

## Bradford on Avon Rowing Club Members' Handbook

The information and guidance in this Members' Handbook is to supplement the Club Constitution as approved at the AGM on 20 November 2017.

The purpose of this Handbook is to assist members both new to the club and those who have been members for some time in getting the best out of the time you spend at the club and to enable you to maximise your enjoyment in your activity. It sets out what is expected of the club in terms of organisation and arrangements and also what is expected from you, as members, to ensure that you and all the members operate in a safe and considerate manner.

The Members' Handbook will be amended by the Committee from time to time to reflect changes in guidance from British Rowing and British Canoeing as well as experience in operation the club on a day to day basis. The Committee will not need to propose amendments to the AGM so that changes can be made 'in year'. Of course, members will be advised of the changes to be made and where appropriate consulted as and when they are required.

Para 6 of the Club Constitution

*The Committee will produce and maintain the Members' Handbook. This will contain the general guidance on the day to day running of the Club for general matters and separately for rowing and canoeing. The Committee may amend, update and add to the Members' Handbook without reference to a General Meeting. Members must abide by the guidance and instructions contained in the Members' Handbook; failure to do so will be regarded as a disciplinary matter and dealt with in accordance with this Constitution. Members will be advised of changes made both in the Minutes of the Committee and by notice posted in the Club House.*

Any matters affecting the Club Constitution will have to be dealt with at the next AGM, properly proposed and discussed, and voted on for inclusion in the Constitution or not.

Members are invited to propose changes to the Members' Handbook or the Constitution at any time to the Committee for its consideration.

20 November 2017

Topic	Page Number
Code of practice for adult members	3
Code of practice for club officials, coaches & volunteers	3
Code of practice for junior members	4
Code of practice for parents/carers	5
Bicycle Safety	6
Bullying and Welfare	6
Specific Guidance for Kayak and Canoe use	7
Car Parking	8
Changing Room Policy	8
Club Launch	9
Fire Procedures	10
First Aid Procedures and Kit	11
Grievances and Complaints	11
Joining the Club	12
Using the River or Canal	14
Rowing and Canoeing away from Bradford on Avon	15
Vulnerable Adults	16
Weather and Environment	17
Swimming and Rowing Capsize Training	18
Security	18
Social Occasions at the Boathouse	20
Water Borne Diseases	20
Safety Procedures for the use of the River and Canal	22
Contact Details along the River Avon	23

## **Code of practice for adult members**

1. BRADFORD ON AVON ROWING CLUB is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with a club officer or where appropriate the club welfare officer (contact details in the clubhouse)
2. As a member of BOARC, you are expected to abide by the following adult code of practice:
  - a. All members must abide by the guidance in this Members' Handbook and the Club Constitution and respect officials and their decisions.
  - b. All members must respect the rights, dignity and worth of all other members and visitors regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
  - c. Members should keep to agreed timings for training and races.
  - d. Members must wear suitable kit for training and races, as agreed with the Commodore or Captain.
  - e. Members must pay any fees for training or events promptly, or they will not be permitted to race again until they have paid.
  - f. Members are not allowed to consume drugs other than those properly prescribed by a Doctor or hospital on the club premises or whilst representing the club. To do so is a disciplinary matter and will be dealt with accordingly.

## **Code of practice for club officials, coaches & volunteers**

3. We are grateful for all offers of help from club members or parents but we ask that you comply with a few simple requirements.
4. In particular, restrict contact with juniors via email/text to the absolute minimum required (eg to locate them at a regatta). Contact should be via the parents, to protect both the coach and child. Other matters to consider are:
  - a. As per national recommendations you should not offer children a lift unless a second unrelated adult is also in the car. Children should preferably be transported by their parents.
  - b. Consider the well-being and safety of participants before the development of performance.

- c. Written consent is required from parents before photography/videoing of children
- d. Develop an appropriate working relationship with participants, based on mutual trust and respect.
- e. Make sure all activities are appropriate to the age, ability and experience of those taking part.
- f. Promote the positive aspects of the sport (e.g. fair play).
- g. Display consistently high standards of behaviour and appearance.
- h. Follow all guidelines laid down by British Rowing, British Canoeing and the club.
- i. Hold appropriate valid qualifications. Never exert undue influence over participants to obtain personal benefit or reward.
- j. Never condone rough play or the use of prohibited substances.
- k. Encourage participants to value their performances and not just results.
- l. Encourage and guide participants to accept responsibility for their own performance and behaviour.

### **Code of practice for junior members**

- 5. BOARC is fully committed to safeguarding and promoting the wellbeing of all its members. For Junior Members there are certain expectations and requirements which are set out below which the Club expects to be followed:
  - a. All members must respect officials and their decisions.
  - b. All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
  - c. Members should keep to agreed timings for training and competitions or inform their coach if they are going to be late.
  - d. Members must wear suitable kit e.g. club all-in-one for training and races, as agreed with the coach.
  - e. Members must pay any fees for membership or races promptly.
  - f. Junior members are not allowed to smoke on club premises or whilst representing the club at competitions.

