

BY-LAWS FOR ROWING (and Safety Plan)

Updated at AGM April 2016

Any queries please contact: captain@broxbournerowingclub.org

Emergency Contact details

You should only call 999 in an emergency

An emergency is where:

- There is a danger to life or a risk of injury being caused imminently
- A crime or is being committed and is in progress
- Someone is seriously ill or injured, and their life is at risk
- It is a serious incident which needs immediate police or ambulance attendance

In all other cases please call (if possible get a committee member to call):

Essex Police 101 or 01245 491491

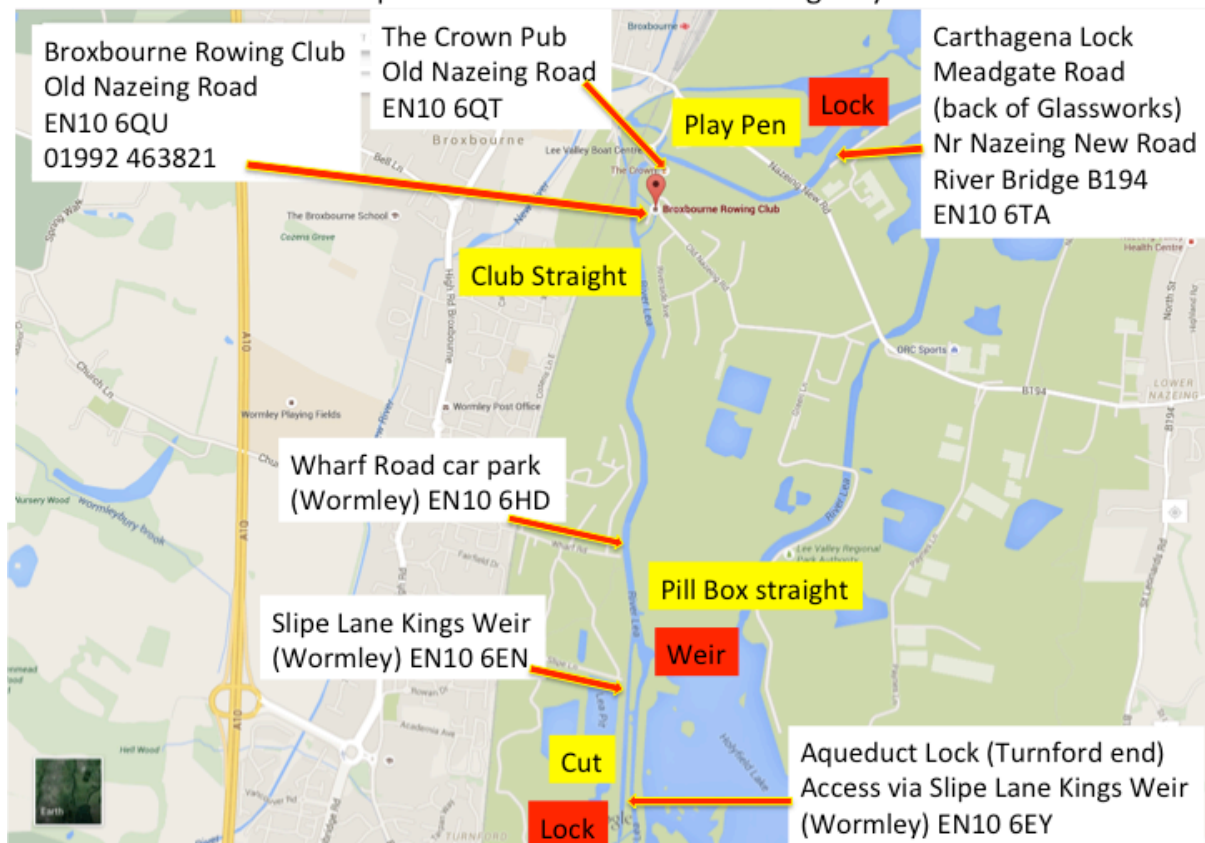
NHS non-emergency medical helpline 111

Nearest Hospital with A&E - Princess Alexandra Hospital, Hamstel Road, Harlow, Essex CM20 1QX

