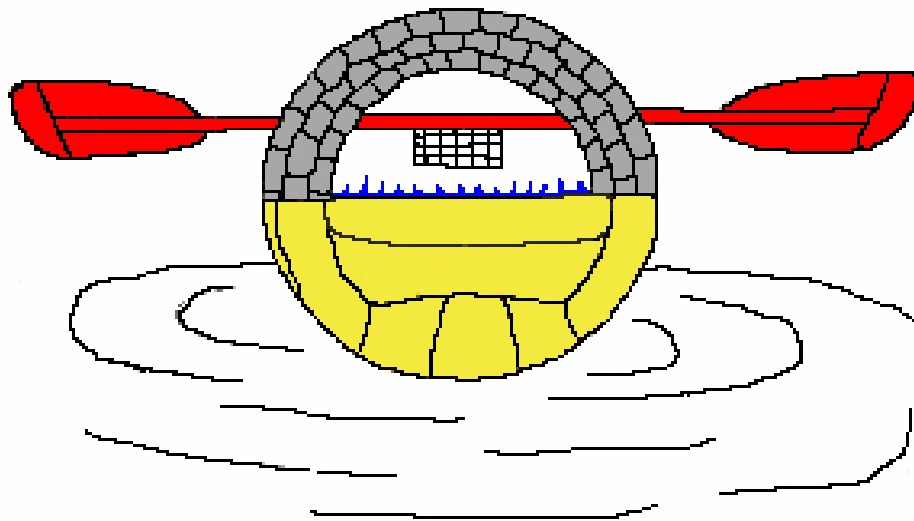


KILCOCK CANOE POLO CLUB



MEMBERS' HANDBOOK 2008

2008 EDITION

WWW.KILCOCKCANOEPOLOCLUB.COM

CONTENTS

	PAGE
Introduction	3
Kilcock Canoe Polo Club History	4/5
Club Safety Rules	6
Rules of Canoe Polo	6
Equipment	7
Get Connected	7
Club Events	8
Code of Conduct for Players	9
Guidelines for Parents & Guardians	9
Child Protection	10
Club Membership	10
Boathouse Facilities	11
Access to the Boathouse	11
Storage of Equipment	12
Executive Committees 2008	13
A.G.M.	13

INTRODUCTION

Welcome to Kilcock Canoe Polo Club.

Founded in 1998, Kilcock Canoe Polo Club is a steadily growing organisation, with the largest junior membership of any canoe polo club in Ireland. Over the past eight years, we have evolved from a few like-minded people, meeting in the Harbour of the Royal Canal that runs through Kilcock, to a club with a membership of more than 120 members. Today, our members range from children cautiously experiencing their first moments in a boat, to adults new to the sport, to senior members who are serious competitors at national and international level.

We have tried to capture this vibrant and diverse experience in our club logo. Designed by senior club member Mark McCormack, it brings together all of the key elements of our sport – paddle, ball and net – against the bridge that makes the Harbour in Kilcock so distinctive, all tied together in a circle, suggesting the sense of satisfaction that comes with participation in sport.

We hope that this handbook will be of use to you, whether you are one of our new members, or an experienced player. It includes club rules, safety rules, an event guide, relevant ICU Safety Rules, a record of the achievements of our members in competitions at home and abroad up to the level of Irish Representative Teams at European and World championships and other useful membership information.

The Policies & Procedures Document contains details of the club's safety statement, child protection policies, disciplinary procedures, recruitment practices and other matters. A copy of this document will be issued to all members, and is available on our website (www.KilcockCanoePoloClub.com). All members, both new and old, should familiarise themselves with the club rules and procedures defined in this handbook and in the relevant sections of the Policies & Procedures Handbook.

Finally, to all those who have helped to make the club what it is today, to our many friends and supporters, and especially to members of the community who have supported us, we say thank you.

