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## **NOMAD KAYAK CLUB – USE OF EQUIPMENT AND STORAGE OF PERSONAL EQUIPMENT POLICY**

This policy sets out the responsibility of members who wish to either use Club equipment or use storage facilities for the safe storage of their own equipment.

Members should note that the Club has an Equipment Officer who has responsibilities on behalf of the committee to check the condition of all equipment stored on the Club premises and to ensure that all equipment is fit for use.

This policy serves to inform members of their duties associated with their use of Club equipment and obligations on members who wish to store their own boats and equipment on the Club's premises.

### **Use of Club Equipment**

If you use Club equipment you should look after it as if it were your own and new!

Note that Club kayaks and equipment are marked NKC. Any kayak or equipment marked with any other initials is personal equipment belonging to a member and should not be used without their permission.

Each kayak is allocated a slot on a rack or if space is at a premium on the floor below the racks, please ensure following use your boat is returned to the same location with the rack number sticker clearly visible.

If before or following use, a kayak or part thereof or other equipment is found to be damaged, in the first instance attach a 'Do Not Use' sticker to the item of equipment (available in the Equipment Log folder stored on the shelf above the steel table in the clubhouse) and inform the Equipment Officer, either verbally or by recording the damage in the Equipment Log folder and informing the Equipment Officer by email [equipment@nomadkayakclub.co.uk](mailto:equipment@nomadkayakclub.co.uk) of the damage. We can then ensure the item can be fixed or repaired.

Club kayaks must not be seal launched on the canal or jetty unless an approved surface like matting provided by the Club is used.

At the end of each session, where possible any excess water shall be drained from the kayaks prior to placing in one of the containers, sponges are available to assist in this task.

At the end of a session any Club soft kit (buoyancy aids, spray decks and helmets) should be dunked first in the "wash" barrel then the "rinse" barrel before being hung to dry. Session leaders should ensure any such kit is put away before leaving the premises.

Members do not pay for use of Club kayaks on home waters (Bury Lake, Grand Union Canal or local Rivers – Chess, Colne and Gade).

### **Use of Club Equipment beyond Home Waters – Guide for Club Members**

All equipment borrowed from the Club for Club Trips shall be recorded in the Equipment Loans Register. The use of equipment is charged at £5 a day for any use beyond Rickmansworth. This should be collected by the event leader and passed to the Treasurer.

Ensure you have a suitable means of transporting equipment safely, if using a roof rack, use tie-down straps with cam locks, open canoes and long touring craft are also to be secured to the front and rear of a vehicle at the towing points.

Please return equipment in a clean state and rinsed with fresh water to remove salt/water-borne infections. Dunk all soft kit (BAs, spray decks and helmets) before returning to the appropriate storage location.

Members are responsible for any damage to boats or kit, though we recognise that stuff does break though we would much prefer you tell us rather than letting us find out following an accident or incident. In all cases,



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please record any damage in the Equipment Log located in the clubhouse, attaching a “Do Not Use” sticker to the item of equipment and inform either the event leader or the Equipment Officer as soon as you can. We can then ensure the item can be fixed or repaired.

## **Storage of Personal Equipment**

The Club encourages members to store their own equipment on the Club’s premises as this ensures such members use their own equipment freeing up more Club equipment for use by members who do not own their own equipment.

By providing members with storage facilities, we also minimise the number of cars that need to visit the Club premises and encourage members to travel to the Club via non-motorised means.

Personal kayaks can be stored in Club containers free of charge providing sufficient space is available.

The Club reserves the right to remove boats from containerised storage if the owner lets their membership lapse. If removal of the boat is required, the non-member will be advised that the boat will be secured to outside storage pending its collection or the member’s membership renewal. This way the Club ceases to become a boat graveyard full of discarded boats.

A requirement of personal boat storage, which extends to the use of paddles, spray decks, helmets and buoyancy aids is that each item of equipment is to be clearly marked with the member’s initials, this ensures the Equipment Officer can distinguish between Club equipment and personal equipment. You may request stickers bearing your initials or you may find the Equipment Officer has provided that service to you in advance.

The Equipment Officer may also attach a numbered sticker to your boat to identify shelf allocations. Members are reminded not to remove stickers from boats and paddles as this is a requirement of free member equipment storage.

Unlike Club equipment members do not need to wash and rinse their own paddling equipment but might wish to consider adopting the practice.

Members should note that whilst access to the Club premises and storage containers is restricted, and every effort is made to minimise key circulation, the Club cannot be responsible for members own kit stored on the premises. Members should also note that such personal equipment is not insured and that should insurance be required that members should take out their own insurance.

Members have a responsibility to remove from the premises any damaged personal equipment that could inadvertently be used by non-experienced members that could lead to an accident or incident.