Club address Broxbourne Rowing Club Old Nazeing Road Broxbourne Essex EN10 6QU
Club Phone No. 01992 463821

Map of the normal rowing area with emergency access points and hazards

Local hazards and access points to the River Lea for Emergency Vehicles



1. The Use of the River

- 1.1. The normal stretch of river used by the club is the River Lea (Lee) Navigation between Carthagen Lock (upstream) and Aqueduct Lock (downstream). The reference map above is also on display in the clubhouse indicating access points to the river, with postcodes to aid emergency services. The river may be closed for rowing by a member of the rowing or management committee for any reason, e.g. adverse weather or club regattas. The club will inform members that the river is closed and display an appropriate sign.
- 1.2. All craft shall boat from and return to the landing stage with bows pointing upstream.
- 1.3. Each crew will display a number corresponding to their class of boat (1, 2, 4, or 8) on the board on the boathouse so it is clear which boats are on the water at any one time. The numbers will be removed at the end of the outing.
- 1.4. All craft must abide by the rules of navigation, i.e. keep to starboard or right hand side of river in the direction travelling.
- 1.5. All crew members, especially scullers and crews in coxless boats, will exercise extra care and maintain a lookout at all times. This is particularly important around major bends and when passing through the bridge when entering the cut between King's Weir and Aqueduct Lock.
- 1.6. Boats coming downstream have right-of-way at the Crown Road Bridge and King's Weir.
- 1.7. All boats must take care when entering the cut (under the bridge between King's Weir and Aqueduct lock).
- 1.8. Boats must only turn at the weirs or the white bridge or where there is clear vision in both directions of at least 50m
- 1.9. All boats must slow down when negotiating corners and proceed with care.
- 1.10. Coxes and rowers must shout appropriate warnings to other river users to avoid incidents whenever possible. There are three levels of warning:
 - **Take a look** – warning other boat(s) in the area, that might not have been seen your boat
 - **Look ahead** – likely collision if avoidance action not taken
 - **Stop** – all boats need to urgently stop in order to avoid collision
- 1.11. Members under 18 years of age may not use the river without a supervising adult and the permission of the Junior Vice Captain. All members using the river in an unsupervised capacity do so at their own risk.
- 1.12. Members must not use foul or abusive language. The Club reserves the right to take disciplinary actions if incidents occur.
- 1.13. All members must be courteous to other river users. The Club reserves the right to take disciplinary actions if incidents occur.

2. Health and Safety

- 2.1. All members must be aware of and adhere to British Rowing 'Row safe' guidelines online at <http://www.britishrowing.org/about-us/policies-guidance/rowsafe/>
- 2.2. All incidents should be reported in the incident book that is located in the clubhouse (kitchen). The Safety Adviser or a member of the rowing committee should be made aware of the incident immediately. Incidents that should be recorded include:
 - collisions (damage to be reported in repairs book)
 - injury
 - capsize

It is to be noted that there are recordable and reportable incidents included in the book seek advice regarding which section to use. As a general rule serious incidents are reportable, less serious are recordable.

Seek advice from the Club's Safety officer or Captain if you are unclear about instructions in these guidelines.

- 2.3. Beginners and novice crews may not use the river unless accompanied by a senior member. Beginner crews should not be coxed by beginner coxes unless supervised.