CLUB HISTORY

- 1998** A canoe instructor came to Kilcock to give canoe classes in June. The club was formed in July with six members. We entered our first competition in Ballina with 5 members in August playing with borrowed equipment
- 1999** The National Committee of the ICU loaned the club a set of boats and equipment. We stored our gear for the summer in an old building loaned to us by a local publican. Two members were selected to play on the U21 Irish Team for the Invitational Flanders Cup in Belgium in June.
- 2000** We set up our first official committee and opened the club to children in Summer 2000. The first group of 7 year olds started on the water and continued to do so every Tuesday throughout the summer.
Our first two instructors were certified. They ran summer camps all summer, and by the end of the summer 140 children had canoed with the club.
Junior Canoe Polo was introduced into the ICU National calendar for the first time ever.
- 2001** Kilcock had the first Junior teams under 14's in the country.
We had our first two players representing Ireland at the 1st -U21 European Championships in Poland. The team came 7th.
The club got much needed sponsorship from Eircom 11811 and bought our own set of boats. The Summer camps continued to flourish.
- 2002** Fifteen Kilcock players were invited to attend Junior Irish Development Squad, of whom five were invited to attend the U21 Squad.
Junior Teams played in the Winter league in Cabra for the first time, and our teams did very well in all junior levels. We won the Irish Open Div. 1 Juniors and Div 2 Juniors. Four members were selected for the Irish U21 Team to play in the 1st U21 World Championships in Essen, Germany. This team came 5th overall, beating the British team for the first time. The Summer camps were as popular as ever.
- 2003** Kilcock had teams in all divisions in the Spring Pool League in Cabra for the first time. We ran classes in the pool in NUI Maynooth through the winter/spring months. Five players were selected for the U21 Irish Team to play in the 5th European Championships, which were held in Kilcock in August: Interest in canoe polo reached a new height in Kilcock, as teams from fifteen European countries came to Kilcock to compete in some of the best summer weather seen in years. Eight players were selected for the Irish Development Team to play in Liverpool in June 2003. Our Club was granted €20,000 from the Sports Capital Programme of the National Lottery for equipment. The Club appointed an Equipment Officer, Our Division 3 team won the Limerick Cup in April, 30 members of the club took part in Proficiency Award Level 1 & 2 examinations. The Summer camps were still going strong. The first all girls team from the club were put together. We entered them in the indoor league in Cabra and they won Division 4. In October our first adult-only class was formed, and they played in the indoor spring league in Cabra. In November, six club members took the Level 1 Instructor course. Classes were run in the pool in NUI Maynooth, in which 36 children took part.

We were granted planning permission to build a boathouse on the south bank of the Royal Canal in the harbour Kilcock.

We entered the following competitions, Dublin winter league, Munster Open Limerick, Carrick on Shannon Comp, Kilcock Club Championships, Welsh Open, Cork Open, Irish Open, Kilcock and Dublin spring league. We had many winners in most of these competitions.

Also for the first time two junior members entered a slalom event in Leixlip.

We had our first Canadian Course in October.

2004 Our first two club members were selected to play on the Senior Irish Men's Team and played in the 5th World Championships in Japan in July.

The Summer camps introduced a number of people to the joys of canoeing and a record numbers of girls joined the club (25 in total).

We had a very successful fundraiser 'Who Wants to be a Thousandaire' in November.

We were granted €60,000 from the National Lottery to go towards the building of the boathouse and a grant of €20,000 from Kildare County Council. Work began in October foundations were completed by December 2004.

Aidan Brogan was selected Young member of the year.

We installed floodlighting over the two pitches located in the Harbour area in Kilcock.

Feb/March started our first Indoor league in NUI pool, Maynooth. Eight teams of beginners participated over 6 weeks.

The building of the boathouse structure began February 2005 and was officially opened on the 28th of May 2005 by Ms Tracy Piggott of the Irish Sports Council.

In conjunction with Waterways Ireland we ran a School's Programme in June, where local schools were invited to experience the Canal and it's amenities. 8 Schools participated.

2005 We introduced a new element to the Summer camps, an advanced course catering for experienced paddlers run by an international Player.

We entered the Dublin Spring League, Limerick Open, Charleroi, Essen, Carrick on Shannon, Hull, Kilcock Club Championships, Welsh Open where our senior men won div. 1, Irish Open and Dublin Winter League.

We started winter training for the first time with Junior members in October in preparation for travelling to Calais in 2006 with 3 under 16 teams.

We had our end of year social in September. We had our first winner in the Parish Lotto in December. Ciaran Fitzgerald was selected Young member of the year.

The senior men's teams did very well this year, winning div 2 in Charleroi, Belgium in May, they came 2nd in Essen Germany in Div 2 in June, winning Div 1 in Club Champs in July and winning Div 1 in the Irish Open in September.

The 2nd Div 1 Team won the Enniskillen Div 1 competition in August.

Our U16's and U14's played in Essen Germany and represented us well. The under 16's came 4th in Calais just narrowly losing the semi-final. We had 4 under 16 teams play in Div 3 in the Irish Open for the first time. This was a big jump for them. Our under 14's came 2nd

2006 in the Irish Open.

In conjunction with Waterways Ireland we ran our 2nd School's Programme in June along with our usual summer camps. RTE 2 visited our Club and we featured on 'The Den'.

