



Linlithgow Kayak Racing

Information for Members & Parents Season 2017



LKR Marathon Team 2016

Committee and Contacts

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LKR - Club website: www.linlithgowkayakracing.org.uk

LKR - Facebook group email any of the above to send you an invitation

LKR - Twitter @LKRkayak

Scottish Canoe Association website: www.canoescotland.org

Introduction

We have produced this information booklet for parents of junior paddlers and adult members of Linlithgow Kayak Racing. We hope that it covers all the questions and details relating to the organisation of LKR. If you can think of any areas not covered, please let the secretary/coaches know; it allows us to try to answer your question and helps us improve this information pack.

The Club

The club has been established now for 18 years. We are essentially a flat water racing club with our activities/training/sessions being geared towards racing, enabling members to compete in local, Scottish and National sprint and marathon events. We also try to build fun nights into the structure of the club and organise club events and weekend trips.

Our Coaches are qualified and give their time freely along with other experienced adult member/paddlers. We also have some coach training assistance from coaches within the SCA performance structure.

Competition

The club actively encourages all members to take part in competitive events; whether it's a club organised event on the loch or canal, a sprint, marathon or adventure race event elsewhere in Scotland or a National/Inter Club event. Whilst most of the racing occurs at the weekends, there are some events organised mid-week and these can offer a great introduction to the world of flat water racing in a friendly, local environment.

Full details of races for the 2017 season can be found at www.canoescotland.org – further details of those events being attended by LKR will be provided nearer the time. Additional details regarding entering your first race can be found at:

<http://canoescotland.org/sites/default/files/resources/documents/Sprint/Entering%20a%20Sprint%20Regatta%20In%20Scotland%202013.pdf>

The club organises a number of these events during the season:

- 23rd April - **Linlithgow Marathon**, Union Canal at Linlithgow.
- 20th May - **Linlithgow Loch Sprint Regatta**
- **10K Summer Series**, Linlithgow Loch - 11th May, 8th June, 6th July, 3rd August, 7th September
- **Winter Time Trial Series**, Union Canal at Linlithgow Basin - 26th November, 17th December, 14th Jan (2018), 11th February (2018), 11th March (2018)

The club especially encourages members to participate at these events with help always needed and much appreciated from non-paddling members and parents. The coaches will also issue a **Suggested Events Calendar** for LKR members at the start of the season. Please put the dates in your diary.

When your child attends a competition it is your/parental responsibility to get them to the event and to supervise them while they are there; this is often shared between parents. At most events the coaches also participate in the competition, so the supervision of your child by the coaches cannot be guaranteed.

The club can, however, help with logistics/transporting of boats/paddles etc to the event. All that we ask is that you tell us of your intentions to attend so that we can make sure we have enough club equipment with us. Unless otherwise agreed, we normally meet at the Low Port Centre before heading off to the event. We're also more than happy to explain the running, scheduling and other rules at events and to help make sure the juniors are in the right place at the right time!

When competing at events, paddlers should wear a club vest over their buoyancy aid. These and other kit with the club logo can be bought from UKPrintwear.

You can order our LKR club kit by contacting UK Printwear, Tel: **01780 767476**.

Racing vests seem to be sized on the small(ish) side (also make sure you have room to wear your buoyancy aid underneath, if required); the fleeces are generously sized. We have sample vests to help with the sizing.

Please see below details of products and sizes available:
(prices as at February 2016)

- LKR Vests - Sizes small to xlarge - £12.00
- LKR Polo Shirts - Sizes small - xlarge - £10.50
- LKR Kids Polo Shirt - Sizes 7-8, 9-11, 12-13 - £8.50
- LKR Hoodie - Size small to xlarge - £15
- LKR Kids Hoodie - Size 7-8, 9-11, 12-13 - £12
- LKR Sweatshirt - Sizes small to xlarge - £12.50
- LKR Kids Sweatshirt - Size 7-8, 9-11, 12-13 - £10.50
- LKR Fleece - Sizes small - xlarge £17.50
- LKR Kids Fleece - Sizes 7-8, 9-11, 12-13 -£14.00

Should you require any other items, hats, caps etc just ask.

Club Evening Training Sessions

The club meets every Monday and Wednesday evenings and some Saturday mornings during the racing season for training sessions. Monday is our introduction night and all junior club members must start on a Monday. Once a member has become proficient, they may choose to add in a Wednesday session or come on a Wednesday instead. Saturday training is by invitation only, dependent on times achieved in races and attendance at competitions. Leading on from these training sessions, we have a pathway to inclusion in the various regional and national training squads.

