



Dorset Disabled Canoe Unit (DDCU) A British Canoeing Affiliated Club and charitable incorporated organisation (reg no 1187830)

Membership Form (2023)

Name _____ D.O.B. _____

Address including
postcode.....
.....

Telephone numbers

Landline _____ Mobile _____

Email address _____

E mail to cc (e.g. carers)

Contact in case of emergency

Name and relationship to
you _____

Phone no _____





Please give details of your disability and/or medical conditions including information relevant to attending a paddling session or club social activities. This helps us to plan sessions and activities which are suitable for the group.

Medication: (Type, dosage and when you take it)

.....

GP Name and surgery address.....

.....

Allergies:

Support profile. Our instructors, coaches and helpers are all volunteers. They cannot provide personal care, manual handling or 1:1 support which would need to be provided by a





parent/carer. If there is any other support that we can provide or anything we need to know to help you enjoy your paddling session, then please tell us now here. We can arrange for you to talk to an instructor if you would like to discuss this.

I confirm that I am fit to take part in a paddling session **Yes/No**

If you have any doubt about this then please consult your doctor.

Do you have any medical condition that requires hospital assistance if you are taken ill
Yes/No

Do you have a current medical protocol or DNR Order. (if yes, please provide a copy) **Yes/No**

Can you swim? **Yes/No**

Paddling experience/qualifications_____

BCA Member (Yes/No). Membership no._____





I agree to be bound by the code of conduct, club rules, action plan (attached) policies and constitution. All of these have been issued at the AGM can be found here (insert location) I have reviewed and signed the Data Privacy sections on pages 3 and 4.

Signed_____

Signature of parent/guardian (if under 18 or vulnerable adult)

Date_____

Treasurer/Secretary use

Mem. paid date_____Adult/Family/Helper

Data Privacy Agreement signed yes/no. Date_____

If you would like any help completing this form, then please contact Liz Watkins on 07754 96468

Data Privacy

Dorset Disabled Canoe Unit takes your privacy seriously. We will only use your data to administer membership and support you in the paddling sessions. There is additional information that we may need from leaders, coaches and helpers to ensure that they meet the requirements to lead and support our sessions. This is covered in the privacy notice.

Please tick the boxes below as appropriate.

How your information will be used

When you become a member, or renew your membership with Dorset Disabled Canoe Unit, you agree to the use of your personal data for administering your membership and for us contacting you with club notices relevant to your



membership. We will only retain your data for as long as we need to administer your membership and in accordance with the current Data Protection Act. The information is kept in a locked cabinet and destroyed when no longer needed. We will pass relevant information to the club coach/leaders and/or helpers to enable them to plan and support you during the paddling sessions and to any medical personnel in the event of any emergency.

Event Entry

We may enter events on your behalf and with your agreement. We will only use personal data relevant for administering the event entry with the event organiser.

Sharing with British Canoeing

We may share relevant details about you with British Canoeing if you are not already a British Canoeing member. This is to provide insurance for your club activities. The insurance is a group insurance for DDCU members and only applies to activities organised by the club.

If you have any questions about the continuing privacy of your personal data when it is shared with British Canoeing, please contact membership@britishcanoeing.org.uk.

How would you like us to contact you?

- Phone []
- Email[]
- Text []

I agree to my e mail address being shared with other members and officials as part of a club e mail group YES/NO

Photographs

The club occasionally takes photos of, or videos, its members. These will be used on our website, social media, local press, British Canoeing website and other publicity material, such as funding bodies. The club is mindful of the need



to safeguard children and vulnerable adults from harm and will follow BCA guidance on the use of photographic and filming equipment.

They are also used to generally promote the club. If you are happy for images of you to be published please check the box below.

- *Yes, publish images containing me []*

If you are signing on behalf of a child or vulnerable adult, please confirm your choice below

- *Yes, publish images containing [name] []*

Communications

Occasionally we may want to send you communications not associated with your membership administration. If you wish to receive communications from Dorset Disabled Canoe Unit click the box below. You may unsubscribe at any time.

