

Quick Guide Only - Please Read Tauranga Rowing Club Safety Policy and Safety Code for full details.

Everyone involved in rowing has a Duty of Care to ensure their actions both on and off the water are conducted in a manner which does not compromise the safety of others. Adults ALSO have a personal responsibility for their own safety.

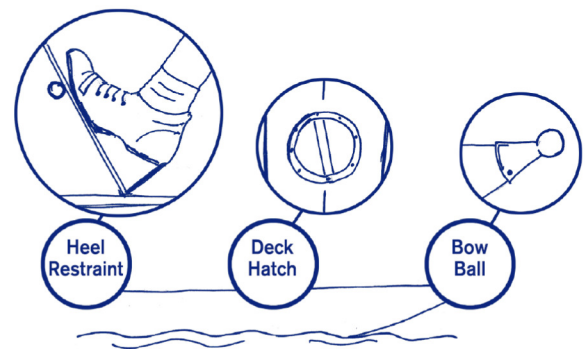
Simple rules and practices to be followed

In and around the Club

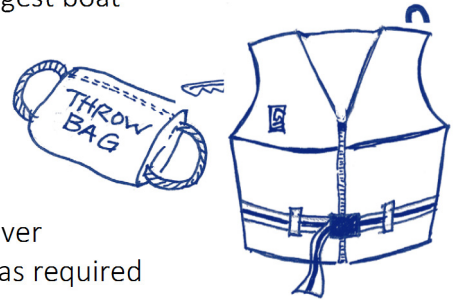
- **First aid kits:** located on the back wall of the boat shed, inside the front doors and in each coach boat.
- **Emergency phone numbers:** located on the notice board in the boat shed.
- **Harbour Map:** Plan of the harbour, indicates channels, markers, hazards and direction for boats (copy page 4)
- **Damage:** all damage to Club property must be recorded on the white board in the boatshed, so it can be fixed.
- **Boatshed:** Good housekeeping is essential to prevent accidents such as trips and falls in the club house. Don't leave bags in walkways or near stairs, be careful walking around as there are many bits of boat sticking out and wipe up any excess water left on floors.
- **Gym:** Restore all equipment to its correct storage place when not in use.
- **Viral or Bacterial Infections:** There is a potential for coming into contact with viral or bacterial infections. Wash appropriately when using the Club's facilities particularly the 'changing rooms'.

Preparing to go Rowing

- **Equipment:** Before an outing all crew members check their boat is working and safe. Particularly check:
 - shoes/heel restraints - attached and properly adjusted
 - seats – secure and operating freely
 - buoyancy compartments - watertight
 - bow balls – firmly attached
 - rudders/fins – lines and steering mechanisms in good working order
 - riggers/swivels/gates – secure and operating freely
 - oars/sculls – free of damage, buttons are secure and properly set
 - lights are fitted to boats and support vessels if outing between the hours 30 mins before sunset to 30 mins after sunrise.
- **Crew:** All are responsible for the safe keeping of their crew, boat and equipment whether boating from Tauranga Rowing Club or away at regattas; negligent behaviour can adversely affect other Club Members and the Club can seek recompense for damage to property caused by careless or reckless behaviour.
- **Buoyancy:** appropriate life jackets must be worn by anyone coxing or in a launch. In front loader boats, the PFD must allow easy and unrestricted escape from the boat.
- **Signing In/Out:** All outings should be recorded on safety log sheets in the boat shed.
- The **Coach/Support Person** and **Stroke** must ensure that:
 - all members of the crew are suitably attired for the rowing conditions
 - the crew is familiar with the local waterway rules and hazards



- the weather forecast has been checked and is suitable for rowing
- crew intentions are lodged (e.g. on a whiteboard or log book)
- the rowing skiff is compliant with Rule 26.e, 27, 28 and 29 of the Rowing NZ Rules of Racing 2013 (relating to floatation requirements, bow balls, quick release foot stretchers and coxswain's seat) and any support vessel is fit for purpose and carrying the required safety equipment of:
 - outboard motor 'Kill Cord' (which must be connected during outings)
 - bailer
 - grab line with large knot at one end
 - sufficient buoyancy aids or PDF's for biggest boat being coached
 - basic first aid kit
 - sharp knife in sheath
 - paddle or oar
 - anchor or line
 - communication device in waterproof cover
 - lights fitted to skiffs and support vessel as required



