



# STRATFORD-UPON-AVON BOAT CLUB

## Member's Handbook

2014

### KNOWLEDGE AND RESPONSIBILITIES

#### Knowledge

Rowing requires technical knowledge and coordination. This handbook outlines basic club procedures and tells you where you can find the full information you need to know as a member of the club.

These are the sources of information:

- **Constitution** - *how the club is structured* - on the Club website
- **Rules** - *how the club is organised* - on the Club website
- **Safety Plan** - *how rowing operates at our club* - on the Club website
- **Risk Assessment** - *analysis of the risks we face and how to manage them* - on the Club website
- **Notice boards** - *current and changeable information* - above the signing out desk, on the boat house doors, in the foyer and club room.
- **British Rowing 'Row Safe' policy** on BR website

#### Responsibilities

Whilst the Management Committee is responsible for Health and Safety at the Club, it is all Member's responsibility to:

- exercise reasonable care for their own health and safety, and that of others, who might be affected by what they do or fail to do.
- not interfere with, or misuse, anything provided by the Club.
- co-operate with the Club to enable it to comply with its responsibilities.
- be familiar with all the required knowledge provided.

# ROWING AND EQUIPMENT

## Use of Club

Only paid-up members may use the club facilities unless specifically agreed with the Captain or a VC. See Safety Plan.

## Training

All members must complete an annual Basic Training Session before they are permitted to take part in the activities of the club. Attendance will be recorded in the 'Current Members' notice board.

## Coaches

All members will be assigned a VC or coach who will be their key point of reference. See Safety Plan.

## Rowing Levels

Vice Captains will designate each member as 'Beginner', 'Club', or 'Performance' level. Boats will be allocated to each rowing level and may only be used by appropriate level rowers. To progress from Beginner to Club level members must satisfy their coach that they are safe rowers. Your level will be recorded on the Current members notice board.

## Use of Equipment

Notices are displayed in the clubroom to clearly show which equipment you can use. You will need to ask the Head Coach or your VC for permission to take out equipment which is not of the appropriate weight. All boats are allocated a set of blades that are clearly labeled with the boat's name. No blades are to be used with different boats, other than with the agreement with the Head Coach or VC.

## Booking out equipment

All equipment must be properly logged out and back in the books on the desk at the end of the sculling annex. Instructions on how to do this are clearly displayed on the notice board above the desk.

## Boat Safety Check

A safety check should be done every time a boat is taken out. See notice board for check points. Any damage needing attention should be recorded in the outings book before boating.

## Reporting Damage or Incidents

All damage to equipment, collisions, capsizes and near misses during an outing should be properly reported. Notices on how to do this are on the board above the desk at the end of the sculling annex.

## Squad Training Times

All squad training times are displayed on the notice boards in the clubroom and the main boathouse.

## Boating

Key points on getting boated and returning to the landing stage safely are displayed on the main boathouse doors.

## Care of Equipment

Members are responsible for the proper care of the equipment. The Management Committee has the power to charge individual members for damage to club equipment caused by carelessness or neglect. See notice board on boathouse doors for key points.

## Adjustments to Equipment

Stretcher positions can be adjusted. Slide rails can be adjusted but must be returned at the end of the outing. No other adjustments or conversions are allowed unless you have specific advance agreement of the Head Coach or Vice Captain. Blade gearing has a club setting and **must not** be changed. Adjustments can be achieved using clams. See notice on boat house doors.

## Competitions

Entry for events can only be made through your Vice Captain. A list of events that the club will be attending is displayed on the notice board in the clubroom.

# RISKS

## **Risk Assessment**

A risk assessment is a simply examination of what could cause harm *in the conditions prevailing on the day*, so that measures can be taken to reduce and prevent potential harm. *Conditions will be different every day, so risk needs to be thought through for every outing.* See the Safety notice board for how to assess your risk. See Safety Plan.

## **Swimming ability**

All rowers must be able to swim 50m and tread water for two minutes in rowing kit. This is tested at the capsize drill. See Safety Plan.

## **Capsize drill**

All rowers wishing to row upstream must attend a capsize drill or attend a briefing session with their VC. Attendance at a Capsize Drill will be recorded on the `Current Members' notice board. In the event of a capsize you should always stay with your boat. The boat is your float. See Safety Plan.

## **Clothing**

Rowers should wear light tight fitting clothing with as many layers as needed depending on the weather and forecast - no items which will soak up water in a capsize eg loose fleeces, open pockets or hoodies. Kit should include a tight fitting high vis item for use when circumstances require it. Rowers should always have a dry change of clothing in case of capsize. See Safety Plan.

## **Navigation**

Local Navigation Rules and circulation pattern can be found on the Safety notice board.

## **Rowing upstream**

Rowers who go upstream are distancing themselves from help should an incident occur and therefore they should get VC approval before doing so. Junior rowers may not go upstream without a coach and launch. See Safety Plan.

## **Guidance on avoiding collisions**

If you collide with another boat it is your fault as it indicates that you were not looking around often enough for the speed and conditions. There are three key risk collision points on our stretch of the Avon. These are highlighted on the Safety notice board in the foyer.

## **Guidance on rowing when river is crowded**

When the river is crowded, rowers should slow down and look ahead more frequently. Race pace pieces should not be done in crowded conditions. See Safety Plan.

## **Guidance on rowing when stream is fast or river high**

When the stream is fast or high rowers should consider whether it is safe to go out. This will depend on experience. Rowers should turn early to avoid being swept onto the weir chain. See Safety Plan.

## **Fire**

See the Safety notice board in the foyer.

## **Injuries**

See the notice board above the signing out desk. First-aid boxes located at in the kitchen and on the signing out desk. All accidents, no matter how small, must be logged on the accident report book.