))

#### **Contacting you**

We collect member and parent names, phone numbers and email addresses so that we can inform you about session dates, meetings, forthcoming club events and membership renewals.

#### **Affiliation to British Canoeing, our Governing Body**

In order to affiliate to our Governing Body and thereby receive training, support and insurance cover, we collect information about your gender and age for the annual Club affiliation form. We report only ages and gender to British Canoeing, not personally identifiable information.

#### **Safety at Club sessions, activities and events**

We collect contact details of parents and/or guardians in case of an emergency.

We record the information that you give us about disability, learning and medical needs so that we can provide the right support, coaching, safety and medical care when you are with us. On this important point, please also make the coach aware of such information at each and every activity.

#### **Who we will share your data with**

Committee Members for administrative purposes.

Club coaches and/or officials when administering sessions.

Team managers to aid event entry.

#### **How we keep your data safe**

We will password protect membership and event spreadsheets that contain your data.

We will destroy printed information that contains your data when it is no longer required.

#### **How long we keep your data for and why**

We will keep your personally identifiable data for 3 years after your last membership form submission. This is because under UK law you have three years to bring a personal injury claim.

#### **Events and training run by British Canoeing**

The data that you enter on the event entry forms will be shared with British Canoeing.

The British Canoeing privacy policy is on their website: <https://www.britishcanoeing.org.uk/privacy-statement>.

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## DUKE OF EDINBURGH'S AWARD

### PHYSICAL - Canoe Polo

- Meets on Sunday evenings at Tandridge Leisure Pool, 6 – 8pm
- Get a team of 5 people together and come along on Sundays
- You do not need to know how to canoe before you join
- The Development League meets fortnightly
- The Premier League meets fortnightly on alternate Sundays to the Development League
- You can follow this activity for 3 months or 6 months – remember that our season runs September to December and January to Easter

### SKILLS - Umpiring and Refereeing

Our season is mid-September to mid-April

We can train you to be a Canoe Polo referee and you could help us out weekly or fortnightly at our games - suitable for Bronze D of E Award

There may be opportunities to referee regional youth competitions

### SERVICE - Lifesaving

If you are already training for NPLQ (National Pool Lifeguard Qualification), you also need to give some practical service for your D of E Award. Tandridge Canoe Polo League needs poolside volunteers to assist with lifesaving duties at Tandridge Leisure Pool on Sunday evenings from 6 - 8pm. You can choose to help weekly or fortnightly. Tandridge Leisure Pool offer free courses to those wanting to become lifeguards.

**For more details, call Christine Norris on 01883 715902**

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## Membership / Parent Consent

Please complete the form below. We will not pass your personal details to third parties.

Member Name: <input type="text"/>		BCU Membership No (if you have one already): <input type="text"/>	
Gender: M / F	Age: <input type="text"/>	Date of Birth: <input type="text"/>	
<b>Member Contact Details</b>			
Home tel	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
Post code	<input type="text"/>		
<b>Parent/Guardian Contact for U-18's</b>			
Name.	<input type="text"/>	Relationship	<input type="text"/>
Home tel	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
Post code	<input type="text"/>		
<b>Emergency Contact Details</b>			
Name	<input type="text"/>	Relationship	<input type="text"/>
Home tel	<input type="text"/>	Mobile	<input type="text"/>
TCKC is committed to encouraging participation whilst also ensuring safety. It is essential that you list any disability, learning and medical needs that this member has. The coach in charge can then be prepared, ensure appropriate supervision, and respond quickly if required			
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# TANDRIDGE CANOE AND KAYAK CLUB

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## Membership / Parent Consent Form

Name of Member: ..... Date of Birth: .....

Photographs/video taken of my son/daughter at British Canoeing and/or Tandridge Canoe & Kayak Club events may be used to promote the Club or paddle sport, eg on the website, posters, news publications.

My son/daughter is not subject to any court order prohibiting publication of their image Yes  No

My son/daughter can swim 25 metres Yes  No

### Consent, please read carefully:

- I have read and agree to abide by the Constitution, Policies and Guidelines of TCKC.  
*These can be downloaded from [www.tckc.org.uk](http://www.tckc.org.uk)*
- I accept that canoeing & kayaking are potentially hazardous sports and consent to my son/daughter's participation in the above activities under the supervision of BCU qualified coaches
- I have ensured that my son/daughter understands that it is important for his/her safety AND for the safety of the group that rules and instructions given by coaches are to be obeyed instantly
- I confirm that I have disclosed all disability, learning and medical needs of this member. As a further precaution I shall inform the coach of these conditions before each activity commences.
- If, in the opinion of a qualified medical practitioner, it becomes necessary for my son/daughter to receive medical treatment, and I cannot be contacted on the numbers below to authorise this, I hereby give my general consent to any necessary medical treatment and authorise the Leader in charge to sign any document required by the hospital authorities
- I agree to being kept up to date by email about Club activities

**Please delete and initial any consent that you find unacceptable. In the event of significant deletions, the Club reserves the right to limit or exclude your son/daughter from certain club activities.**

Member signature  Date

Parent/Guardian signature & name

**Please return one form for each member**

**If financial hardship prevents participation, please speak to a Coach or Committee Member**