- 2.4. All active rowing members (and coxes) must be able to swim a minimum of 50 metres in light clothing (rowing kit), tread water for 2 minutes and swim underwater for 5m.
- 2.5. All crew members should be aware of equipment safety features such as working heel restraints, bow ball and adequate buoyancy. Each crew member is responsible for checking their own boat including heel restraints (no longer than 7cm), footplate, rigger bolts, etc. before the outing. Steers & coxes should check rudder gear before an outing. Coxes should charge and check Cox boxes before an outing. More advice is available from British Rowing: <http://www.britishrowing.org/sites/default/files/publications/22523/RowSafeLeaflet.pdf>
- 2.6. All coxes should wear life jackets on top of all other garments and know how to use them.
- 2.7. Members must be appropriately dressed on the river for the conditions prevailing.
- 2.8. Single scullers and bow seat crew members should wear highly visible clothing at all times (navy blue and black are unsuitable).
- 2.9. In the event of a boat being capsized or swamped, crew members should make every effort to stay with the boat, and either right it and re-board, or tow it to the bank. However, in cold conditions the priority is to remove the rower from the water as soon as possible if there is any danger whatever from swim failure or hypothermia.
- 2.10. British Rowing advises that rowing in the dark can be hazardous and should be avoided wherever possible. Crews rowing in the dark must take extreme care and follow the local rules:
 - 2.10.1. Extreme care must be taken and local night rowing rules of navigation must be followed: a solid (not flashing) white light at the front of the boat (bow) and a red light at the rear. Failure to do so endangers others as well as themselves. It is advised that lights are mounted at the extreme ends of the boat; rigger mounting can be dangerous. The Club reserves the right to take disciplinary actions if instances of non-compliance occur.
 - 2.10.2. Weather conditions should be assessed and boating in poor visibility conditions should be avoided. In the event of potentially dangerous conditions officials of the club may close the rivers for rowing.
 - 2.10.3. All crew members of all boats should be aware of each-others movements; use of tidal flow is encouraged where appropriate.

3. Tidal Flow

- 3.1. Tidal flow will operate where required on Saturday and Sunday mornings between 8am and 9:30am (boats must have pushed off from the landing stage by 8:20am). Prompt start at 8:30 from Kings Weir and operating between the Crown Bridge and King's Weir. This is to ensure that crews are able to train effectively in safe conditions where multiple crews are using the river. The Rowing Committee will review Tidal Flow arrangements on a regular basis and advise the membership of any necessary changes.
- 3.2. Tidal flow may be used at other times if it is deemed necessary by a rowing committee member and or the majority of crews using the river. An exception to this is 9:30-11am on weekends to permit slower crews to use the whole stretch of river. In the event of difficult river or weather conditions Tidal Flow may, for safety reasons be enforced.
- 3.3. There are no set rules for joining Tidal Flow but it is important that slower crews do not impact heavily on the activities of the faster crews. Where present, a Tidal Flow Marshal shall have the final decision on this matter. Vice Captains should consult with the Captain and or the Tidal Flow Marshal regarding the inclusion of slower crews. Unless they are able to keep up with the pace of the faster boats in Tidal Flow slower crews are advised to use the stretch of water between the Crown Bridge and Carthage lock (playpen) or to be below Kings Weir (the cut) before 8:20a.m returning after 9:30 a.m. behind Tidal Flow.
- 3.4. All boats will proceed such that all boats are travelling in one direction at a time. Boats will travel in an order such that the fastest boats go first, so that overtaking is minimised. Crews overtaken during one trip will yield to faster crews on the next trip. Boats are to go off after the boat ahead as promptly as is safe and with no more than three boats lengths distance.
- 3.5. Boats will spin quickly and marshal safely at either end of the river close to the designated bank and not obstruct other crews. Boats will marshal without big gaps, to minimise the marshalling area. Stops for coaching or other purposes are not permitted.

- 3.6. Boats should remain in Tidal flow for its duration. If a crew wishes to withdraw the Marshal or other boats ahead and behind them, should be advised at all times and withdrawal should only occur on the downstream leg with the crew concerned taking up a position at the rear of the flow and dropping off the back. Failure to do this can create an obstruction at the landing stage and hence present a risk to other river users. Boats intending to end their outing before the end of tidal flow should not spin as a clear indication to other boats, then wait until all boats in the flow have moved away and are clear before turning and landing.
- 3.7. In the event of difficult conditions the Marshal on the bank, the Safety Officer or the Captain may alter the flow rules to improve safety. These changes will be conveyed to Tidal Flow participants and must be adhered to. This could in extreme circumstances mean a cancellation of Tidal Flow.
- 3.8. All crews and scullers must remain alert at all times in tidal flow and respect the instructions of the Marshal on the bank.

