

HILLINGDON JUNIOR CANOE CLUB



Membership Form 2019 ~ 2020

▶ Name		
▶ Address		
▶ Postcode		
▶ Date of Birth	(day / month / year or "over 45") * BCU Audit requirement	Attach Passport Style 'Head & Shoulders' Photo Note 1. If you will be using a club kayak then tick "No"
▶ Age	(on 1st May 2019 or "over 45")	
▶ Home Phone		
▶ Your Mobile		
▶ BCU Number	Please see the note overleaf (if you have one)	
▶ HOAC Number	Have own kayak? <input type="checkbox"/> Yes <input type="checkbox"/> No	
▶ School	(if applicable)	
▶ E-Mail		
▶ Experience	BCU Star Test passed, Coaching qualifications etc.	

Hillingdon Junior Canoe Club typically expects that members have at least a BCU One-Star, a "Passport" or "Discover" Paddle Award prior to joining and have a minimum age of 11.

The following must be signed (if under 18 by a parent or guardian)

I confirm that I / my child;

- ▶ Is / am physically fit enough to participate in this activity
- ▶ Can swim 50 meters in light clothing
- ▶ Has read the HOAC / HJCC rules and agrees to abide by them

Available on the HJCC Web site

▶ Known medical conditions

Continue overleaf in
necessary

▶ Parents/Guardians name

▶ Emergency contact number

▶ Signature

Date

Standard membership is £70 per person [£40 per extra family member]. External membership £35 [£20] and Temporary membership £5 per session. Period: May 2019 to April 2020.

This does not include the HOAC membership fee which should be paid direct to HOAC.

Cheques payable to: Hillingdon Junior Canoe Club [Bank Sort: 20-89-16 A/C: 70517372]

Sent to: Neil Wade, HJCC Secretary, 5 Glebe Road, Chalfont St. Peter, Bucks. SL9 9NL

Note: If you require separate personal activity insurance, you are advised that it should be taken out prior to commencing club activities.

Borrowing Club Equipment

Club equipment may be borrowed to facilitate you participating in HJCC events that are external to HOAC, subject to the following conditions;

- All equipment must be signed out in the book (in the top draw of the green shed)
- All equipment must be returned to the green shed at the earliest opportunity
- Equipment must only be used for club events, or when a club coach is present - any exceptions to this must be approved by a club coach or club official
- HOAC “Young Leaders” who are also HJCC Members may make arrangement to temporarily keep HJCC equipment in a HOAC locked compound.
- Members without equipment may sign-out club equipment for the winter pool sessions. Borrowed equipment must not be stored outside during the winter.

Note: Use of equipment outside of a club event is not covered by the clubs insurance and thus is not permitted.

Note: Where equipment usage is approved then the member **MUST** hold BCU membership (see below) to ensure minimum liability cover is in place.

I have read and understand the rules for borrowing club equipment.

Signed [_____] Member

Signed [_____] Parent / Guardian (to also sign if member under 18)

BCU / Canoe-England Membership

If you intend to paddle your own canoe or kayak outside of HOAC or paddle a club boat (with permission) outside of a club-run event then it is essential that you have both personal liability insurance and an appropriate waterways license (subject to the location).

Note: Your club membership only covers you when part of a club-run event. Personal BCU Membership provides you with licenses to paddle on 4,500km of UK waterways and civil liability insurance up to £10m. - For more information: <https://www.britishcanoeing.org.uk/membership>

Personal Goals for 2019

To help up in our planning please complete the following (tick the boxes as appropriate)

My goals for the year	Done	Goal	My goals for the year	Done	Goal
Explore and/or trips towards	<input type="checkbox"/>	<input type="checkbox"/>	Aquatic 1 st Aid Level 1	<input type="checkbox"/>	<input type="checkbox"/>
Flat-Water Freestyle	<input type="checkbox"/>	<input type="checkbox"/>	Aquatic 1 st Aid Level 2	<input type="checkbox"/>	<input type="checkbox"/>
WW Award (Kayak) and/or Trips	<input type="checkbox"/>	<input type="checkbox"/>	Paddlesport Instructor Award	<input type="checkbox"/>	<input type="checkbox"/>
WW Award (Open Canoe)	<input type="checkbox"/>	<input type="checkbox"/>	Coach Award	<input type="checkbox"/>	<input type="checkbox"/>
Progressive WW (Kayak)	<input type="checkbox"/>	<input type="checkbox"/>	FSRT	<input type="checkbox"/>	<input type="checkbox"/>
Other (details):				<input type="checkbox"/>	<input type="checkbox"/>

Personal Data Consent (GDPR)

(please tick) I consent to HJCC holding and processing data about me / my child as detailed in the appendix to this membership form, and available on the HJCC Web site.

Signed [_____] Member

Signed [_____] Parent / Guardian (to also sign if member under 18)

Appendix

HJCC - General Data Protection Regulation (GDPR) Statement

How we use your personal data

We use your personal information, supplied on the membership form, purely for the operation and safe running of the club. The information we gather is as follows;

- Name
- Sex
- Home address
- Date of birth
- Home & mobile phone numbers
- British Canoeing Number (if you have one)
- HOAC number (if you have one)
- Your school
- Your contact E-mail address
- Canoeing Qualifications & Experience
- Lee Valley Legacy assessment status
- Parents / Guardians Name
- Emergency contact(s)
- Medical information
- Membership type

If you consent to us using your personal data, this is how we use it.

1. The information you complete on your membership form is maintained within a Google Sheets spreadsheet and available to selected club officials for the management of the club.
2. A subset of this information (Name, Email Address and membership status) is exported to an Excel spreadsheet for the management of the winter pool sessions.
3. For trips away then a sub-set of your information may be exported and used for the running of that trip.
4. Your form is scanned (or just saved if you submit it electronically) and held on a password protected area on the Club Website; this is to allow access to emergency information from any web-browser (for example from a Hospital, or a mobile phone) in the case of an emergency.
5. Your email address is added to the club mailing list

Mailing List(s)

We maintain two mailing lists using Google Groups, allowing defined club officials to send email to the club, without the need for them to have access to an individual's e-mail address.

- When you fill in your membership form and give your consent, your email address is added to the mailing list.
- The mailing list is open for anyone to subscribe to at any time. We take any person directly subscribing to the mailing list as implied consent to receiving e-mail via that mailing list.
- Every e-mail sent out through the mailing list contains a link where a person may simply unsubscribe.
- There is a similar mailing list maintained for Club Coaches

Where your data is shared

We do not share any personal information outside of the club.

We are required, as part of our British Canoeing affiliation, to report anonymised member information as follows;

- Age Group: (Under 14, 14-18, 18-22, 26-45, Over 45)
- Sex

We cross reference HOAC membership information against the HOAC number supplied on a membership form.

Photography

We use photography and video to record club trips and other events. Where that photograph is put up on our website then we do not personally identify any people by name.

We may also use video to assist in coaching.

Where to go for further information

Should you have any questions, want to know what data we hold on you (subject access request), or want to have your personal information removed (the right to be forgotten) then please contact the HJCC Chairman who acts as the HJCC Data Protection officer.

References

- Google Cloud GDPR Page
- British Canoeing GDPR toolkit for clubs and centres
- UK Information Commissioner GDPR guidance for children