

Step by Step Instructions for Punting and Canoeing

1. Reserving Punts and Canoes

- Wolfson has a fleet of six punts and two canoes. With a valid permit you are able to book one punt or canoe for up to three hours per day on the Wolf Hub.
- At the start of your reservation, collect the key to the boathouse and the key to the punt or canoe from the lodge. These must be returned to the lodge at the end of your session in time for the next users, the porters will report any time-keeping issues. Please take care not to lose the keys as you will be charged for any replacement.

2. Down to the Boathouse

- The canoes are stored inside the boathouse and they need to be carried to the water every time someone takes them out (more on that later).
- The boathouse is located at the harbour end of Tree Quad. You will see a door marked 'boathouse' next to the weights room. At the far end of the boathouse is another, much larger door which can only be opened and closed from the inside. Use this door to access the punts once you have collected the necessary apparatus. Close both doors before you set off on the river.

3. Punting Equipment

- Before you set off on a trip with a punt, you will need to collect the following from the boathouse:
- One punt pole with Wolfson colours (red and yellow stripes) at the handle end, and a metal shoe at the other end. Take care: it is long and heavy.
- One wooden paddle with Wolfson colours (please don't take the plastic canoe paddles). Take one. It will mainly be used for emergency retrieval of the pole if you drop it, but can also be used for steering.
- Two large square seat cushions, two smaller rectangular back rest cushions.
- Please do not take more than the stated number of any of these items or there will not be enough to equip all six punts.

LIFEJACKETS MUST BE WORN and are available in a range of sizes.

- It is possible that it will rain during the British summer. If it does, you will have to remove some water from the bottom of the punt before you set off using the buckets and bailers that are in the corner of the boathouse beside the large doors. Do not attempt to lift or drag the punt out of the water as this could cause damage or injury.

4. Canoeing Equipment

- Before you set off on a trip with a canoe, you will need to collect the following from the boathouse:
- One plastic paddle per person (please don't take the wooden punting paddles).
- Life jackets are MANDATORY AT ALL TIMES when using the canoes. They are kept on hooks in the boathouse, and more may be stored in boxes on the ground. Make sure you take a life jacket that has the right size.
- A water-proof bag and (optionally) a water-proof phone case. Please leave the bags in the boathouse after you used the canoes for others to use.

5. Setting off in a punt

- With pole, paddle and people loaded its time to go. If you are all in the punt you (the person doing the punting) will need to open the padlock with the second key. Note that the lock and chain travel with the punt - just unthread the chain from the mooring ring.
- The maximum capacity of a punt is six people. That's two people sitting on each seat, one person sitting on the raised end and one-person punting. The person punting stands at the back of the punt. This is the sloped, slatted end, which has the lock attached to it.
- There are two exits from the harbour and you can use either. It is easier to take the North exit. Look out for people travelling in the opposite direction, and for traffic already on the river.

5. Setting off in a canoe

- Please watch the introductory video for canoeing (part of the permit application process) (note that life jackets are still mandatory, despite the lack thereof in the video), which provides a walkthrough of a typical canoe outing from A to Z.
- The fleet comprises two canoes. Canoe 1 is the two-seater 'Prospector', and canoe 2 is the three-seater 'Chieftain'. The canoes are stored on wall brackets in the boathouse, and should NEVER stay in the water unattended. Please take the canoe back to the boathouse at the end of your outing.
- When moving a canoe to/from the harbour, do not drag it over the concrete. This will cause damage to the material and reduce its lifetime. Instead, make sure to lift the canoe off the ground with at least two people, as demonstrated in the video.
- You must always travel with at least one other person. Make sure that the lightest individual is sitting in the front seat!

- You must report any incidents or near misses at the Porters Lodge. A first-aid box and emergency clothing is located in the boathouse.
- Each person must take a phone in the water proof case (a supply of cases is available in the boathouse).
- In the event of a capsize swim the boat to the bank and empty by turning on its side and pouring out the water before attempting to paddle back to the boathouse.

6. On the River

- Once you are out on the Cherwell, either in a punt or canoe, you have a choice of directions (two):
- Downstream. Turn right, and you will pass the Cherwell Boathouse, Dragon School, Lady Margaret Hall, and the University Parks. At the far end of the Parks is Parson's Pleasure, where the river goes over a weir. This can be quite fast flowing so you should stay well clear. There is a set of rollers adjacent to this and you should not take the Wolfson punts over these as they damage the undersides. Do not take the canoes past this point either!
- Upstream. If you turn left onto the river you will pass the Wolfson Nature Reserve, pass under Marston Ferry Road, and shortly reach The Victoria ('Vicky') Arms. You may dock the punt or canoe here and go for lunch/drinks taking care to secure the punt properly, using the mooring rings provided and the lock on the punt. The canoes each have a security chord and a padlock as well. You can carry on further upstream to the ring road and beyond, as far as you like - but you'll run out of time before you run out of river.

7. Returning

- Please make sure that you leave plenty of time to get back to College. It's very frustrating for people if they are kept waiting in the lodge for you to return. You can come back into the harbour via either entrance but arguably it is easier to do so on the side without the footbridge.
- Please make sure that you return the punt to one of the rings on the wooden jetty and not on the concrete area. Ensure that you lock the punt securely, remove any litter, return and wipe down all the equipment using the cleaning spray and paper provided, and lock up the boathouse, before returning the keys to the lodge.
- The canoe should be lifted out of the water and carried back to the boathouse, as demonstrated earlier in the introductory video. When placing the canoe back on the wooden brackets, make sure that the canoe rests on both brackets and not just on one!

8. Safety on the River

- The College is not responsible for the safety of you or your guests while punting or canoeing. Safety is extremely important and whilst punting and canoeing can be enjoyable activities they can also be dangerous.

YOU MUST WEAR A LIFEJACKET – NOT OPTIONAL. Those found not wearing lifejackets will have their permits revoked and will incur a £75 fine per person.