- g. Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.
- h. Violent, aggressive or abusive behaviour will not be tolerated at any time.
- i. It is important you tell someone if you are being treated badly, if someone is making you unhappy or you are worried about another person. You can tell your parents, your coach or the Club Welfare Officer (CWO), or any trusted adult.

### **Code of practice for parents/carers**

6. Rowing and Canoeing offer both a valuable opportunity for yourself and your children to develop new skills and make friends. We do, however, ask that you comply with a few simple requirements and you are expected to abide by the following:
- a. Attend only at organised session times.
  - b. Arrive 10 minutes early for the session with your child and arrive on time to pick them up. Should you repeatedly be more than 10 minutes late to pick up your child, then their participation will have to be reconsidered.
  - c. Provide the coach in charge of the session with a useful emergency contact number.
  - d. Please be aware that you may be asked to complete consent forms for photography/video (for training purposes) and for training camps.
  - e. Encourage your child to learn the rules and play within them.
  - f. Discourage unfair play and argument with officials.
  - g. Help your child to recognise good performance, not just results.
  - h. Never force your child to take part in this or any sport.
  - i. Set a good example by recognising fair play and applauding good performances by all.
  - j. Never punish or belittle a child for losing or making mistakes.
  - k. Publicly accept officials' judgements.
  - l. Support your child's involvement and help them to enjoy their sport.
  - m. Use correct and proper language at all times.
  - n. Encourage and guide performers to accept responsibility for their own performance and behaviour.

## **Bicycle Safety**

7. The club encourages the use of bicycles to get to and from the club as it reduces the number of cars or vans requiring to be parked in the vicinity and complies with Bradford on Avon Town Council guidance for sporting facilities.
8. When you cycle to the boathouse you will need to lock your bicycle to the racks provided to the side of the new boathouse. It is advisable to lock the bicycle to the racks as the site is not fully secure.
9. Bicycles are not to be brought into the boathouses, as this may impede fire safety routes.
10. Anyone going on or organising club bicycle rides must take bicycle safety seriously. This includes:
  - a. Wearing a bicycle helmet
  - b. Using front and rear lights when needed
  - c. Wearing the appropriate clothing
  - d. Taking suitable first aid kit
  - e. Taking repair tools and items
11. Ensure that your bicycle is in safe and usable condition (ie check brakes, tyres, etc), that your bicycle complies with current road traffic requirements and is legal to ride on the public highway before leaving the club premises.
12. Anyone making their way to the boathouse by bicycle is strongly encouraged to follow the bicycle safety points above.

## **Bullying and Welfare**

13. Bullying of any kind is unacceptable.
14. Anyone who knows or suspects that bullying is happening should tell his or her coach, the welfare officer or in the case of a Junior, any trusted adult.
15. The concerns raised must be made known to officers of the Club, initially the Secretary or if that is not appropriate, the Chairman. Action will then be taken to resolve issues and ensure that the concerns of the individual are properly addressed. This will be done with the utmost discretion but may result in initiating the Club's Disciplinary procedures.
16. Accept and respect all individuals without discrimination based on age, gender, ability, race or religion.
17. Links and resources for Junior members in particular:
  - a. Welfare and wellbeing: There are a number of telephone lines you can phone for help such as Childline (0800 1111), which is free.

b. Websites such as: -

(a) [www.there4me.com](http://www.there4me.com)

(b) [www.donthideit.com](http://www.donthideit.com) and [www.worriedneed2talk.org.uk](http://www.worriedneed2talk.org.uk)

### **Specific Guidance for Kayak and Canoe use**

Please read, understand and apply the following guidance:

18. Buoyancy aids must be worn by all novice and novice junior members, (being of div 9-6 standard, juniors being those under 18 years).
19. Buoyancy aids must be worn by all paddlers when on the water in the dark.
20. All juniors irrespective of experience to wear buoyancy aids between October and March to tie in with the dates the BST ends and begins.
21. Lights must be worn by all paddlers when on the water in the dark. Please paddle with a light that does not dazzle others on the water but is bright enough to see by other water users
22. Club boats and equipment must not be taken away from the club without first making a request to a member of the canoeing section committee. It will be confirmed if your request can be met. This request should be emailed well in advance to the Commodore or Vice Commodore, as per current policy. Booking of boats for specific competitions can only be made 10 days in advance of the date of the event. Preference will be given to crew boats that contain club members.
23. Club boats must not be used to shoot weirs. Club boats may not be taken abroad without adequate insurance and/or acceptance of full responsibility for its return in good condition.
24. Damage done to club boats whilst in use must be repaired by the member responsible within a week of it occurring or a £50 fee paid towards the boat being repaired by a third party. This is irrespective of the extent of damage accepting that even small areas of damage can take considerable time and trouble to repair.
25. All paddlers are required to sign themselves out on the water in the log in the canoe store. This is a requirement for club mark.
26. Seats, foot bars etc. should not be removed or swapped between club boats. On no account should club boats have fittings removed to use in private craft.
27. Buoyancy Aids and paddles owned by the club will be at all times retained at the club and not removed to be used as personal equipment or stored elsewhere.
28. Personal boats may be stored at the club to a maximum of two per full member at the discretion of the Commodore and subject to payment of a racking fee and subject to availability of racking.