Areas of Responsibility

All individual club Members have the following responsibilities:

- **Act in a manner that will not compromise the danger of themselves or others.**
- **Actively respond to the clubs safety rules**
- **Be proactive in warning others of impending danger.**
- **Inform coaches and their crew of any medical condition which may present a risk to themselves and/or the crew.**
- **The Coach** (or person in a support vessel) is at all times responsible for the safety of all crews under their observation. Making due allowance for weather, water, ability of crews and other conditions, it is incumbent upon the coach or support person, to make an assessment of the number of crews for which they can safely be responsible and supervise. **All crews and the support vessel need to remain within 500m of each other** otherwise they are no longer under supervision and will then be required to carry an easily accessible approved floatation belt on their skiff. *(It is recommended that one support vessel observe no more than three crews)*
- **The Stroke** is responsible for the rowing crew and is considered the skipper of the skiff.
- **The steersman in coxless boats** should look around at least every 10 strokes when whole crew is rowing. Understand and observe navigation rules, recognise and respect needs of other water users, etc.
- **Swimming:** all persons participating in rowing must be able to swim (min. 100m in light clothing)

Supervision

- Supported – skiffs which are accompanied by a support vessel and remain under their supervision (all boats remain within 500m of each other). Coaches must be able to see all crews they are coaching at all times.
- Observed – skiffs which are in sheltered waters (where flow is stagnant and the sides of the waterway are less than 200 meters apart) and are under the observation of an individual who is not in a vessel but is able to summon additional help if required.
- Unsupported – skiffs which are not accompanied by a support vessel in unsheltered waters and each person is carrying an easily accessible approved floatation belt on their skiff.
- Unaccompanied crews must notify the Club Captain, or Safety Officer if Captain unavailable, by phone or text that they are going on the water and as soon as they are off the water.

On the water

- **Conditions:** TRC members may row all year round, in all types of weather condition. If you are not happy with the conditions before you boat, do not boat. If the prevailing conditions change once you are on the water, and you are not happy with or feel you cannot cope with the conditions, you must say so.

IF IN DOUBT, DON'T GO OUT.

- **Recommended Training Area/Timing:**
 - In our busy harbour TRC strongly recommends that all rowing training takes place in the area between the Railway Bridge and Maungatapu.
 - If the coach decides to go beyond the Railway Bridge they must ensure a risk mitigation strategy is in place to avoid accidents as well as a process on how to manage incidents when they occur. This is a coach responsibility.
 - It is **NOT** recommended that water training be done in the area past the Harbour Bridge, especially if Port activity is happening. If a coach goes beyond this point they do so at their own risk.
 - Any training done beyond the end of Sulphur Point wharf must be accompanied by two coach boats and done so at their own risk.
 - Night rowing is **NOT** permitted
- **Capsize:** In the event of capsize, hold on to your boat and swim WITH the stream of the



harbour towards the bank. Remember your boat is the best buoyancy aid you have.

- **Incidents:** should you be involved in an incident, you must tell your coach or the Club Captain AND the Club Secretary AND:
 - Complete an incident form (available from the Club Secretary or via the website)
 - Log any damage on the white board in the boat shed.
 - Members are encouraged to report any unsafe acts of others to the Club Captain.
- **Injury and sickness:** Please seek professional advice before training with an injury or illness. Advise coaches and crew of any medical conditions that may present a risk to yourself or the crew.
- **Water Borne Diseases:** there are health risks associated with water based activities which arise from the micro biological or chemical quality of the water. Participants must be aware of the dangers take the following simple precautions:
 - Shower after contact with the water
 - Wash hands thoroughly before eating or drinking
 - Cuts/abrasions should be covered with waterproof dressings
 - Hose down all equipment and avoid contact with residual algal scum
 - All clothing should be washed on returning home.

Harbour Map