Members are expected to arrive at Manse Road Basin before 6.15pm for registration. Equipment (boats/paddles/buoyancy aids etc) is issued at 6.15pm. Most sessions take place at the canal basin, however on occasion the sessions may take place on Linlithgow Loch.

Following each session on the water there will be a follow up session on land – running or exercises.

We aim to be finished by 8pm and all members are expected to help put the equipment away on the storage racks before leaving. Most members are usually ready to be picked up/leave by just after 8pm.

Equipment Required

Paddlers should come equipped for paddling with the following:

- Old trainers/wet shoes/wetsuit boots for use on the water (not too thick a sole if possible)
- Old T-shirt and thin warm jumper (fleece etc) (two jumpers if it's cold)
- Jogging trousers (or old shorts if it's very warm)
- Cosy hat
- Cagoule if there is a cool wind
- Dry trousers & top for land based training exercises
- Trainers for land based training exercises

Remember to bring a complete change of clothing as the chances are that you will get wet. A change of clothes must be brought along as paddlers can become very cold, very quickly following a capsize – especially early in the season before the water has had a chance to warm up slightly. This is even more of a risk when siblings are attending the same session – one may capsize and become very cold whilst the other is still happily paddling round. We will all be running or doing exercises following the paddle and again wet clothes = cold unhappy child.

Members are encouraged to get their own Buoyancy Aid as soon as possible, these are relatively cheap to buy from shops such as Decathlon – see our separate guide on buoyancy aids.

In the early stages, members are not expected to provide their own equipment (all the essentials being provided by the club). The club has a range of kayaks

consisting of Lightning Kayaks (for under 12s), a range of K1s & K2s (Single/Double boats) for all abilities from complete beginners to national champions and we have a large selection of paddles. As members progress within the sport, the club encourages paddlers to start purchasing some of their own gear – starting with their own paddle rather than a boat!

Inclement Weather

All parents dropping off children **MUST** come to the Canal Basin with their child to check with the coaches if the session is on. Very occasionally the session may be cancelled or moved due to inclement weather or in the event of coaches being unable to attend, so please do not “Drop & Run”.

Water Safety

The club takes safety very seriously and we have the best interests of all paddlers uppermost in our minds at all times.

Account is always taken of weather conditions, water conditions, paddler ability and the equipment being used.

No child will be allowed on the water, whether at training sessions or competitions, without the proper kit and a buoyancy aid.

The club currently has seven fully qualified coaches, all with many years experience.

The instructors are as follows: John Lewis, Derek Marshall, Diane Sharp, Rona Jensen, Sean Redmond, Rhonwyn Smith, Oliver Bohle, Pete Easson, and Emma Brockway. In order to maintain their coaching qualifications the instructors are required to hold a valid first aid certificate, PVG cleared & Young & Vulnerable People training.

The behaviour of all members is an extremely important safety consideration. Members are expected to follow coach's instructions carefully. If members fail to behave in an acceptable manner they will be required to return to the Basin and their parents may be contacted. This could result in the entire session being interrupted or cancelled as the coach(es) responsible may have to leave the water until the situation is resolved.

Code of Behaviour

In order to clarify the expectations of all members, paddlers, helpers and coaches associated with Linlithgow Kayak Racing, a Code of Behaviour has been created. The aim is for all paddlers in LKR to be safe, to improve performance and to have fun. All LKR members must therefore abide by the Code of Behaviour as a condition of their membership. Parents/carers of children under 16 must ensure that their child understands the behaviour requirements. The Code of Behaviour can be found in Appendix 1.

In case of any observed or reported concerns about behaviour, LKR will investigate and if necessary will use a Yellow/Red card system to formalise the issue to the member (and their parent/carer if relevant). During this process, LKR will clarify the immediate and sustained improvement in behaviour which is required.

- A first misbehaviour will result in a Yellow card.
- A further misbehaviour will result in a second Yellow card, which will equate to a Red card.
- In cases of serious misbehaviour LKR reserves the option to go straight to a Red card.
- Receipt of a Red Card may lead to exclusion or membership being withdrawn.

The sanctions will be decided on a case by case basis. A Yellow card can be “spent” following a period of time which will be confirmed at the time of issue.

The initial misbehaviour will be handled by a sub-committee made up of Head Coach, Secretary and Child Protection Co-ordinator. There is a right of appeal which would be heard by the LKR Chairman.

