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WELCOME

PaddleNSW (PNSW) takes pleasure in welcoming you as an affiliated club. As the peak body for the sport in NSW and ACT we are here to represent and support your club at the highest level. PNSW recognises that Clubs form the backbone of organised paddling in NSW and ACT.

As your peak sporting body, we want to hear from you. We encourage an open line of communication between clubs and the state association so that we may work together to assist you in developing paddling and participation. Suggestions and feedback from affiliated clubs are welcome at all times.

PNSW is here to support your club, and enable growth of the sport. Please make use of all the facilities PNSW can offer and contribute, when possible, to the general benefit of all our members. PNSW is YOUR organisation, and here for your benefit. The way you conduct your club affairs reflects on the membership of PNSW as a whole.

ABOUT US

PNSW is run by a keen group of volunteers dedicated to providing member paddlers in NSW and ACT with the best opportunities to pursue their sport or recreation.

As a member organisation of Paddle Australia, PNSW members have same access to PA services as paddlers in other states.

OUR OBJECTIVES

PNSW's objectives are to:

1. Provide services and support for all member paddlers engaged in paddle-related activities in NSW and ACT.
2. Cooperate with and support any association, organisation, society or individual whose activities are similar to those of PNSW, and which will advance, promote or publicise paddling related activities.
3. Provide for the collection and dissemination of knowledge relevant to paddling, training, safety equipment and practices; and personal fitness.
4. Support the conservation of our waterways, bushland, native flora and fauna, and ensure that environmental considerations are taken into account in all paddling-related activities conducted by PNSW.
5. Conduct, promote and assist in the organisation of safe paddling events and safe conduct in paddling.
6. Arrange insurance for the benefit of PNSW and all its members.
7. Promote and provide opportunities for people with a disability to participate in paddling activities.
8. Formulate and maintain the rules of competitive paddling events, including the classification of paddle craft.
9. Foster, regulate, organise and manage competitions, displays and other activities, issue certificates and award trophies where deemed appropriate to members (and others)
10. Conduct State Paddlesports championships and select representative state teams for national or international competitions.
11. Formulate, adopt, and implement by-laws and regulations for the conduct of paddling.
12. Enter into commercial arrangements, sponsorship, marketing and fundraising opportunities as are deemed appropriate to raise the awareness and further the objectives of PNSW.
13. Liaise with the peak national governing body, Paddle Australia, and the International governing body, The International Canoe Federation, or any other strategically aligned bodies in the pursuit of these objectives.

1. MEMBERSHIP

PNSW is funded primarily by membership fees. Those funds ensure benefits are distributed back to clubs, members and the broader community.

It is imperative that all paddling members of clubs share in this cost as members of PNSW. It is up to clubs to check their members for PNSW membership in order that they are compliant with the requirements of the insurance provided to them.

1.1 PNSW Club Affiliation

PNSW provides your club and its members with a wide range of services designed to support and enrich your activities, and reduce the workload on your club committee.

Club Affiliation with PaddleNSW is from 1 July to 30 June of any one year.

It is important to recognise that clubs must uphold PNSW affiliation requirements to remain valid.

Renewal notices are distributed by the State Office each year.

1.2 Benefits of Being a PNSW Affiliated Club

The following is a summary, highlighting various membership benefits:

- Insurance
- State Governance & Policy Management
- Education / Coaching / Official Training & Accreditation
- Paddle Sport Committee Support (including Events)
- Representation at State Government forums
- Manage Member Database
- Lobby Government Departments / Authorities & Peak Industry Bodies
- State Team Selection / Representation
- Manage Disciplinary Proceedings
- PNSW By-Laws & Policies (e.g., Risk Management)
- Customer Service / Enquiries
- E-Newsletter
- Paddle Australia Award Scheme
- Branding, Marketing & PR
- Grants (e.g., NSW Office of Sport)
- Strategic Direction for the Sport in NSW
- Quality Assurance for Events
- State Canoe Safety Standards
- Implement State Projects
- Website Presence

1.3 PNSW Individual Membership

Standard - adult and juniors (U18)

Annual membership gives paddlers access to all club/state/national-level activities (to suit all paddling abilities) where they are able to participate knowing they are insured and that their paddling activity is properly and safely conducted.

Non-paddling club volunteers and carers must register as volunteers with PaddleNSW for insurance purposes.

Annual members receive 24/7 personal accident and public liability insurance protection - see Paddle Australia website for full disclosure.

1.4 Trialist Membership

PNSW has simplified the legal requirements for clubs when introducing new paddlers to our sport. While doing this, we must remain mindful of the limits of activities permitted by the various levels of membership.

