



Broxbourne Rowing Club Bylaws and Safety Plan

Version Control

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Broxbourne Rowing Club: Bylaws and Safety Plan



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Broxbourne Rowing Club: Bylaws and Safety Plan



1. Introduction

Welcome to Broxbourne Rowing Club. This document sets out our club bylaws and safety plan, designed to help everyone enjoy rowing safely and make the most of our facilities. We ask all members to follow these guidelines so that the river and clubhouse remain welcoming and accessible for all. If you have any questions or suggestions, please speak to a member of the Management Committee. This document should be read in conjunction with

[Club Rules](#)

[Safety Policy](#)

[Emergency Response Plan](#)

Guide for Junior Rowers and their Parents/Carers

Junior Gym Rules

Trailer Towing Guidelines

2. Emergency Procedures/Information

Contact: captain@broxbournerowingclub.org

Club Address: The Clubhouse, Old Nazeing Road, Broxbourne, Essex EN10 6QU

What3words: client.inner.pardon

Call 999 only in emergencies involving imminent danger to life, serious injury or illness, or a crime in progress.

For non-emergencies:

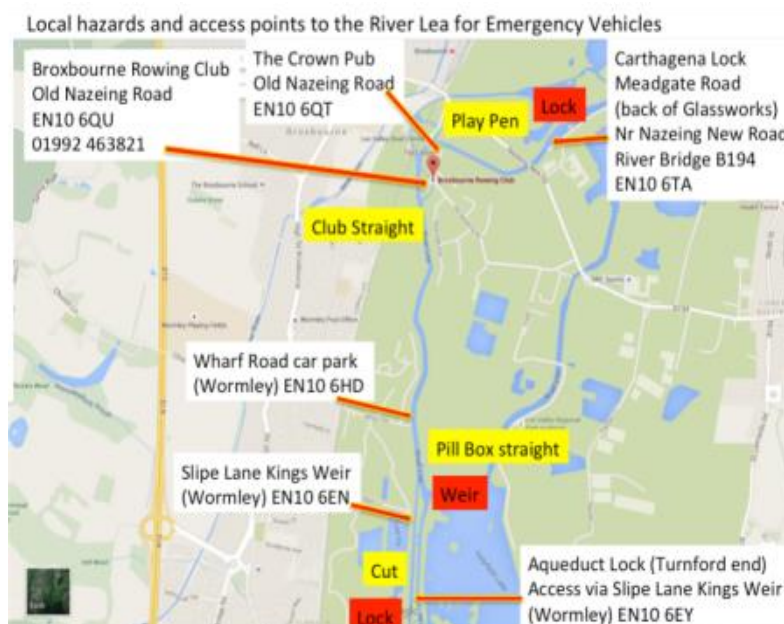
- Essex Police: 101 or 01245 491491

- NHS Helpline: 111

- Nearest A&E: Princess Alexandra Hospital, Harlow, CM20 1QX

Emergency access points and river maps are displayed in the clubhouse.

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



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3. River Use

The main 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.

Conditions of river use are as follows:

- 3.1. 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.
- 3.2. All craft shall boat from and return to the landing stage with bows pointing upstream.
- 3.3. Each crew will display a number corresponding to their class of boat (1, 2, 4, or 8) on the board at 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.
- 3.4. All craft must follow the rules of navigation, i.e. keep to starboard or right-hand side of the river in the direction travelling.
- 3.5. Crew members, especially scullers and crews in coxless boats, should 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.
- 3.6. Boats coming downstream have right-of-way at the Crown Road Bridge and King's Weir.
- 3.7. All boats must take care when entering the cut (under the bridge between King's Weir and Aqueduct lock) and must slow down when negotiating corners.
- 3.8. Boats must only turn at the weirs or the white bridge or where there is clear vision in both directions of at least 50m.
- 3.9. Coxes and rowers must use 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
- 3.10. Members under 18 years of age may not use the river without an approved supervising adult and the permission of the Junior Vice Captain.
- 3.11. All members using the river in an unsupervised capacity do so at their own risk.
- 3.12. Members must be courteous to all river users and avoid foul or abusive language.

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4. Health and Safety

- 4.1. 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/>
- 4.2. 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, capsizes and any near misses. 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
- 4.3. A fully stocked first aid box is located in the clubhouse kitchen area, and an automated external defibrillator is positioned outside the gym for emergency use. Members should note that a qualified first aider may not always be present on site, therefore individuals must be prepared to administer basic self-care or immediately summon emergency assistance if required. The club will make every reasonable effort to ensure a qualified first aider is available during junior sessions.
- 4.4. Beginner crews must not be coxed by beginner coxes unless supervised. Beginners and development crews may not use the river unaccompanied until signed off by a Coach, Captain or Vice Captain.
- 4.5. In line with British Rowing Rowsafe, everyone taking part in rowing should:
 - Be able to float unaided for at least 5 minutesand ideally
 - be able to swim 50m in full rowing kit,
 - tread water for at least 2 minutes
 - swim under water for at least 5 metres
- 4.6. Rowers who can only float or swim when wearing a buoyancy aid should also wear such an aid or a life jacket whenever they are afloat.
- 4.7. All crew members should be aware of and are responsible for equipment safety checks including heel restraints (no longer than 7cm), bow ball, rigger nuts, top nuts, seat slides/runners and adequate buoyancy. Steers and coxes should also check steering mechanisms, including rudder and cox boxes. More advice is available from British Rowing: <http://www.britishrowing.org/sites/default/files/publications/22523/RowSafeLeaflet.pdf>
- 4.8. All coxes must wear life jackets on top of all other garments and know how to use them.
- 4.9. Members should be appropriately dressed on the river for the prevailing conditions.