Child Protection

Linlithgow Kayak Racing is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. Coaches and volunteer helpers must ensure that they:

- Respect children’s right to privacy
- Try to avoid being alone with a child if possible. Try to be in sight or within hearing of another adult
- Avoid situations where your approach or treatment of a child could be misconstrued
- Never promise a child that if they have concerns about something you will keep it secret
- Reassure them they have done the right thing by talking to you
- If a person confides in you, write a dated and signed report immediately for information and for your own protection
- You must refer any concerns to the Child Protection Co-ordinator

LKR coaches and volunteer helpers are checked via Disclosure Scotland through the Protection of Vulnerable Groups (PVG) scheme. LKR coaches and volunteer helpers will work together to embrace difference and diversity and respect the rights of children and young people. The LKR Committee has adopted the **SCA Child Protection Policy and Guidelines** and will use these in case of any concern expressed. LKR coaches and volunteer helpers must ensure full familiarity and compliance with the SCA Child Protection Policy and Guidelines at all times. Questions or concerns should be referred to LKR's Child Protection Co-ordinator, Jacqui Brockway.

Photographs of paddlers may be taken from time to time and may be included on our website, newsletter or used in publicity for the club. Your joining the club (i.e. signing the membership form) will be regarded as approval for this, unless you notify us in writing of any objection.

Parental Involvement

The club actively encourages parents to be fully involved in club life; this support is the backbone of the club. It is LKR's expectation that parents will:

- Support your child's involvement and help them to enjoy the sport
- Assume responsibility for the safe transportation of your children to and from events and training, and support your child at competitions whenever possible
- Never force your child to take part in sport
- Publicly accept officials' judgements
- Set a good example at all times
- Refer any concerns in a timely manner to your child's coach or LKR committee member

To provide additional cover, we require to have at least one land based adult present for all Monday and Wednesday evening sessions and we ask all parents to volunteer for this duty at least once per term (this usually provides a good platform for learning more about how the club operates and generally catch up with the other parents).

Medical Conditions

We ask that you carefully complete the membership form at the start of the season. This should also be signed by a parent/guardian. Please ensure that the coaches know of any medical conditions that could affect your child during a training session. If for any reason your child has an accident you will be contacted immediately; we therefore ask you to provide a telephone number/mobile number you could be contacted on during the training session.

Membership, Training Fees and Boat Hire

New paddlers can come along to training for a 2 week trial period, the cost of each session is £5. After the “trial” period, individuals or families are then expected to join the club.

The Membership Fees for this year are:

- £15 for Junior Membership
- £25 for Adult Membership
- £30 for a Family Membership

The Training Fees are:

- £24 per month

September is free for those that have paid since April.

Term dates are included in Appendix 3.

Hire of space in Boat Locker

£13 per quarter

(Space to be agreed with committee)

Boat Hire (charges apply per membership year):

Boat	Junior	Senior
Lightning	No charge	N/A
Basic K1	£10/20*	£40/80*
High Spec K1 (allocated by committee)	£40/80*	N/A
Race Specific (such as 70WM)	N/A	POA
Other (K2s etc at events and club nights)	No charge	No charge

* The lower rate applies to those who participated in 10 races in 2016

Boat hire and allocation of club boats and equipment remains at the discretion of the committee.

All club boats (except high spec K1s allocated to individual members) must be available for Monday to Thursday club nights, if they are not returned for club sessions, then a levy of £10 may, at the discretion of the committee, be charged for each session the boat is not available to the club.

Scottish Canoe Association (SCA)

Both sprint and marathon racing are governed by the SCA. Non members can participate in SCA events by paying the day membership rate of £5. Day membership(s) can be redeemed against full individual membership for up to 12 months. Membership prices at the time of writing (March 2017) are £18 for U18s and £39 (or £36 for Direct Debit) for over 18s (plus discounts for family/joint memberships). More information is available at <http://canoescotland.org/faq/day-membership-non-members-sca-events>

We strongly advise club members to become members of the SCA.

SCA membership is required to compete at any competition and also provides a number of other benefits including insurance, reduced prices for coaching and other events, Scottish Paddler magazine etc. Full details can be found at www.canoescotland.org

Adult training (Informal)

Informal training sessions also operate for adults with their own or club/hired equipment (although they need to be self sufficient in getting themselves, boat and equipment to the canal – there's usually someone with a roof rack about to help, if asked nicely). These sessions usually take place on a Thursday evening meeting at 7pm at Linlithgow Canal Basin. Paddlers meet & leave from the canal basin. These sessions run throughout the year, including the dark winter nights (providing the canal is not frozen), and an email is circulated on Wednesday/Thursday to see who will be paddling.