4 senior and 4 under 21's were selected for Irish teams that played in World Champs in Amsterdam.

We paddled with our junior's right up to December. This was the first time we took them through the winter months. Paddy Mooney was selected Young member of the year.

2007 Several club members undertook different courses and attained further levels of skill and personal satisfaction. 10 members undertook level 3 proficiency, 14 members did a code of ethics course, 2 members completed first aid course, 9 members undertook Level 1 instructor's course, 13 members completed a referee's exam, 5 of who are qualified now. 2 members also qualified as level 2 coaches.

KCPC once again did very well at competition. 2 X div 3 teams entered Galway and A team came 2nd. Kilcock swept the boards at the Kilcock Junior competition taking 1st, 2nd, 3rd place U16 and 1st & 2nd place U14. Div 1 Demons won Carrick on Shannon competition as well as taking the Club Championships yet again. Div 3 was won by Devils and Dragons took 3rd place div 3. Div 1 Demons won Enniskillen competition as did Div 2 Pyranahs. The Irish Open was won by Div 1 Demons and Devils took Div 3. Clean sweep from our Div 1 team who won all four main Irish events.

The Irish U21 Mens team won Bronze at the European Championships in France. This is the first time a canoe polo team has won a medal for Ireland. The entire team learned all their polo skills at kcpc. The team consisted of 3 club members and 3 former club members. Club members are Paddy Mooney (captain), Brian Devlin & Gareth Carroll. The Club had its first 2 girls on the first Irish Ladies U21 team, Lynn McCormack (captain) & Sarah Morris. The Irish Senior Mens team was also represented by the Club, Mark McCormack (captain) & Ciaran McCormack.

KCPC takes the hat-trick with 3 of the 4 National teams captained by our members.

Junior Club member of the year went to Chris Morash and Young Member of the Year to Gareth Carroll.

CLUB SAFETY RULES

Safety is not a set of rules. It is an attitude or frame of mind. Rules alone will not prevent accidents. However, if you keep these rules in mind, you will significantly reduce the risk of accident or injury.

Kilcock Canoe Polo Club requires that members comply with the I.C.U. Safety Rules. In particular, we strongly recommend for members' safety the following:

- No member should paddle alone. Paddle in groups of three or more
- No junior member should paddle without at least one senior paddler being present in the group of three.
- Paddlers must always wear a buoyancy aid while paddling or in the water.
- A helmet with face guard must be worn while playing canoe polo.
- Junior members shall not paddle after dark on the canal.
- No member may launch from a bridge or any other location that may cause injury to the paddler, other paddlers or equipment
- Beginners of any age may not paddle without an experienced senior paddler.

Beginners shall not paddle outside Club Hours except by Special Arrangement

In addition these are a number of basic rules to observe while canoeing.

- Ensure that you can swim before you join a canoe club.
- Wear clothes you can swim in.
- Always wear an approved buoyancy aid
- For safety reasons paddle in a group of three or more.
- Ensure that your boat has adequate buoyancies.

In cold weather, players should be aware of the dangers of hypothermia. Hypothermia is one of the greatest dangers of canoeing especially in wintertime or cold weather. Hypothermia and exposure can cause death.

In order to prevent exposure, always wear suitable clothes such as thermals, wet-suit/bottoms and windproof gear in cold weather.

Note: *Club Rules and Safety Rules are not part of the Club Constitution and may be changed at the discretion of the committee.*

RULES OF CANOE POLO

If you are interested in playing canoe polo, you will want to familiarise yourself with the rules. What follows are a short version of the rules, which are designed to start you off. If you want a copy of the full set of rules and competition guidelines, see the website of the International Canoe Federation: <http://www.canoeicf.com/cpolo/rules.php>

1. Canoe polo is a game played between 2 teams of five players in polo kayaks. Up to three substitute players may be used by each team
2. Each team attempts to score goals by throwing the ball into the opposing team's net, which is suspended above the water.
3. Players may not carry the ball on their boats. Players move the ball up the pitch by throwing it ahead of them, or by passing it.
4. Players may not push another player, unless that player is in possession of the ball.
5. A player's paddle may not make contact with another player's hand.
6. Players must wear polo buoyancy aids and a helmet with a face guard

EQUIPMENT

Members may use club gear at club times. We recommend that paddlers buy their own equipment as they become more experienced. Club gear includes the following:

- Canoe
- Buoyancy Aid (Club buoyancies available to buy from Club)
- Paddle
- Spray deck (Must suit cockpit of boat)
- Helmet with face guard

These must be worn at all times whilst on the water. The following are recommended for canoeing: wet shoes/boots, neoprene shorts/wetsuit and t-shirts.