29. Please note the vast majority of this is not new policy but has been in place for some time, we would just like it to be brought to everyone's attention to help the club run more smoothly and avoid conflicts.

## **Car Parking**

30. Cars can be parked at Barton Farm, along Pound Lane, or in the car park at the bottom of Pound Lane.

31. Cars must not park on the grass in the Country Park unless unloading or loading equipment or boats/kayaks, after which they should be removed to a proper parking space. Failure to adhere to this guidance may attract unwanted interest from those who wish to terminate this long standing arrangement. Club Officers have, on a number of occasions, needed to 'defend' this arrangement to both local authority officials and Bradford on Avon residents. Such defence weakens with repeated use.

32. Do not leave any valuables in the car as break-ins have happened in the past.

## **Changing Room Policy**

### **Background**

33. Both rowing and canoeing are mixed gender, mixed age-group sports with adults and children training and racing together. This changing room policy has been devised as part of our commitment to safeguarding.

34. The BOARC clubhouse currently has gender-specific changing facilities that comprise a communal changing area, communal shower and a private WC with a sink. There is an additional curtained changing area outside the men's changing room for use when necessary. We do not have the facilities for separate junior and adult changing. It is not unusual for members to get wet whilst participating in canoeing and rowing and, especially in the winter months, it is important that all members are able to change immediately after their training session.

35. Club coaches, some volunteers and Child Welfare Officers all have current Disclosure Barring Service (DBS, formerly CRB) clearance but other adults at the club are not required to be checked under current Canoe England or British Rowing rules. Coaches and Child Welfare Officers have undertaken training in child protection and safeguarding.

36. This policy has been written for the protection of juniors at the club and in line with the BC changing room guidance and BR safeguarding guidelines.

37. If you have any concerns please contact Club Welfare Officers.

### **Guidelines**

- a. Males and females will change in separate changing rooms. Mixed-gender changing is not permitted unless an adult with parental responsibility is supervising a child.

- b. Where at all possible there should not be a time when one adult is alone with a child (under 18) in the changing room unless the adult has parental responsibility for that child.
- c. Where possible, coaches should shower and change at a different time to the group they are coaching however, we note that this will not always be practical.
- d. The use of cameras, including phone cameras, or any other recording device in the changing rooms is strictly prohibited.
- e. No member is obliged to use the changing facilities if they do not wish to. If parents do not give their permission for their children to use the club changing rooms they must ensure that alternative arrangements for changing are in place (e.g. changing and showering at home) and that their child is aware of their decision.
- f. Carers of children with disabilities should be involved in how they can best be assisted.
- g. This policy will be displayed on the BOARC website and as a constituent part of the Members Handbook is applicable to all Members of the Club.

## **Club Launch**

- 37. The Club launch is available for use by suitably qualified or approved Members of the Club. Approval for use is only available through the Club Safety Officer. The launch is primarily for coaching crews or paddlers and the Commodore or Captain will direct its use accordingly. It can also be used for recovering equipment or boats and whilst on the water. It is a safety boat. Its safety function overrides any other use.
- 38. Launch drivers and those accompanying drivers on the launch shall wear life jackets at all times whilst afloat.
- 39. The members of BOARC eligible to drive club launches will be agreed in advance by the Club Water Safety Advisor. The Club Water Safety Advisor may use discretion to grant permission to individuals in the use of the club launch on an ad-hoc temporary basis. No visiting club is permitted to use the launch unless they can provide a RYA Level 2 certification to the Club Water Safety Advisor in advance or alternative other agreed in advance with the Club Water Safety Advisor.
- 40. All launch drivers must carry a mobile phone or portable radio to summon help where necessary. Mooring lines must be checked to be in good condition prior to going on the river.
- 41. The launch is fitted with an engine cut-out lanyard device ("kill cord") which must be fitted to the driver at all times the engine is running.
- 42. The launch shall carry the following safety aids:

- a. First Aid kit in a waterproof bag, checked monthly
- b. a throw line or equivalent grab line
- c. minimum toolkit and spares for the engine (if necessary)
- d. safety knife with rope cutter
- e. foil blankets or “Bivvi bags” enough for the passenger load capacity of the launch
- f. spare PFDs
- g. length of spare rope
- h. anchor and line appropriate for the conditions (if necessary)
- i. boathook
- j. spare kill-cord for use in the event of the driver over board
- k. audio signalling device: air horn, loudhailer, megaphone etc
- l. bailer
- m. paddle
- n. spare fuel (if necessary)
- o. simple handholds fixed to the side of the launch to provide assistance to a person being rescued and to provide self help should the driver fall overboard

43. Before going afloat launch drivers must check that the launch is carrying the appropriate emergency equipment listed above

### **Fuel storage**

44. Fuel stock is to be held in approved containers and kept in the Fuel Cabinet.

45. Filling of tanks for use in the launch must be done outside any building using suitable funnel and filling pipes. Those filling tanks must ensure that there is no one smoking or an open fire (including barbecue cookers) within 10 metres of the filling operation.

