



# Code of Conduct for Affiliates

## Version Control

Date	Version	Approved By	Remarks
7 April 2026	1.0	SCF Governance Management Committee	Created

## Definitions

1. Affiliate refers to any organisation or individual recognised by SCF, including Ordinary Members, Corporate Associates, and Individual Associates.
2. Organised Activity refers to any structured paddling activity including training, courses, events, races, time trials, and large group sessions conducted under an affiliate.
3. Competent Personnel refers to individuals holding valid SCF recognised certifications or equivalent qualifications approved by SCF.
4. SCF Facilities refers to all venues, storage areas, pontoons, and water access points managed or authorised by SCF.

### 1. Purpose

1.1 This Code establishes mandatory standards of conduct for all affiliates operating under SCF.

1.2 It defines minimum requirements for governance, safety, operations, and accountability to ensure all activities are conducted safely, responsibly, and in compliance with regulatory requirements.

1.3 Compliance with this Code is a condition of:

- a. SCF affiliation
- b. Conducting and/or participating in SCF certification programmes
- c. Access to SCF endorsed activities and facilities

### 2. Scope

2.1 This Code applies to all affiliates and all persons acting on their behalf, including officials, coaches, instructors, employees, contractors, and representatives.

2.2 Affiliates are responsible for ensuring full compliance by all persons under their control.



### **3. General Obligations**

3.1 Affiliates shall operate with integrity, accountability, and in alignment with SCF policies.

3.2 Affiliates shall comply with all applicable statutory and regulatory requirements, including those issued by PUB, MPA, and NParks.

3.3 All activities shall comply with the SCF Code of Practice for Paddling Activities.

3.4 Affiliates shall not conduct any activity that may compromise safety or bring SCF or the sport into disrepute.

3.5 Affiliates shall be fully responsible for all activities conducted under their name. SCF shall not be liable for any loss, damage, injury, or claims arising from affiliate activities.

3.6 Affiliates shall indemnify SCF against any claims arising from their operations, activities, or personnel.

3.7 Affiliates shall maintain a safe, respectful, and controlled environment at all times.

### **4. Governance and Accountability**

4.1 All activities shall be supervised by competent personnel.

4.2 Affiliates shall maintain accurate and up to date records of:

- a. Participants
- b. Activities conducted
- c. Member certifications
- d. Incidents

4.3 Records shall be produced upon request within 14 days.

4.4 Affiliates shall comply with all SCF audit, inspection, and reporting requirements.

4.5 SCF may conduct audits at any time. Failure to cooperate constitutes a breach of this Code.



## **5. Safety and Risk Management**

5.1 Safety shall take precedence over all operational and commercial considerations.

5.2 Affiliates shall implement and maintain:

- a. Valid risk assessments
- b. Emergency response plans
- c. Evacuation procedures

5.3 Participants shall meet minimum competency requirements appropriate to the activity.

5.4 Safety briefings shall be conducted prior to all organised activities.

5.5 All participants shall wear properly fitted and secured Personal Flotation Devices at all times while on the water. Such devices shall comply with recognised safety standards, including ISO 12402-5 (or equivalent EN ISO standards) or United States Coast Guard (USCG) approved standards, or other standards recognised by SCF. Non-compliance shall result in immediate removal from the activity.

5.6 A designated Safety Officer shall be appointed for all organised activities. The Safety Officer must be competent and suitably qualified in accordance with SCF requirements and shall have the authority to delay, suspend, or terminate the activity where safety is compromised.

## **6. Vessel, Equipment and Storage Control**

6.1 Vessel Approval and Permits

a. Prior written endorsement from SCF and approval from PUB is required before any vessel is introduced, transferred, or deployed at Reservoirs.

b. Affiliates shall:

- i. Maintain an updated vessel inventory
- ii. Apply for and maintain valid permits
- iii. Ensure all vessels display valid identification markings

c. Only vessels with valid permits shall be operated on reservoirs.

d. Individual affiliates may store up to 2 vessels per SCF venue subject to availability.