- *Yes, I want to receive communications []*

For more information on how we process your information please ask for a copy of our full privacy notice.

I have read, understood and indicated my preferences, where requested, for Data Administration as set out above.

Signed _____

Print Name _____

Signing on behalf of (child or vulnerable adult)

Date _____





Dorset disabled Canoeing unit Action Plan.

DDCU committee is aware of the need to limit the risk of the transmission of covid 19 during paddling sessions and follows advice from the British Canoeing Association and government guidelines. Since February we have been in the government's "Living with Covid-19" phase of their response to the coronavirus pandemic. This means that there are now no coronavirus-related legal restrictions in place. However, we are mindful that as a club for people with disabilities some of our members may be more vulnerable should they catch the virus. The government has issued guidance which outlines safer behaviour to adopt to reduce the risk of catching and passing on covid-19. We will continue to take account of BCA and government health guidance when developing our general action plan for the paddling sessions.

If you would like to join the paddling sessions, then we would ask you to agree to taking the following actions to enable safe and enjoyable paddling for all members.

1. **Complete the updated membership form** to ensure that we have all your current details, including medical information and how you would like us to contact you.
2. **Book in advance.** Our instructors and coaches are volunteers. They have been doing a lot of training to be able to lead our groups. Their availability and that of additional support volunteers cannot not be guaranteed. Numbers in the groups will be limited in line with BCA advice, guidance and the support needs of the members attending. Please book your place before the Friday before the date of the session by e mailing info@ddcu.co.uk (not for confidential information) or telephone to the secretary, Liz Watkins on 07754 964684). We will confirm your place by the Saturday evening before the session at the latest. This information will help us plan the session and do our very best to ensure that all members have opportunities to paddle.
3. **Support profile.** We are not able to provide personal care or 1:1 support so if this is needed, please bring a parent/carer/support. We will, wherever possible have club volunteers to provide additional support.
4. **Self-Assessment.** Please do not attend the session if you are feeling unwell or have tested positive to covid-19.



5. Please follow current government guidelines on the management of covid-19 or other viruses.
6. **Travel.** Follow current government guidelines on travel to the site.
7. **Dress.** Please arrive ready to paddle (to limit the need for changing on the site) with clothing that is suitable for the weather and “on the water” conditions.
8. **Food and drink.** Bring your own refreshments including water to keep you hydrated. Please clearly label your bottle or any containers.
9. **Face coverings.** It is unlikely that these will be required due to the outdoor setting and gathering plan; However please bring one with you if you wish or have been advised to use it. Face coverings are not otherwise recommended for use during active sport
10. When you arrive you will be greeted at the gate. Please use any hand sanitiser provided.
11. **Getting kitted out.** You will be asked to wait in a particular place (seating available) and paddles and buoyancy aids will be brought to you. All items will have been checked by the instructor and cleaned as necessary. They will also provide you with the most suitable canoe. Hand sanitiser will be available where hand washing facilities are not available.
12. Please listen carefully to the **safety talk** which will be given by the instructor and follow their instructions when on the water.
13. Paddlers in **double canoes** will both face in the same direction.
14. The coach/instructors will carry out any rescues if needed.
15. When getting onto the water and **on the water**, please be mindful of your fellow paddlers and follow the advice of your instructor and helpers.

We have worked hard to develop a plan which takes account of BCA and government guidance in order to enable safe and enjoyable paddling for our members. We recognise, however, that the situation is an ever changing one and that each members circumstances may be different. We respect, therefore, that each member will need to make their own decision whether to join the sessions. Please ask to speak to an instructor if you would like to discuss this further or have any concerns during the sessions.

I confirm that I have read and will follow the DDCU action plan

Signed.....



Charity Number - 1187830
Created - April 2022
Reviewed- September 2022
Approved AGM March 2023



Print name

On behalf of (if applicable)

Date.....