46. When not in the launch on the water, fuel tanks are required to be stored in the secure red fuel cabinet.

47. The cabinet must be kept locked and secure at all times.

48. Further guidance on launch driving and safety can be found at

<https://www.britishrowing.org/sites/default/files/rowsafe/2-4-LaunchDriving-v1.pdf>

### **Fire Procedures**

49. The Boathouse has a hand operated bell alarm fire alerting system.

50. If you detect a fire operate the fire alarm if it accessible otherwise shout ‘Fire’ to alert any others in the vicinity

51. Assess the risk to yourself before attempting any actions.

52. You should only attempt to tackle a fire if the fire is small, you have received the appropriate training and it is safe for you to do so without putting yourself at risk.
53. Your first priority is to leave the building immediately and phone the Fire Brigade.
54. Once you have left the building make your way to the fire assembly point which is located on the **Packhorse Bridge**.
55. Do not re-enter the building.
56. Wait at the assembly point until you are informed by the Fire Brigade that it is safe to return to the building.
57. Fire extinguishers should only be used if the fire is small, you have received training and it is safe for you to do so without putting yourself at risk .
58. Any fire extinguishers that have been discharged must be reported to the committee immediately after the incident, so that arrangements can be made for them to be replaced.

### **First Aid Procedures and Kit**

59. First Aid Kits are provided by the Club for the use by members in the event of an accident or incident at the Club or on the water. They are also available for use to support a member of the public who suffers injury or an accident in the vicinity of the boathouse.
60. First Aid Kits contain only basic first aid items such as bandages and plasters as well as some antiseptic items. They are located:
  - a. In the main entrance lobby of the boathouse
  - b. Carried in the safety bag on the launch.
61. If you need to use any of the contents of the first aid kit, inform the Club Water Safety Adviser by email following the event, so the first aid kit can be restocked.
62. A list of first aid qualified members is posted on the Safety Notice Board at the boathouse.
63. All incidents involving the use of the First Aid kit must be recorded in the Accident Book in the Club room however minor or 'insignificant'. The more serious incidents have to be reported formally to the respective Sport Governing Body by the Club Safety Advisor as well as to the Club Management Committee at its next meeting so that the appropriate 'preventative action or advice' can be implemented.

### **Grievances and Complaints**

64. Bradford on Avon Rowing Club aims to provide a good atmosphere so that all can enjoy their sport and activities associated with it; however, we recognise that there may be

disputes and it is important that we have a clear set of guidelines to help resolve them as they arise.

65. In the first instance we would expect you to talk through any concerns you have in a mutually safe and open environment with the hope of an agreed outcome.
66. If you feel that this is not possible you should put your grievance in writing, or email and address it to the Chairman of the club. The club will then follow the grievance and disciplinary procedure as outlined in the club Constitution at paragraph 9.

*A member with a complaint about treatment by the Club should set out their grievance, in the first instance, to the Club Chairman in writing, setting out the issues leading to the complaint. The Club will deal with complaints in a fair and timely manner. Normally the Hon Secretary will be the Officer responsible for communicating with the complainant unless the Hon Secretary is a party to the complaint when the Chairman will act in his stead or appoint another Club Officer to do so.*

67. If the complaint is a welfare matter then in the first instance speak to or text the Club Welfare Officer .

## **Joining the Club**

68. All new members to the club must receive an induction programme from the Commodore or Captain.
69. Every prospective member shall be required to complete and sign a membership application form. A copy of the form is available on the club website to be downloaded. This should be completed together with the appropriate payment and passed to the Commodore or Captain who will pass it on to the Membership Secretary. Details will be noted in the minutes of the club Committee, confirming membership, which provides cover through the club's insurance.
70. Whilst prospective Members may attend the club on three occasions prior to applying for membership they will be required to abide the conditions and requirements set out in the Members Handbook.
71. Members joining through the Learn to Row or Learn to Canoe schemes run by the Club from time to time they must complete the temporary membership form and pay the course fee prior to being included in the course. Part of the course fee will be treated as a temporary membership fee which will provide those on the course access to the club's insurance and other benefits for the duration of the course. If on completion of the course full membership of the club is sought to continue to develop and pursue either rowing or canoeing then the fee paid for the Learn to Row or Kayak course may be credited against the normal membership fee as decided by the Committee from time to time.
72. Information held by the Membership Secretary provided on the application for memberships forms will be held for the duration of membership. If a member resigns then the information will be held until the next membership year. For 'Learn to' temporary

members who do not decide to continue with the full membership of the club their information will be held for a maximum of 6 months or until the beginning of the next membership year.