Email derekjmarshall22@gmail.com for more information or to be added to the mailing list.

We are hoping to introduce more sessions for adult learners as the season progresses – details will be available on our website as courses are confirmed.

Appendix 1 - Code of Behaviour in Linlithgow Kayak Racing (LKR)

The aim is for all paddlers in LKR is to be safe, to improve performance and to have fun. All LKR members must therefore abide by this Code of Behaviour as a condition of their membership. Parents/carers of children under 16 must ensure that their child understands the behaviour requirements.

Paddlers and Children

- Remember that everybody comes to enjoy themselves on and off the water. Set an example you wish others to follow. Treat other paddlers and members with respect at all times
- Take care of all property belonging to the club, Low Port, SCA and other club members
- Avoid all behaviour which may inconvenience or upset others
- Co-operate and listen to coaches, helpers and officials at all times
- If you have a problem tell your coach or an adult you feel you can trust
- Rules are there to protect you. Make sure you paddle and train safely at all times and obey the rules on land and water

Coaches and Helpers

- Paddlers' welfare and safety is paramount. Make sure activities are appropriate to the age, ability and experience of those taking part.
- Set an example you wish others to follow. Treat paddlers and members with respect at all times
- Ensure full compliance with the SCA Child Protection Policy and Guidelines (<http://www.canoescotland.org/InfoAdvice/ChildProtection.aspx>)

LKR will not tolerate behaviour which does not support the Code of Behaviour. Please refer to the LKR Information Booklet for further details.

Appendix 2 – Data Protection Policy

Club Members

Personal information which you supply to Linlithgow Kayak Racing may be used in a number of ways by both by us and the Scottish Canoe Association, the sports governing body, to which we are affiliated, for example:-

- to administer and manage your membership and related benefits. Your information will be held by us and by the SCA in a central membership database for this purpose
- to review, develop and improve the services and activities offered by us and the SCA
- to provide you with details of forthcoming activities, events, and competitions (as well as those of selected third parties (including our partner organisations)
- to research, develop and manage new and existing programmes and projects and to promote our sport
- to monitor the SCA's progress towards demonstrating equal opportunities in canoeing in Scotland through the Equity Standard For Sport
- for statistical analysis

We may pass your personal information (which may include information about your health) to the insurer in the event of our club making an insurance claim. Information provided by you may be put onto a register of claims and shared with other insurers to prevent fraudulent claims.

The Club would like to send you information about our activities, events, and competitions as well as those of selected third parties (including our partner organisations) by email. From 2015 – club emails will be sent with email addresses visible to all to assist communication between members – especially in organising the logistics of getting to competitions and other events.

The SCA would like to send you information about SCA activities, events, and competitions as well as those of selected third parties (including SCA partner organisations) by email and SMS, you have the choice to opt or out of this.

For further information on how your information is used, how LKR maintains the secrecy of your information, and your rights to access information we hold on you, please write to: Patrick Armstrong, Club Secretary email: patarmstrong@clara.co.uk

For further information on how your information is used, how the SCA maintains the privacy of your information, and your rights to access information the SCA holds about you, please write to: The Data Controller, Scottish Canoe Association, Caledonia House, South Gyle, Edinburgh, EH12 9DQ or email: general.office@canoecotland.org

By joining the club, and signing the membership form, you agree that we may use and disclose your information for the purposes described above. If you are not yet 18 the consent form should also be signed and dated by your parent or guardian.

From 2015 – club emails will be sent with email addresses visible to all to assist communication between members – especially in organising the logistics of getting to competitions and other events.

Appendix 3 – Club Dates for 2017

Club Registration

Club registration and fee collection will be co-ordinated by email in advance of the start of the new season.

Club nights

Sessions run from 6:15 – 8:00pm

We will run every Monday evenings for the introductory groups with the possibility of adding a Wednesday evening later in the season when coaching resources allow.

Added to this we run an advanced under 12 / under 14 group on Wednesday, Thursday night & Saturday mornings throughout the season – weather permitting

Access to the advanced under 12 / under 14 group is based on several factors including ability, potential and motivation.

From Monday 28th March 2017 – Wednesday 13th September 2017

Club Social and Prize Giving – date TBC – probably late September

Winter Term

We normally try to run a Gym session on a Monday evening, a Swimming session on a Wednesday evening and a Games session on a Thursday evening starting after the October break but this is still to be confirmed for 2017-18.