Trialist membership is for introducing new paddlers to a club. This applies to a new paddler attending a club to 'come and try' paddling. It is purely for the new paddler to experience the local waterway, get some introductory assistance from a club member, and remain in the company of that club member for the period of the trial. A qualified guide or instructor is not necessary, but an advantage to assist the newcomer.

The club may impose a fee for this participation, but there is no fee payable to PNSW.

The Trialist Membership is available through GoMembership on the PNSW website. Up to 3 trial visits only are permitted.

There is no participation permitted in any timed or competitive event, and paddlers cannot be provided with number boards, bibs, transponders or the like.

They also cannot participate in an organised activity that has a defined start and finish point.

1.5 Single Event Membership

Single Event Membership enables paddlers to participate in any club or community event.

This applies to a paddler attending any organised club event, and includes time trials, races, organised trips, etc. It gives the paddler limited insurance cover while they are participating in the event, but not at any other time. There is no limit to participation in any timed or competitive event, however every event requires a new single event membership application and new payment.

The cost is \$20 for adults and \$10 for juniors (U18).

Just like all other membership categories, to obtain Single Event Membership participants use the online facility by visiting the PNSW website at www.nsw.paddle.org.au

Clubs must ensure that single event membership is taken by any paddler partaking in an event or organised club activity unless they are already an annual PNSW member. Single event membership does not permit participation in national-level activities.

1.6 New Error! Reference source not found.

If you are a new member or if you wish to renew, visit the PNSW website, click on the Membership tab, select your membership option and follow the prompts to completion.

2. RISK MANAGEMENT

We are responsible to our members for the safe conduct of events, and the good governance of their associations and clubs. As we provide insurance for club activities, we ask that clubs act in the interests of PNSW membership as a whole.

In order to comply with the requirements of PNSW membership and insurance, clubs must demonstrate that they are conducting their affairs according to the principles of good governance, and that their events are run according to the appropriate guidelines.

In order for club activities to be classified as sanctioned events, guidelines for the conduct of events and appropriate safety procedures must be followed. The Event Management Pack provides the tools to organise and conduct your paddling event with a minimum of effort, and to bring about a level of risk management and safety to the paddling industry.

We also publicise courses and other services, which will help clubs better manage their affairs.

PNSW is affiliated with Paddle Australia, all insurance policies are organised by them for affiliated clubs, members, coaches and instructors.

2.1 Affiliated Clubs

PNSW provides Public Liability and Association Liability insurance. It is important to recognise that this insurance is available only where all participants in club-organised events are members of PNSW.

The Certificate of Currency is available upon request to admin@paddlensw.org.au

2.2 Error! Reference source not found.

PNSW provides personal accident insurance for participating paddlers. We provide cover for any injuries sustained in non-negligent paddling activities which are not covered by Medicare or personal health insurance. The insurance is administered by Paddle Australia.

As part of Events, Single Event participation is covered by insurance.

For full details of all membership insurance, a summary brochure, or a claim form, please visit the PA website at www.paddle.org.au

2.3 Boat

As an additional service to Members, PA has negotiated benefits whereby members can individually choose to insure their boats against loss or damage while on the water, in transport or in storage.

Details about the scheme, including how to apply, are available on the PA website on www.paddle.org.au

3. CLUB EVENTS

It is extremely important that clubs understand that all participants in club paddling activities must have PNSW membership (either annual or single event) in order to be insured. Failure to insist on PNSW and club membership places the club executive committee in direct jeopardy in the case of a mishap at a club activity.

Clubs must insist on conducting their activities according to those regulations in place for their sport. For any activity involving competition in open (to the public) waterways, a Maritime Aquatic Licence is required. This can often be obtained on an annual basis if the activities are identical, such as regular Saturday races.

Safety craft are required for competitive events, with drivers required to hold a boat licence. PaddleNSW has an IRB available for clubs and paddlesport committees, fitted with a prop guard and first aid kit amongst other mandatory equipment.

Clubs are encouraged to avail their executive committee of training courses conducted by NSW Office of Sport. These courses outline the many and varied responsibilities required of club executive to firstly run their clubs in an efficient and proper manner, and also limit their personal liability should something untoward happen during their tenure.

3.1 Clubs Conducting Their Own Events

Clubs holding events for their own members, a group of clubs sharing event management, or events conducted under the direct governance of a PNSW Paddlesport Committee all need proper event management procedures.

The event must be conducted according to the conditions laid down by the relevant authorities, including NSW Maritime, local councils, National Parks & Wildlife or if in enclosed waters [such as the Sydney International Regatta Centre (SIRC)] the controlling body of that waterway.