73. The Temporary Membership form is set out below this section.

74. In addition to 'new members' using the facilities at the Club, Adult Members may invite other suitably experienced adult kayakers and rowers to join them at the club to form crews or to join in with club activities. For rowers this may be in the form of 'composite' crews when the visiting rower will be covered by his or her own club's insurance. The Captain will need to approve such arrangements. For Kayaking the Commodore will need to approve any arrangements made, including any insurance matters.

**Temporary Membership Form  
Bradford on Avon Rowing Club**

First Name/ Surname	
Date of Birth	
E-mail Address	
Contact Telephone Number	
Emergency Contact Name	
Emergency Contact Number	
Address	

Any medical conditions or disabilities the club coaches need to be aware of (eg asthma, epilepsy, allergies or heart conditions)	yes/no - please delete as applicable
If yes, provide details of conditions and what to do in an emergency	Details
We may use digital images from the course on our website and require your permission Parental/guardian approval for juniors	I give /not give permission please delete as applicable

We may send photos and articles including names and city/town/village names to local press. Please confirm whether permission is given.	I give /not give permission. please delete as applicable
Declaration	I /My child can swim 50 meters in light clothing please delete as applicable
Please delete as applicable	In an event of any accident or incident I consent to /my Child receiving such medication as may be required and any emergency medical ,dental, or surgical treatment, including anaesthetic or blood transfusion as considered necessary by the medical authorities present
Due to the weather conditions some sessions may not run or be on the water. Cancellation will be notified by email	Number of sessions Cost of Learn to Row
First year membership concession to December 31 <sup>st</sup> . Thereafter, full membership paid yearly from 1 <sup>st</sup> January to December 31 <sup>st</sup>	Month of joining Cost of joining membership

Please pay by cash or by cheque to Bradford on Avon Rowing Club

Signature	Date
Parent/Guardian Signature	Date

## Using the River or Canal

75. Members are expected to show respect and courtesy to all other river users. This includes bank fisherman as well as other boat users and swimmers.

76. Particular attention should be paid to avoid snagging the lines of fisherman.

77. Both rowing crews and kayakers must keep to the correct side of the river to enable safe use of the water for all. Keeping to the right hand side of the river whichever direction is being taken is essential. It is the responsibility of all users to be aware of others on the river, both club members and 'visitors'. Clear verbal warnings are necessary to advise crews or kayakers of approaching 'hazards' including themselves.

78. Rowing crews are required to complete the 'white board' prior to taking to the water setting out the type of boat, its name and the initials of the crew members. This is to alert all users of which boats and of what type are on the water at any one time. This routine is a principal safety procedure and failure to comply could mean that the Captain limits boat usage to those unable to meet this requirement.

79. On completion of the outing the 'use of boats' form is to be completed noting any damage or maintenance issues requiring attention.
80. To row or canoe on some waters you require a license. Any member taking to any water other than the River Avon at Bradford on Avon should satisfy themselves that they have obtained the appropriate license when required. Canoeists are encouraged to hold British Canoeing membership as this provides automatic licensing for a large number of Rivers and waterways nationwide.

### **Rowing and Canoeing away from Bradford on Avon**

81. Prior to rowing or canoeing on unfamiliar waters for training, a risk assessment is to be undertaken by the responsible person. This risk assessment is to be circulated to all affected individuals and a copy provided to the Club Safety Adviser.
82. It is each member's responsibility to ensure that they are aware of any local navigation rule or dangers.
83. It is the responsibility of all members to ensure they have read all safety guidelines and competitor instructions for any race meeting and to follow the risk assessment and guidelines set down by event organisers
84. Training camps should be risk assessed in line with British Rowing or British Canoeing guidelines and contact details held by the camp organiser for all participants.
85. When boats are towed the trailer driver remains in charge of the vehicle and trailer in accordance with road traffic laws in the relevant country and has the absolute right to refuse to tow or require changes to the boat loadings.
86. Prior to each trip the driver must check the tyres (including spare), lights, projection markers, jockey wheel, brakes and the security of the load
87. All trailers must carry a spare wheel and suitable tools and jack for changing a wheel.
88. It is recommended that drivers always carry a passenger to help with navigation, manoeuvring and any emergency.
89. Always be aware of the dangers of high winds and icy road conditions and consult the weather forecast before setting off.
90. Where rowing boats or kayaks are transported on private vehicles by members the same principles set out above apply and members should ensure that their insurance cover is adequate and applies to such transportation.
91. When rowing or canoeing away from Bradford on Avon it is equally important as it is at Bradford on Avon to ensure that boats, kayaks and all related equipment is in sound working order and that all safety equipment or fittings are in place.