4. Boats and equipment

- 4.1. All boats at the club including private boats need boat identification; this is the three letter code issued by British Rowing, together with a three digit fleet number which is determined by the club (e.g. BRX000). The lettering must be in capitals, in a regular sans serif (Arial "style") font, with a minimum height of 6cm and clearly readable (in a contrasting colour) on both port and starboard saxboards or vertical surface.
- 4.2. Boats and equipment will be allocated within the squads by the Captain and appointed Vice Captain.
- 4.3. Members' use of boats will be in accordance with their competence category as deemed by a member of the Rowing Committee e.g. green is for use by any member, amber is for use by competent members or crews only.
- 4.4. Boats allocated as red are to be used only with prior permission from the Captain and only for the agreed time period, such as up to a certain race; having permission to use a boat once does not give ongoing permission. It is difficult to make decisions on the day so all requests for boat use must be done prior to the event to enable the necessary liaising and consultation to take place.
- 4.5. All damage is to be recorded in the boat maintenance book and be advised to the Equipment Officer or any member of the Rowing Committee who will report to the Captain and Equipment Officer.
- 4.6. The Equipment Officer or Rowing Committee has the power to remove any boat from use, if it is in need of repair.
- 4.7. Boats are to be wiped down after every outing and cleaned inside and out with running water every weekend or as directed by the Rowing Committee.
- 4.8. Boats privately owned by members may be racked at the Club subject to space and prior approval by the Captain, payment of an annual fee agreed by the Management Committee. Privately owned boats must be covered by marine liability insurance, a copy of which must be presented to the Club on request. The Club will not be liable for any loss or damage to any such boat, however this is incurred.

5. Regattas, events and training camps

- 5.1. An Entries Secretary appointed by the Rowing committee will be responsible for co-ordinating race entries.
- 5.2. Vice Captains will be responsible for providing event entries and payment/collection of entry fees and any other expenses to the entries secretary ahead of the event.
- 5.3. Coordination is essential when more than one group are taking part at an event and will occur between the Vice Captains, Entries Secretary and Captain.
- 5.4. Members shall abide by the rules of the event that they are competing at and be aware of any local rules of navigation, especially when competing abroad.
- 5.5. Club kit will be worn for racing and club kit and colours will be worn as outer layers where possible when representing the club at competitions.
- 5.6. All racing crews are responsible for loading and unloading boats and their return to a condition for use as soon as possible after the race, and all MUST be rigged and racked by the Wednesday, plus the truck and trailer are to be emptied and all equipment including ties put away and all rubbish put in the bin.

- 5.7. Towing drivers must be aged 25 or over with a minimum of one senior member as a passenger. The driver must have an appropriate licence for towing and be responsible for checking that the vehicles are roadworthy. All drivers must be approved by the Captain.
- 5.8. The Club vehicles are to be left clean and tidy and full with fuel. Any damage reported to the Captain.

6. Gymnasium

- 6.1. Use of the gymnasium is restricted to Rowing members only.
- 6.2. Members aged under 17 must not use the gym without coach supervision. Juniors aged 17 and over may use the gymnasium with adult supervision and permission from their Vice Captain. No weights are to be used by Juniors without Junior Coach supervision.
- 6.3. The Rowing Committee may restrict the use of the gymnasium to certain groups for specific periods.
- 6.4. All equipment must be tidied away after use.

7. Boat House / Clubhouse

- 7.1. The Boat House and Clubhouse are to be kept tidy at all times.
- 7.2. All fire doors and fire equipment to be kept clear and accessible and in working order at all times.
- 7.3. All equipment to be stored in the correct place, i.e. bikes, oars, riggers, ties, cox-boxes etc.
- 7.4. The last person to leave the premises is to turn off all the lights and secure all doors and windows.

8. Schools/Colleges

- 8.1. Use of the Club's facilities by any school or college needs to be approved by the Rowing Committee and ratified by the Management Committee.
- 8.2. Schools and colleges shall abide by the allocated times of boating.
- 8.3. Schools and colleges can only use the allocated equipment.
- 8.4. All schools and colleges need to liaise with the Rowing Committee before submitting any of their own equipment for use.