For those intending to paddle on a regular basis the following are recommended: wet shoes, trousers, rash vest, thermals and cag for cold weather. When purchasing a buoyancy aid ensure that it is the correct fit for your body size and weight. When purchasing a helmet ensure that it fits correctly and snugly on your head. ***No member should borrow another member's boat or equipment without his or her permission.***

Access to the water using club boats should not be gained by launching from the side of the canal. All members must ensure that all equipment is tidied away after use and the storage area is to be kept free of tripping hazards and rubbish.

Advice on buying equipment is freely available from senior members or committee members. Second hand equipment/gear is sometimes available to purchase.

GET CONNECTED

For more information see

www.kilcockcanoepoloclub.com

or

www.canoe.ie

or

www.canoeicf.com

or

www.canoepolo.ie

or

www.dublincanoepolo.ie

Each of these sites contains links to other national and international websites.

CLUB EVENTS

- (A) TRAINING
Senior Paddlers- Sun 12.30pm – 3.30pm
Junior Paddlers- Feb/Dec Tues/Wed 7.30pm – 8.30pm
(Depending on your group)

- (B) SUMMER CAMPS
See www.kilcockcanoepoloclub.com

- (C) **National Competitions**
The Club hosts a number of competitive events:
Junior Competition (U 16): Sun 31st Aug 2008
Kilcock Open: Sat 23rd & Sun 24th Aug 2008

There are a number of other competitions held in Ireland through out the year
Docklands Cup: 10th & 11 May 2008
Limerick Cup: 26th & 27th April 2008
Galway: 31st May & 1st June 2008
Killaloe: 5th & 6th July 2008
Enniskillen: 2nd & 3rd August 2008
Irish Open: Sat 6th Sept & Sun 7th Sep 2008

JUNIOR COMPETITIONS (U 16):
Kilcock: Sun 31st August 2008
WWWK: TBA

- (D) **International Competitions**
Trips are organised on a regular basis
This year the Club will attend the following international competitions

	<u>Date</u>	<u>Location</u>
Pas de Calais	19 th – 20 th April	France
Charleroi	3 rd – 4 th May	Belgium

- (E) The Club organises Fundraisers as required

CODES OF CONDUCT

- (A) Train for your own enjoyment, not to please parents, instructors or coaches.
- (B) Learn the rules of our sport and abide by them.
- (C) Respect your opponents. Treat them, as you would like to be treated.
- (D) Do not use foul/Vulgar language, or use unfair or bullying tactics to gain advantage of another opponent.
- (E) Always compete to win but recognize that it is not the only aim. Participation is equally important.
- (F) Behave in a manner that reflects the quality atmosphere and ethos of the club.
- (G) You are responsible for your own gear. Please make sure your name is on it.
- (H) Buoyancy aids must be worn at all times while canoeing
- (I) Helmets with face guards must be worn at all times while playing polo.
- (J) Remember to always bring a drink of water with you. You need 1 litre of fluid per one hour of exercise.
- (K) Cameras, camera mobile phones and other visual recording devices will not be allowed at training sessions or competitions. See Section 2.7 of this document for guidelines on photography at competitions.

GUIDELINES FOR PARENTS & GUARDIANS

- (A) Be a role model for your child and maintain the highest standards of conduct when interacting with children, other parents, with officials and organisers.
- (B) Encourage your child to play by the rules.
- (C) Always behave responsibly on the sidelines and do not seek to unfairly affect the game on the pitch or the player on the pitch.
- (D) Take care not to expose any junior player, intentionally or unintentionally. To embarrassment or disparagement by the use of flippant or sarcastic remarks.
- (E) Always recognize the value and importance of the volunteers who provide sporting/recreational opportunities for your child.
- (F) Respect referees, coaches, organisers and other players.
- (G) Do not publicly question the judgement or honesty of referees, coaches or organizers.

- (H) Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- (I) Set a good example by applauding good play on both sides.
- (J) Encourage mutual respect for teammates and opponent

CHILD PROTECTION

Kilcock Canoe Polo Club is committed to creating a safe, enjoyable environment for players of all ages. By far the majority of our club members are children, and their safety and well being is our top priority. To this end, the club has instituted an extensive set of child protection policies, which are supplied to all members in the Policies, and Procedures Document.

If you have any concerns regarding bullying, abuse, neglect, or any other matter relating to the welfare of children in the club, please contact our Children's Officers, or any member of the Committee.