## 92. Rowing Boat Safety Checklist

- a. Check that the hatches are secure or that any buoyancy bags are adequate in number and are inflated.
- b. Check that the Bow Ball is securely fixed.
- c. Check that the riggers are securely attached with screw tight.
- d. Check top nuts are secure
- e. Check that the seats are sliding properly.
- f. Check that there are no holes and that the hull of the boat is sound.
- g. Check that the steering works.
- h. Check that the shoes are properly attached with the strings the legal length. The heels of the shoes must not pull higher than the lowest fixed part of the shoe.
- i. Check that the stretchers are secure.

93. No beginners should go out unaccompanied at any time. They should always be accompanied by an experienced member of the Club or a coach.

94. No Novice or inexperienced coxes should cox inexperienced crews. The responsible member must ensure that novice crews have either an experienced crew member or competent cox and that novice coxes are trained in an experienced and competent crew.

95. The Club Captain and Coaches should ensure that novice coxes and steers are appropriately briefed as to the safety policy, circulation pattern and given suitable instruction and supervision when on the water. It should not be assumed that an experienced rower is necessarily an experienced steer or cox.

## **Vulnerable Adults**

96. Vulnerable adults are those members who require the support of others in aspects of their life that others take for granted; this could be a physical disability or a psychological or learning disability.

97. Club members and officials will:

- a. Treat vulnerable adults fairly, give them as much time as others and be realistic about their training needs.
- b. Be encouraging and build trust.
- c. Keep a safe and public relationship with the athlete.
- d. Be risk aware during each outing or training session.
- e. Never ignore allegations of abuse or bullying.
- f. The Club Welfare Officer is appointed to support the needs of adult athletes as well as junior athletes.

More information is available from British Rowing at <http://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.14.pdf> and <http://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG1.15.pdf>

## **Weather and Environment**

### **Temperature**

98. During the winter months, the risk of hypothermia from wearing insufficient clothing or with inexperienced crews, scullers or kayakers, not moving vigorously enough to generate sufficient body heat is a real danger. Ensure that you are all wearing several thin layers of appropriate clothing, preferably with a waterproof garment on top. Coxes, especially, should be well protected, including hats and gloves (preferably waterproof). If layers are removed during the outing they should be put back on as you return to the boathouse to ensure you do not chill while waiting to disembark.

### **Rowing and Kayaking in Low Visibility / At Night / In the Dark**

99. If you must go out at in the hours of darkness, either in the morning or at night, make sure that you carry appropriate lights on the boat (both rowing and launches) so you can be clearly seen by other boats and crews.

100. Lights for rowing boats shall be white and showing fore and aft and provide 360 degrees of visibility to the boat.

101. Single scullers should not go out at night unaccompanied.

102. Crews should not be coxed by novice inexperienced coxes at night.

103. "Beginner" crews should not go out after dark.

### **Thunder and Lightning**

104. No boats are to go afloat within 30 minutes of a lightning flash or thunder clap.

105. In the event that you are on the water when a lightning storm starts then you are advised to get off the water as quickly as possible and seek proper shelter.

106. Although no place is absolutely safe from lightning some are safer than others and 'proper shelter' can be:

- a. An enclosed substantial building with electric and telephone wiring and plumbing to provide a safe pathway for the current to earth to the ground.
- b. A fully enclosed metal vehicle with windows shut. This acts as a Faraday cage and guides the lightning around the passengers - mini-buses are an excellent shelter for large groups of people.

Unsafe locations and situations include:

- a. Open spaces - field, lake, river underneath canopies, small rain shelters, trees, umbrellas, tents & marquee
- b. Close vicinity to the tallest structure in an area
- c. Near metal or carbon objects - riggers, boats, blades, trailers, launches, etc.

- d. Using appliances or plumbing such as water taps, sinks etc.

## **Swimming and Rowing Capsize Training**

107. All rowing members are to complete swimming & capsize training at the first available opportunity upon joining the club regardless of having completed one at another club. All members must be able to demonstrate competence and confidence in the following:

- a. Swimming at least 50m in light clothing
- b. Treading water for at least 2 minutes
- c. Swimming under water for at least 5 metres

108. This test must be completed within 3 months of joining the club, water temperature conditions allowing.

109. A declaration on swimming abilities must be signed on the club membership form.

110. The Capsize Training will consist of the following; note, not all the following elements will be assessed at the same time as the swim test:

- a. Getting on top of the boat
- b. Lying on top of and paddling a boat
- c. Summoning Help
- d. Buddy Rescue
- e. Recovery using a throw line
- f. Getting back into the boat
- g. Developing confidence in the boat

111. The examiner will also brief participants on the dangers of swamping and the correct procedures to follow in the event of it occurring.

112. Prior to sculling unsupervised, all elements of the capsize training are to be signed off by a responsible officer of the club.