The relevant guidelines provided by PNSW should be followed. An Event Management Pack is available on the PNSW website at www.nsw.paddle.org.au with specific guidelines as well as many other useful documents. A duty of care must be demonstrated by the organising club and this includes upholding the requirement of compulsory membership of PNSW (full or single event membership).

3.2 PNSW Events

PNSW conducts many events, either under its own management (e.g., canoe polo series) or by inviting clubs to assist in the running of each event (e.g., a round of the PNSW Marathon Series). In all cases, proceeds are distributed according to the pre-arranged formula, negotiated between the Committee and the Board of PNSW.

4. CLUB CONSTITUTION

The NSW Office of Fair Trading has developed rules of incorporation of associations based on sound business principles. Newly-formed clubs should adopt the association constitution model as the basis for their governance structure and process.

PNSW reviews its own constitution periodically. If you would like to download a copy of our constitution, please visit our webpage at www.nsw.paddle.org.au and click on the 'Resources' tab.

4.1 Governance

The NSW Office of Sport website <http://www.sport.nsw.gov.au> has many resources for sporting clubs, and provides assistance for setting up procedures and running of a club.

5. CLUB RULES

Paddle clubs exist to provide support, expertise and social company for like-minded persons, based around the sport of paddling.

In many instances those who arrive on the doorstep of a paddle club have had little or no real paddling experience. They have a range of needs, being primarily how to paddle, what equipment to use and how to remain safe. The following explains their introduction to the sport being through a paddle club:

Your club needs to develop a policy around introducing new paddlers to the sport, based on:

- Initial assistance in technique and safety - a club member should accompany or observe the new paddler at all times.
- Swimming competency - prior to entry to the water, the new paddler must indicate if they are a competent swimmer, and whether they have any underlying medical conditions that will affect their own or other's safety.
- Self rescue - a new paddler will need to be shown how to fall out of a boat and swim the boat back to shore.
- Additional buoyancy - to assist a new paddler when the inevitable capsize happens. Even if they are experienced swimmers, the new conditions they find themselves in (with a boat full of water) will create additional stress and make swimming more difficult. Lifejackets must be worn to ensure paddler safety and for an enjoyable experience on the water.
- Emergency details - a new paddler must indicate an emergency contact name and phone number to the club representative.

If a new paddler visits a club, it is because they want the above items addressed. If not, they could just as easily paddle by themselves elsewhere. A club has the responsibility not just to its own members, but also to the membership of PNSW as a whole to conduct their affairs with a duty of care.

Once the new paddler has developed enough personal paddling skills, and hopefully joined the club, they need to abide by club regulations, which will vary from club to club. The regulations should be adopted as by-laws to the club constitution, and be subject to regular discussion and update. If the club deems their regular activities require the wearing of lifejackets at all times, then so be it. If they do not like the rules then they should not join the club.

We should not let complacency blur our better judgment when looking after the needs of those less competent than ourselves.

6. PADDLESPORT COMMITTEES

Paddlesport Committees are assembled by the PNSW Board from nominations as the need arises.

PNSW has an active interest in promoting all paddlesports in NSW and ACT. These 'disciplines', now widely known as 'Paddlesports' include freestyle, sprint, slalom, marathon, canoe polo, harbour racing, whitewater, wildwater, recreational paddling and others.

The Paddlesport Committee is responsible for the conduct of the sport, including the management of state championships and nomination of host clubs for series events. They manage the rules and conditions governing the conduct of that paddlesport in NSW and ACT, bearing in mind the overriding PNSW policies for the constitution of classes and awarding of medals.

Each Paddlesport Committee has relative autonomy in conducting its affairs throughout the year. Most importantly, Paddlesport Committees must ensure the financial viability of the events they conduct, and of the committee in general.

Clubs are requested to assist in the promotion and hosting of these events and activities, which are held in many different locations state-wide.

7. SAFETY

Paddling Safety videos are featured on-line resources available on the PNSW website.

Maritime regulations in NSW require lifejackets to be worn more than 100m from inshore during daylight hours, and at all times when offshore or at night. PaddleNSW supports this policy. Unfortunately, peer pressure and ignorance are two of the most likely reasons some paddlers may choose not to wear them. Inexperienced paddlers may not be aware of the speed in which weather conditions can change nor their ability to swim in less-than-ideal conditions - and peer pressure, whether overt or not, can influence a decision, especially in younger paddlers.

For more information, visit the NSW Government - Transport Maritime website on [Lifejackets - Centre for Maritime Safety \(nsw.gov.au\)](http://www.lifejackets.com.au)

8. PADDLENSW WEBSITE

The PNSW website is very comprehensive and contains much information on events, club activities, education and other interesting news items. All current policies and guidelines, together with results from all state-based events are contained within this website.