Our Children Officers for 2008 are:

Derek McSweeney: 085 1032581
Francis Al Sayyad: 087 2417756

CLUB MEMBERSHIP

All participants in Club activities must have a current membership.
Fees for 2008 are:

Membership: €120.
Boathouse Equipment Storage: €100
Access Key (for new members or replacement FOB) €20

This year the Club will again introduce a levy of € 100 per family. There is over € 25,000 of a loan outstanding on the Boathouse. There is a shortfall of over € 5000 this year on the loan. We hope to raise this by this levy. It is proposed that the levy will stay in place until the loan has been paid off.

BOATHOUSE FACILITIES

The club facilities include changing rooms, toilets (a disability toilet) and storage areas for club equipment and members' equipment. The Boathouse comprises four units as follows: - Unit a (changing rooms), Unit b – d (storage of equipment).

Access to the Boathouse is by electronic access. The designated key holders only can gain access manually. All access is monitored electronically.

The club uses security cameras both externally and in public areas within the boathouse for the security and safety of their members.

Annually members, parents and guardians are asked to give some time to assist with the upkeep of the Boathouse in relation to the following:

- Taking out & returning equipment before and after class times
- Supervising the changing areas

Rota's/schedules are set out to ensure that everyone takes responsibility for the upkeep of the boathouse and safety of its members.

ACCESS TO THE BOATHOUSE

Access to the boathouse is restricted for members in relation to the units and times as follows:

- The Executive Committee and coaches/instructors have access to all units of the Boathouse
- Members who do not have their own equipment and are over 18 years of age have access to Unit A
- Members who have their own equipment and are over 18 years of age have access to Unit A and their equipment storage unit.
- Members who have their own equipment and are under 18 years of age do not have access to their equipment except during club training or club opening times
- Members who have their own equipment and are under 18 years of age n make application to the Executive committee for access to the Boathouse outside club training or club opening times. This access will be restricted to the unit where their equipment is stored.
- Members are not allowed to give other members or non-members use of your Electronic Fob to gain access to the Boathouse.
- Members who are under 18 years of age are not to be given the use of their Parents/Guardians Fob.

STORAGE OF EQUIPMENT

Safety in relation to accessing & locating equipment

All equipment in the boat space storage areas should be stored correctly and safely. Access is restricted to members and team leaders/helpers.

In locating canoes consideration should be given to the risk of manual handling injury. Members/team leaders/helpers are recommended to follow these guidelines in relation to handling canoes

- Ensure that the canoe has been emptied of excess water
- Stand close to the canoe
- Bend your knees and keep your back straight
- Grasp the canoe firmly
- Lift with your legs and not with your back
- Do not lift a canoe that is too heavy, get help

Storage of Club Equipment

- All boats should be located upright in the racking provided.
- Helmets should be located in the cage provided
- Paddles should be located in racks provides
- Buoyancies, spray decks and bids should be located on the trolley rack provided
- All equipment should be washed and rinsed after use in containers provided
- Water with disinfectant should be disposed correctly and should not be disposed of in the canal.

Club equipment is located in a separate unit to club members' equipment. Access to this unit is restricted to the Executive Committee and Coaches/Instructors and leaders.

Storage of Members Equipment

- Equipment (Boat, Paddle, Buoyancy and Helmet) can to be stored in the designated storage units of the Boathouse.
- All members are allocated a chain and combination lock. Members are required to keep the number of the combination lock confidential. The Executive Committee will keep a record of the combination for emergency purposes.
- All equipment is to be washed and rinsed in containers that are provided prior to storage.
- All equipment is to be locked in a safe manner using the chain and combination lock.

Members, who remove their boats within their access time and will not return until outside their access time, should make alternative arrangements for the storage of their boat elsewhere overnight.

NOTE: The door to Members Equipment will be open at Club opening times, competitions and member's access times.

Kilcock Canoe Polo Club will not guarantee the security of your equipment if you fail to lock away your equipment. Please note that unlocked equipment will not be insured.

EXECUTIVE COMMITTEE 2008

Secretary: Gillian Devlin 087 6390473

Coaching and Development Officer: Patricia McCormack 087 6450544

Treasurer: Elizabeth O'Ferrall: 086 8264955

Equipment and Boathouse Officer: Peter Fitzgerald 087 2949800

Trustee Committee (This Committee in place until Loan is paid)

Patricia McCormack

Peter Fitzgerald

Elizabeth O Ferrall

Colm McDonald

Pat Hendrick

A.G.M.

Kilcock Canoe Polo Club's A.G.M. will be held in the Autumn each year.