## **Security**

### General

113. The security of the boathouse is both a matter of personal safety and the prevention of theft or damage to the buildings and the items of kit and equipment in them. It is, therefore, essential to secure the boathouse, both when you leave the boathouse to go home or even just to go on the water. You need to ensure that you:

- a. Do not leave valuables accessible in the changing rooms or in the boathouse.
- b. Make sure everything is put away in its right place (weights, trestles, etc)
- c. The doors and windows are all properly closed and locked.
- d. The main gate is locked.

- e. Even if you are not the last person to leave please check things are locked up properly as people can always open it again if they need to.
- f. Groups/individuals on the river should always ensure that at least one person has a key, as the boathouse may have been locked whilst they are on the water.

114.If you see anyone or anything suspicious in the vicinity of the boathouse or indeed inside the gated area, you should report it to any committee member without delay. You must not put yourself in danger or expose yourself to risk of injury. Do not hesitate to call the police or other emergency services to deal with the matter of concern.

115.When leaving the boathouse after dusk, take extra care and aim to leave with another member rather than alone. If you anticipate that you will be leaving at such a time you should ensure that you have a torch with you and that someone knows when you are expected to be at your home.

### The Entrance Gates to the Rowing Club

116.The Club facilities are accessed through a side gate adjacent to the Main Boat House. The Club issued key provides access to this gate. It should always be shut and when crews or paddlers are out on the water, **it must be locked**. Members have keys to gain access. Those who do not, can attract attention to be let in by other Members.

117. The double gates are only to be opened to allow access by vehicles or the transfer of boats or canoes to trailers. Once this has been completed the gates must be secured.

### Main Boat House and Changing Rooms

118.The Main Boathouse is accessed through the door to the side of the building which is protected by two secure locks. One of these is a 'deadlock'. Club issued keys access both locks. When leaving the Boathouse both locks must be engaged to provide the correct level of security.

119.The door should normally be shut during the use of the club to provide a 'restriction' to anyone who might have gained access to the site who is not a Member.

120.The 'garage style' door to the boat house should be opened to provide access to boats and equipment and properly secured to avoid it being 'blown shut' and a potential cause of injury to anyone in the vicinity. When there is no other Member on site the door should be closed whilst out on the river.

121.The door is secured by both a simple latch at the top of the door and by bolts on either side of the door. When 'locking up' it is essential that the two bolts are engaged.

122.The Changing Rooms are provided with a 'lock up' cabinet in which Members may secure their valuables. Members are required to provide their own (pad) lock for the cabinet compartment they use. This is only for the duration of each visit to the Club and must not be used to store personal items on a long term basis.

123.All personal kit in the boat house including that in the lockable cabinet is at the owners personal risk. The Club cannot accept any responsibility for loss or damage. Normal 'household' insurance should provide cover for items 'away from home' and loss should be dealt with by that means.

### **"Sculling shed"**

124.This is the small shed on the side of the main boathouse which contains mainly single sculls.

125.The key to the sculling shed is hung up on a hook on the side of the Secretary's notice board in the main club area.

126.This must be locked if you are the last person to leave the club.

### **New Boathouse**

127.This is the boathouse directly opposite the entrance gates.

128.This boathouse is accessed using the key which opens the main club gate.

129. The New Boathouse is in two parts divided by an internal wall. Each section is accessed through a small side door in a roller shutter door.

130.Special care should be taken when operating all roller shutter doors. The chain should be secured in its 'housing' when the door has been opened and again when it closed down. This provides the security for the boathouse in combination with the side door. The side door is a 'slam shut' Yale type lock. The engagement of the lock must be checked when closing the door.

### **Social Occasions at the Boathouse**

131.Any organised social occasions planned to take place at the boathouse must have been arranged with the Captain or Commodore prior to the event.

132.BBQ's may be in the boathouse grounds with prior arrangement of the Captain or Commodore. However, certain conditions must be met:

- a. The BBQ must be well clear of any of the boathouses, to prevent them catching fire.
- b. There should be water available to extinguish the BBQ.
- c. All BBQ's must be fully extinguished before the organiser leaves the site.

### **Water Borne Diseases**

133. The water we row upon is not always as clean as we would choose and certainly is not pure enough to be swallowed without giving more than a passing thought to the possible effects it will have upon our internal systems. Members are advised to:

- a. Never drink water from a river or lake
- b. If contaminated water has been swallowed, refer to your doctor with full details of the incident
- c. Only drink from your own water bottle
- d. Wash hands thoroughly and shower if necessary before eating or drinking
- e. Do not throw anyone into the water as a 'fun' action
- f. Cover cuts and abrasions (including blisters) with waterproof dressings
- g. Wear suitable footwear when launching or retrieving a boat, particularly if it is necessary to wade into the water to prevent direct contact with the water and protect the feet from cuts and abrasions
- h. Avoid immersion in, or contact with, water, particularly if there is an algal scum or bloom
- i. Do not splash river or lake water onto your face or body in order to cool down (take a bottle of tap water with you for this)
- j. Hose down all equipment after outings to remove any potential contamination
- k. Keep oar and paddle handles clean particularly if contaminated with blood
- l. Wash, and thoroughly dry, any contaminated clothing before re-use
- m. Maintain your immunisation regime against Tetanus, also Hepatitis A, Hepatitis B, Polio, Typhoid and Dysentery.

