

BY-LAWS FOR ROWING (and Safety Plan)

Updated at Rowing AGM September 2023

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
- You suspect a serious crime is in progress
- Someone is seriously ill or injured
- 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

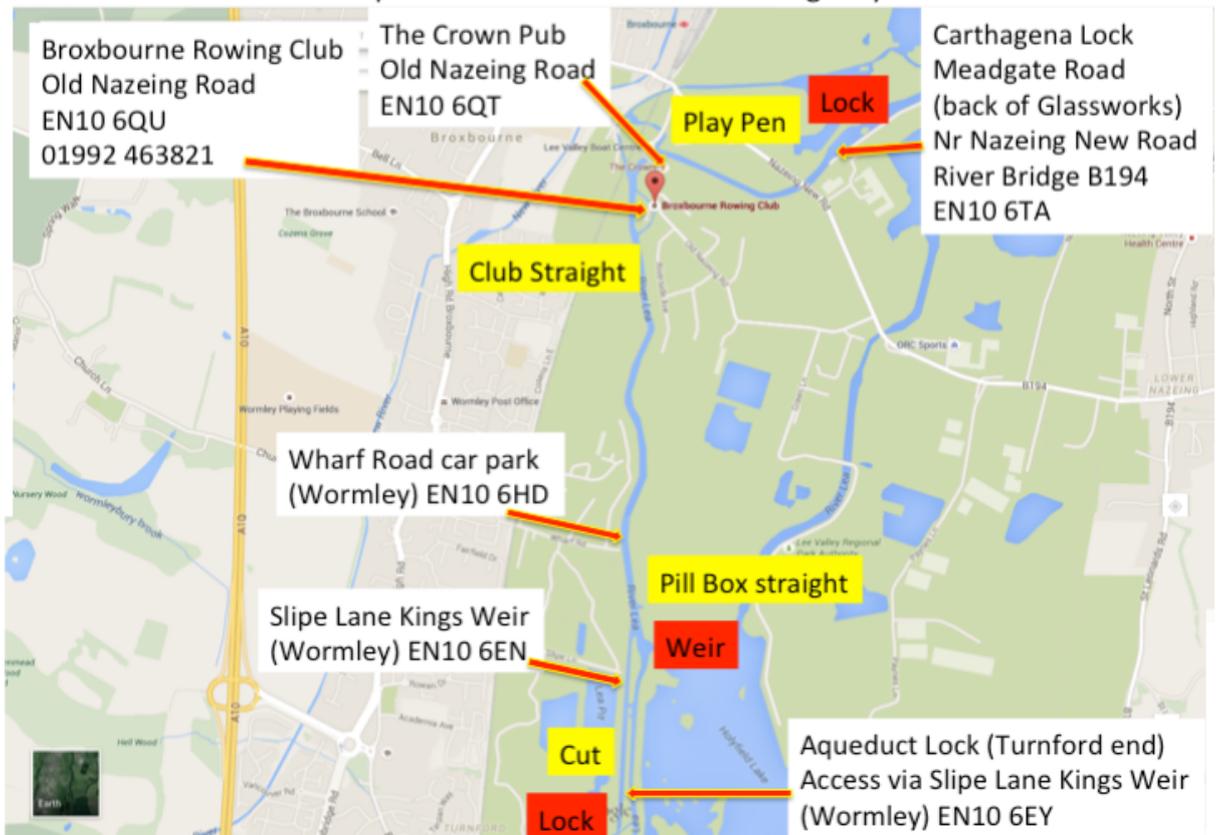
Broxbourne

Essex EN10 6QU

Tel No 01922 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 Navigation between Carthagera 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.

1.2 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.

1.3. All craft shall boat from and return to the landing stage with bows pointing upstream.

1.4. Each crew will display a number corresponding to their class of boat (1, 2, 4, or 8) on the board on the clubhouse 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.

1.5. All craft must abide by the rules of navigation, i.e. keep to starboard or right hand side of river in the direction travelling.

1.6. 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.

1.7. Boats coming downstream have right-of-way at the Crown Road Bridge and King's Weir.

1.8. All boats must take care when entering the cut (under the bridge between King's Weir and Aqueduct lock).

1.9. Boats must only turn at the weirs or the white bridge or where there is clear vision in both directions of at least 50m.

1.10. All boats should take care and must slow down when negotiating corners .

1.11. 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

Hold it up – likely collision if avoidance action not taken

Stop/ Hold it up hard – all boats need to urgently stop in order to avoid collision

1.12. Members under 18 years of age may not use the river without an approved 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.