## 6.2 Vessel Management

- a. All vessels shall be seaworthy, properly maintained, and compliant with SCF inspection standards.
- b. Unsafe, unregistered, or non compliant vessels shall not be used.
- c. Vessels shall be stored at the reservoir of issue unless otherwise approved.
- d. Movement of vessels between reservoirs or to open water shall be declared to SCF and may require inspection prior to redeployment.

## 6.3 Equipment Control

- a. Equipment shall only be used by authorised and competent users.
- b. Affiliates shall implement controls to prevent misuse, negligence, or unauthorised use.

## 6.4 Storage at SCF Facilities

- a. The signing in and out of vessels and equipment shall be carried out solely by personnel authorised by the Affiliate, who shall bear responsibility for such transactions.
- b. The presence of an Affiliate's authorised personnel shall be required at all times during the use of vessels and equipment.
- c. Vessels may only be launched on the water from 0700 and must be returned to land by 1845 unless otherwise approved.
- d. SCF staff may refuse or stop issuance of equipment or launching of vessels where safety or authorisation is in doubt.

## 6.5 Storage and Liability

- a. All vessels and equipment stored on SCF facilities are at the owner's risk.
- b. SCF shall not be liable for any loss, theft, or damage.
- c. Affiliates shall maintain appropriate insurance coverage.
- d. Storage allocation is determined by SCF

## 6.6 Unauthorised Equipment and Fees

- a. Storage at SCF facilities is restricted to vessels with valid vessel permits. Exceptions may be granted for vessels undergoing repair or awaiting vessel permit approval.



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- b. The removal of unauthorised vessels and equipment may be carried out by SCF at any time without prior notice.
- c. All storage fees shall be paid on time.
- d. Failure to pay storage fees in time may result in suspension of access and removal of vessels and/or equipment.
- e. SCF may dispose of equipment after 90 days from first written notice of outstanding fees.

### **7. Conduct of Activities**

7.1 All organised activities require prior written endorsement from SCF and regulatory approvals where applicable.

7.2 Activities shall be conducted only within approved locations, zones, and operating hours.

7.3 Affiliates shall ensure safe separation from other water users and compliance with shared waterway rules.

7.4 Additional safety controls shall be implemented for beginner and community outreach activities.

### **8. Conduct of Personnel and Participants**

8.1 Affiliates shall enforce compliance with all safety instructions and operational rules.

8.2 Individuals who are unwell, under the influence of alcohol, or medically unfit shall not participate.

### **9. Incident Reporting**

9.1 All reportable incidents occurring in reservoir waters shall be reported to SCF and PUB within two hours. Pollution incidents shall be reported within one hour.

9.2 A full written report shall be submitted to PUB within seven days.

9.3 Reportable incidents include, but are not limited to:

- a. Death or drowning
- b. Unconscious paddlers or those requiring immediate medical assistance
- c. Loss or sinking of vessel
- d. Grounding where vessel cannot be recovered
- e. Vessel collisions
- f. Collision with fixed structures
- g. Pollution incidents
- h. Capsizing of large vessels



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- i. Serious bodily injuries
- j. Falling overboard from motorised vessels
- k. Fire onboard

9.4 Failure to report incidents constitutes a breach and may result in immediate suspension of activities.



## **10. Use of Facilities and Waterways**

10.1 Affiliates shall comply with all facility rules and operating conditions.

10.2 Affiliates shall ensure coordinated and responsible use of shared waterways.

## **11. Enforcement**

11.1 SCF may take immediate action including:

- a. Suspension of activities
- b. Suspension or termination of affiliation
- c. Withdrawal of access to facilities, programmes, or endorsements

11.2 Immediate suspension may be imposed for:

- a. Safety breaches
- b. Use of unregistered vessels
- c. Failure to report serious incidents
- d. Unauthorised activities

11.3 SCF reserves full discretion to determine breach severity and enforcement action.

## **12. Acknowledgement**

12.1 Acceptance of this Code is a condition of affiliation.

12.2 Affiliates are responsible for ensuring full compliance by all personnel.

12.3 Any amendment to this Agreement shall take effect upon communication to Affiliates via email and publication on SCF's official website.

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