134. The Club has as its primary concern, the prevention of accidents involving physical injury, damage to equipment and at the worst, drowning. There are other risks to health associated with water based activities which arise from the micro biological or chemical quality of the water itself and of its immediate environs. The use of inland waters can never be risk free and it is essential that as users, we are aware of the risks present. (Ref: The British Rowing 'Row Safe' document and British Canoeing .....).

#### 135. Weil's Disease – Leptospirosis

- a. The risk of contracting Leptospirosis from recreational water is very small, however the serious nature of the disease is such that we must be aware of the dangers and should take simple precautions to reduce the risk of infection. Leptospirosis is an infection caught through contact with infected animal urine (mainly from rodents, cattle or pigs).
- b. The causal organism can enter the body via cuts or abrasions of the skin or, the lining of the nose, mouth, throat or eyes. If flu-like symptoms develop shortly after contact with the water (1-3 weeks) then your doctor should be contacted and advised of the circumstances of exposure.

#### 136. Blue-Green Algae – Cynobacteria

- a. Cynobacteria are commonly found in fresh and brackish water during mid to late summer.
- b. In favourable, stable conditions, blooms may form. Algal scums accumulate downwind on the surface of lakes and slow moving water. Toxins produced by

large blooms have caused the death of sheep and dogs and skin and other disorders in humans, although no particular illness has been identified that can be linked with Blue-Green Algae. It is prevalent at Bradford on Avon at the end of the summer if we have had little rain and the river level is low.

### 137. Gastro-intestinal illness

- a. The use of inland water will never be risk free and it is essential that users are aware of the risk involved in using a particular stretch of water. Assessing the risks posed by water quality is difficult as conditions can vary substantially in a very short space of time. In general, the health risk will depend on the number and proximity of sewage effluent discharges in any particular body of water.
- b. There are currently no micro-biological standards for recreational water and at present only the powers provided under the Public Health Act 1936 – Section 259 to deal with “any pond, pool, ditch, gutter or water course which is so foul or in such a state as to be prejudicial to health or a nuisance” provide us with protection.
- c. Many organisms causing gastro-intestinal illnesses (eg Salmonella) can be found in water contaminated with sewage and extra precautions should be taken when rowing on floodwater and water known, or suspected, to contain sewage

### **Safety Procedures for the use of the River and Canal**

138. The Club Water Safety Advisor shall advise all members and those boating from the club as to the current river conditions.
139. The Captain, Commodore, Water Safety Advisor or Coaches will advise members as to the current river conditions during general club training times.
140. Members who wish to boat on the water outside of structured squad training times are recommended to check the river status on the EA website.
141. The Captain, Commodore or Club Water Safety Adviser (or in their absence, the coaches) have the right to stop crews boating if it is judged that the crew or equipment is not suitable for the prevailing conditions. This decision takes into account other factors such as temperature, visibility, wind conditions or other safety concern.
142. Individuals and visiting clubs using their own equipment on the water boating from BOARC facilities under river conditions where restrictions apply do so at their own risk and acknowledge that they are taking full responsibility for their safety and the safety of those that they are boating with and accept that BOARC are not liable for any damages or losses that may result from boating when restrictions are in place.

143. Nothing in the above removes the ultimate responsibility of safety from the individual. If you are not happy to go out in the prevailing conditions regardless of what the coach / crew / EA website indicates then you can, and should say “NO”.
144. Bear in mind that the river conditions / weather can change rapidly. Crews must be prepared to abandon an outing at any time if the conditions deteriorate once they are on the water and should then return to the boathouse by the safest route.
145. Always keep on the right of the river or navigation.
146. Overhanging and low branches trees of trees and bushes are a natural hazard and need to be noted and avoided. This is particularly important following heavy rain when the branches may be lower than normal. Equally if the river is higher than normal after heavy rain the hazard is more likely.
147. The Club, in conjunction with other bodies where appropriate, will take action to minimise the ‘obstacle hazards’ in the river and along the bank side. This has to be done with full recognition of the habitat and other issues relating to the environment. Members should not take ‘unilateral action’ except when an immediate danger to all river users is identified. The Safety Officer must be advised of the action taken.
148. Avoncliff weir should be treated with great caution in higher water conditions. Crews and kayakers should consider turning early.
149. The River Avon at Bradford on Avon is a significant habitat for birds and other wildlife. Care should always be taken to avoid contact or disturbance of swans and ducks or any other water borne birds, as well as avoidable damage to the bank or vegetation.

## Contact Details along the River Avon

