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## **Session leader and helpers rules.**

1. The Published programme time is the on the water time.
2. The First named session helper on the program takes charge of the session and should be there at least 30 minutes before the session to open the Barkstore.
3. Once the Barkstore is open and unalarmed, the rear door should be opened and the cover taken off of the key pad.
4. Session leader to write name on session leader's board.
5. Session leader to organise all paddlers into groups and activities.
6. Helpers as published on the program, should arrive 30 minutes before published time. They should take over session leader's job if they are not there.
7. Second published helper to collect monies and fit paddlers to equipment where necessary, with the help of the Third published helper. Or as directed by Session leader.
8. Spray decks can be worn but only fitted if paddler has carried out 1 star capsized drill or ok given by session leader.
9. Nobody should get on the water before the session leader gives the go ahead.
10. Session leader should nominate one of his helpers to close the Barkstore up for paddling.
11. On return from the session the session leader is responsible for locking and alarming the Barkstore, this can be given to a volunteer if required.
12. Before leaving check all lights are off, taps are off and doors shut including changing rooms and toilets.
13. All helpers should check that buoyancy aids, paddles and boats are returned to the correct place. Getting whoever has used the hose to replace it and turn off the water at the tap. All rubbish to be picked up from outside.
14. Steeple Court gate to be shut and locked by last person out.

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