



# Key Checklist

<b>What you need to know before getting a key?</b>
<b>General</b>
See <a href="https://kanoclubrotterdam.nl/info-voor-leden/">https://kanoclubrotterdam.nl/info-voor-leden/</a>
New members of Kano Club Rotterdam are expected to know the Articles of Association and Regulations. These explain how the club is organized and functions. The Articles of Association and Regulations can be found on the KCR website.
This checklist contains rules of behavior related to the use of the accommodation and club material. This checklist will be explained when you receive a key for the clubhouse. You can also find this checklist at the club's website.
<b>Building Maintenance</b>
If you are the last person to leave the club, either to go for a paddle or to go home, please do check that 1) all lights are off 2) all doors and boat sheds are locked 3) all keys (outdoor boat sheds, back door of main building) are in their place
Always take your key with you when you go for a paddle, so you can enter the building when you return. Ensure you can't lose the key while on the water.
You can park your bike in the bike racks in the garden. You are not allowed to park your bike in the clubhouse or against the front facade.
You can leave personal items (clothes, phone, wallet, food and alike) at the clubhouse, when you go out for a paddle. Small lockers (phone, wallet) are available. When you leave the club(house) after your paddle, you will take all personal items home. Leave an empty locker, with the key in the lock.
Smoking in the clubhouse and in the garden is not allowed. Smoking in front of the clubhouse (facing the street) is tolerated, as long as there is no nuisance to others.
All club members help to keep the club clean. Please clean up after yourself before leaving. Also, once a year you'll have cleaning duty. You will receive info about this by email.

Members may bring guests (non-members) to the club. Each guest may visit the club a maximum of 4 times before they must become a member. Maximum of 2 guests at a time, unless prior approval from board. Members are fully responsible for the behavior of their guests.
<b>Safety</b>
<b>Know your limits!</b>
Club boats can, in principle, only be used for trips starting/ending at the club or during club activities at other locations. If you would like to use a club boat at another location, you can only do so after explicit prior approval by the board.
Every paddle trip needs to be registered in the log book. Fill it in before and after your paddle trip.
Paddling is never without risks. The biggest risk is hypothermia. It is highly recommended - certainly in winter - not to paddle alone. Use the KCR WhatsApp channel to reach out to other members to paddle together. If you decide to paddle alone, make your route and expected time of return known to someone else. Stay close to the shore/bank. Never paddle alone after dark.
DO NOT use a sprayskirt unless you have practiced removing it under water with an instructor.
We <b>strongly recommend</b> to always wear a PFD (personal floatation device) when you go for a paddle. And only consider deviating from this when conditions allow*. An trainer/instructor or tour leader may require you to wear a PFD.  <i>*air temperature, water temperature, not paddling alone, stable boat, stay close to shore, overall paddle skills and risk assessment</i>
Make sure your boat has sufficient buoyancy before you put your boat in the water. Check the buoyancy aids and the deck hatches.
Carrying a boat with two people is strongly encouraged and greatly reduces the odds for damage to the boat or injuries to yourself.
Participation in club activities is entirely at your own risk.
<b>Equipment</b>
If you damage a boat, paddle or other club equipment during use, or if you notice damage, you are obliged to report this to the boat / equipment commissioner. The contact details of the boat/material commissioner by email: <a href="mailto:botencommissie@kanoclubrotterdam.nl">botencommissie@kanoclubrotterdam.nl</a> .

<p>Upon return from a paddle you will clean and dry the boat, certainly the inside of the boat needs to be dry. Hang PFD's, spray skirts and other gear to dry.</p>
<p>Kayaks are vulnerable, due to the material, the weight, the presence of rudder or skeg. Only ever sit in a boat that is <u>in</u> the water (fx. to adjust footrests). Only sea kayaks (with retracted skeg) can have their footrests adjusted while on the grass. Never sit at the (rear)deck of a kayak.</p>
<p>All club boats are categorized based on stability and vulnerability, from N1 to N4. You may only use a boat in the category for which you are approved (default is N1 and N2). If you seek approval to paddle N3 or N4 boats, please contact the material commissioner, who can provide instruction and approval. N3 and N4 boats are fragile and/or unstable.</p>
<p>The use of private boats, paddles, PFD's et cetera without explicit prior approval by the owner is strictly not allowed. The club offers the use of club boats, club paddles, club PFD's, club spray skirts to its members. Club material is clearly marked as such. When in doubt whether material is club owned or private don't use it.</p>
<p>Kayaks should be stored with the bow facing into the rack, right side up, in their designated spot (see labels on the racks). Canoes are also stored bow-in, though some are stored upside down.</p>
<p>The most common damage to (club) boats is to the rudder or skeg. When moving a boat with a rudder (on land), be extremely careful with the rudder. When you take a boat with a skeg out of the water, make sure the skeg is up. Never push the skeg up with your hand! In some boats this can result in a kink in the cable.</p>
<p>Paddles with carbon blades are vulnerable to mechanical impact. Pay close attention when using carbon paddles near shore, jetty and in shallow water to avoid damage. When you put a carbon paddle away on shore, store it in such a way that it can't be blown away, fall down or have someone step on it.</p>
<p>The club owns a roof rack (car) for kayaks that can be used by members for a small fee. You will need your own sleepers (that fits your car) to support the roof rack. Contact the boat/material inspector when you would like to use the roof rack.</p>
<p><b>Canteen</b></p>
<p>Refreshments (soft drinks, small snacks) are for sale in the canteen. You will need to register the purchase on a list, please write your given name and family name in clear handwriting. Every three months you will receive an invoice/direct debit.</p>

<p>Coffee and tea are free for members.</p>
<p><b>Key</b></p>
<p>When you become a KCR member and you are 'released' for unlimited access to the club facilities, you qualify for having a key to the club house. At the handover of the key, you will receive an instruction about associated rights and obligations. You will need to pay a deposit for the key.</p>
<p>If you lose your key, you will also lose the deposit. If you would like to receive a new key, you need to pay another deposit.</p>
<p>You may NOT lend your club key to anyone else.</p>
<p>When you decide to terminate your membership AND return the key, you will get your deposit back.</p>