Every affiliated PNSW Club has its own dedicated web profile page on our website. Information on this page will help potential members gain an insight into your club, and a temptation to join.

For more information, please contact webmaster@paddlensw.org.au to find out how to ensure your page is updated regularly.

9. ANNUAL REPORTING TO PNSW

9.1 Club Report

In order to provide PNSW with the necessary information to complete its Annual Report, as a means to showcase a club to the wider market and to meet some of the criteria for available grants, we would like all our affiliated clubs to submit a Club Report reviewing the last fiscal year. The report, due by end of July each year, should include photos and cover such topics as:

- Type of paddling and general activities conducted by your Club
- Achievements
- Membership numbers
- Representation at national and international levels, if applicable (please include name of athlete, their chosen paddlesport and participation event)
- Education i.e., number of instructors, assessors, guides, etc and any training activities
- Significant contributions or milestones by your volunteers

9.2 PNSW Annual Awards

Each year, PNSW recognises the achievements and outstanding contributions made to paddling in NSW and ACT by individuals and clubs in many categories. We also recognition long service contributions.

Submissions are due to the State Office by end of July each year.

9.3 Annual General Meeting & Annual Club Forum

We wish to encourage a representative (or representatives) from every affiliated Club to attend the PaddleNSW Annual General Meeting. PaddleNSW is YOUR State peak body, operated by you and working for the benefit of you and your fellow club paddlers. It is managed by volunteers and a strategic Board. The Board currently comprises eight Directors, who generally serve a two-year term (which can be repeated if re-elected). We encourage nominations from interested personnel who wish to contribute at State Board level. All such expressions of interest should be forwarded to the CEO - admin@paddlensw.org.au

The Annual Club Forum is generally held in conjunction with the AGM. The Club Forum offers all parties the opportunity to share information about Club matters and industry updates.

10. GRANTS AND EDUCATION

10.1 Education

PNSW, as one of its objectives, promotes education and training opportunities to its members, clubs, industry and the community to increase the quality of participation and to foster safety in paddling for recreation, events and competition.

PNSW is a PA National Training Provider registered to deliver training and assessment from the Paddle Australia Qualification Scheme (PAQS) as well as NCOS & PA Coach Awards and various other courses as deemed appropriate by the Board (PA operates under the auspices of the registered Training organisation, the Industry Training Council).

The Education Committee, in conjunction with the Board, determines the focus for training each year. All courses are advertised on the PNSW website under 'Upskill' with reminders on the relevant paddlesport-specific pages.

All clubs are invited to apply to PNSW to have courses run specifically for their Club or region. It is policy to provide courses to clubs on a cost neutral basis.

PNSW holds a register of preferred qualified coaches, instructors, guides and assessors who can deliver PNSW courses. *All qualified specialists are invited to provide PNSW with a CV for review and addition to the preferred list.*

A Sub-committee of discipline Instructors, Assessors and Presenters provide advice on the development, content and delivery strategies for courses. Course evaluation informs participant satisfaction.

10.2 General Objectives

- PNSW's major education focus continues to be to increase the number of qualified Club coaches and instructors in NSW and ACT
- Raise Club awareness regarding their responsibility for Club governance and training, coaching and guiding when administering Club events. Assist Clubs to develop an education plan
- Assist young athletes to attend state-based coaching and competition
- Deliver Professional Development to Club leaders, qualified educators and guides to refresh skills and knowledge when delivering training and coaching
- Conduct an Education Workshop to encourage course completions
- Deliver Assessor Coach and Instructor training courses
- Respond to the training needs of the Community and industry by running courses on a contractual arrangement

10.3 Grants

Many of the grants available to PNSW and Clubs can be sourced through the NSW Office of Sport on <https://www.sport.nsw.gov.au/grants>

- **Local Sport Grant Program** is open to all Club and Community not-for-profit groups. The primary focus of the program is on increasing regular and on-going participation opportunities.
- **Sport Facility Fund** is open to Community and not-for-profit organisations. The primary focus of this program is to assist with the funding for the development of local and regional level sport and recreation facilities. The aim of this program is to increase the availability, standard and quality of sport and recreation facilities in NSW.

11. RECREATIONAL PADDLING

The range of recreational paddles on diverse waterways, led by paddlers with great knowledge of their local areas is extensive.

PNSW is seeking to increase the number of recreational paddles around New South Wales and calls for interested clubs to add their paddles to the PNSW Event Calendar. This can be facilitated through webmaster@paddlensw.org.au

12. RESOURCES

Please visit the PNSW website on www.nsw.paddle.org.au for extensive resource material.

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