1.13. Members must not use foul or abusive language. The Club reserves the right to take disciplinary actions if incidents occur.

1.14. 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 promptly on the British Rowing website via the incident reporting tool. 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 (in addition damage to be reported in repairs book)
- injury
- capsize
- Close calls

It is to be noted that there are 'Recordable' and 'Reportable' incidents included. 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 Adviser or Captain if you are unclear about instructions in these guidelines.

2.3. Beginners and novice crews may not use the river unaccompanied until signed off by an appropriate senior club member. Beginner crews must 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 must wear highly visible (preferably fluorescent) clothing at all times (navy blue and black are unsuitable).

2.9. If a boat is capsized or swamped, crew members must stay with the boat, and either right it and re-board, or tow it to the bank. The crew should only leave the boat if there is an inherent risk by staying with the boat. 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 other's movements; use of Tidal Flow is encouraged where appropriate.

3. Tidal Flow

3.1. Tidal Flow will operate where required. 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. A sign on the club house will indicate when Tidal Flow is in operation.

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 11am -1pm 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. Boats should muster at the white bridge to join the next run. Boats should not spin onto the back of a flow.

3.4. There are no set rules for joining Tidal Flow but it is important that slower crews or boats joining or leaving the Flow do not impede other crews. The Captain and marshals shall have the final decision on this matter. Vice Captains should consult with the Captain or their delegate 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) during Tidal Flow.

3.5. 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.

3.6. Boats will spin quickly and marshal safely at either end of the river close to the designated bank and not obstruct other crews. Stops for coaching should be kept to a minimum.

3.7. If a crew wishes to withdraw the coach or bank riders, should be advised 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.

3.8. In the event of difficult conditions the Safety Officer or the Captain/ Captain's delegate 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.

3.9. All crews and scullers must remain alert at all times in Tidal Flow and respect the instructions of the coach or bank riders.

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 relevant 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.

4.4. Boats allocated as Red are to be used only with prior permission from the Captain. All requests for boat use must be made to the Captain prior to the event to enable the necessary liaison and consultation to take place.

4.5. Boats will be allocated by the captain who will have the final say on equipment usage

4.6. All damage is to be recorded in the boat maintenance book (by the clubhouse front door) and be advised to the Equipment Officer or any member of the Rowing Committee who will report to the Captain and Equipment Officer.

4.7. The Captain or Equipment Officer has the power to remove any boat from use.

4.8. Boats are to be wiped down after every outing and cleaned inside and out with soapy water and dried every weekend or as directed by the Rowing Committee.

4.9. 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 set 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.

4.10. The Captain in discussion with the Vice captains has the right to give warnings and/or sanctions to any member who is found to have caused damage to equipment or has broken any of these By-laws (see 9 below).

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5. Regattas, events and training camps

5.1. The Vice Captains and Captain 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 including trailering fees, 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 and Captain. The Captain's decision on boat allocation shall be final.

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, ideally by the Monday after the event but no later than the following weekend.

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 or Equipment Officer.

5.8. The Club vehicles are to be left clean and tidy and fully fuelled. Any damage must be promptly reported to the Captain.

5.9. Trailer fee must be paid in full before club events. Anyone found to be in arrears may not be allowed to attend future events.

5.10. Trailer fee will be charged in accordance with the trailer fee policy.

6. Gymnasium

6.1. Use of the gymnasium is restricted to Rowing members only.

6.2. Members aged under 16 must not use the gym without coach supervision. Juniors aged 16 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. The Rowing Committee shall publish a list of gym rules which will be reviewed on a regular basis. A copy will be displayed in the gym.

7. Boat House / Clubhouse

7.1. The Boat House is 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, etc.

7.4. The last person to leave the premises is to turn off all the lights/heaters and secure all doors and windows.

7.5. The Management Committee may shut or restrict access to the clubhouse as needed.

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.

9. Warnings and Disciplinarys.

9.1 If a member breaks these By-Laws a 3 strikes warning system will be used.

Warning 1: Reminder of the Rules

Warning 2: Spoken to by Captain and /or Vice Captain and possible restrictions to rowing

Warning3: Reference to the Management Committee to decide on appropriate sanction in the form of restrictions to rowing. Sanction to be confirmed in letter from the club.

9.2 Where a breach of these By-laws causes damage to equipment on a first offence a 2 week sanction restricting the use of equipment can be imposed eg removal from Captains's permission quipment. If further incidents causing damage occur involving the same member or crew further sanctions may be imposed.