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- 4.10. Members with long hair should ensure this is tied into a knot or plait. Hoodies/jackets should not be worn as hoods can prevent good look out and pockets can get caught in oar handles (and steering mechanisms for coxes).
- 4.11. Single scullers and bow seat crew members must wear hi-visibility tops over other clothing, including all-in-ones at all times; ordinary orange, yellow and green tops are not suitable as they cannot be seen from a distance.
- 4.12. If a boat is capsized or swamped, crew members should 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 whatsoever from float/swim failure or hypothermia.
- 4.13. 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:
 - 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. See Rowing in the dark guidance.
 - 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. See Adverse Weather conditions guidance (add link/website)
 - All crew members of all boats should be aware of each other's movements; use of Tidal Flow is encouraged where appropriate.

5. Tidal Flow

- 5.1. Tidal flow operates in line with the prevailing rowing timetable (displayed in the clubhouse). This is to ensure safety on the river during busier set training times so that racing squads can complete appropriate water-based training unimpeded and whilst all boats are travelling in the same direction to reduce the risk of collision. Clear communication of intentions or relating to any hazards should be maintained between crews, coaches, bank riders and other river users.
- 5.2. The Rowing Committee review arrangements on a regular basis and advise the membership of any necessary changes.
- 5.3. All crews and scullers must always remain alert in tidal flow and respect the instructions of the coach or bank riders.

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- 5.4. 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. A sign on the club house will indicate when tidal flow is in operation. If boats are already afloat, as indicated by the board, boats launching should wait at the white bridge for their return and advise them tidal flow is in operation.
- 5.5. In the event of difficult river or weather conditions Tidal Flow may be enforced for safety reasons including 11am to 1pm on weekends.
- 5.6. Boats should gather at the white bridge to join the next run.
- 5.7. Boats should not spin onto the back of the flow unless they have previously agreed this with the Captain or their deputy due to boat sharing or crew change and communicated it with others.
- 5.8. Slower crews entering tidal flow should not impede others. Vice Captains should check with the Captain about including slower crews. The Captain, coaches, or bank riders will decide on the appropriateness of crews in the tidal flow. Crews unable to keep up with the flow should use/may be directed by a coach or bank rider to the playpen area (between Crown Bridge and Carthage Lock) or stay below Kings Weir during Tidal Flow.
- 5.9. All boats proceed in the same direction with the fastest boats going first in order that overtaking is minimised. Crews overtaken during one trip must yield to faster crews on the next trip.
- 5.10. Boats will spin quickly and marshal safely at either end of the river close to the designated bank in the agreed order and not obstruct other crews. Stops for coaching should be kept to a minimum.
- 5.11. If a crew wishes to withdraw, the coach or bank riders should be advised. Withdrawal should occur on return from the weir with the crew concerned taking up a position at the rear of the flow and dropping off the back to avoid creating an obstruction at the landing stage. Faster crews who drop out at the white bridge end of a run should face upstream until all other crews have proceeded downstream on the next trip.
- 5.12. In the event of difficult conditions, the Safety Adviser, the Captain or their delegate may alter the flow rules to improve safety. These changes will be conveyed to participants and must be adhered to. This could in extreme circumstances mean a cancellation of a tidal flow.

6. Boats and equipment

- 6.1. Members are responsible for the safe use of boats at all times.
- 6.2. 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 be clearly readable (in a contrasting colour) on both bow and strokeside saxboards or vertical surface.

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- 6.3. Boats and equipment will be allocated within the squads by the Captain and relevant Vice Captain.
- 6.4. Members' use of boats will be in accordance with their competence category as deemed by a member of the Rowing Committee.
- 6.5. Boats allocated as "Captain's Permission" 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.
- 6.6. Boats will be allocated by the captain who will have the final say on equipment usage.
- 6.7. 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.
- 6.8. The Captain or Equipment Officer may remove any boat from use.
- 6.9. Boats **and blade handles** are to be washed down after every outing and cleaned inside and out with soapy water and dried as directed by the Rowing Committee.
- 6.10. Boats privately owned by members may be racked at the club subject to space. Prior approval by the Captain and 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 caused. The Captain may alter the rack allocation at any time to ensure the safety of all members when accessing boats.

7. Regattas, events and training camps

- 7.1. Vice Captains and Captain are responsible for co-ordinating race entries, entry fees and any other expenses, including trailering fees, ahead of the event and communicating these with the Rowing Committee.
- 7.2. Coordination is essential when more than one group is taking part in an event and will occur between the Vice Captains and Captain. Equipment will be allocated as outlined in 6.5
- 7.3. Members shall adhere to the rules of the event that they are competing at and be aware of any local rules of navigation, especially when competing abroad.
- 7.4. Club kit will be worn for racing and club kit when representing the club at competitions. Ideally club colours will be worn as outer layers where possible.
- 7.5. 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 Wednesday.
- 7.6. Towing drivers must have a minimum of one passenger with either the driver or passenger having experience of towing a trailer. The driver must have an appropriate license for towing and be responsible for checking that the vehicle is roadworthy. All drivers must be approved by the Captain or Equipment Officer and should refer to the towing and trailer guidelines.

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- 7.7. The club vehicle is to be left clean and tidy and fully fuelled; expenses can be claimed by sending receipts to the Treasurer. Any damage must be promptly reported to the Captain.
- 7.8. Trailer fees will be charged per event on a per capita basis and should be collected and paid in advance to the Trailer Account on behalf of each squad. Trailer Fees will be set by the Management Committee at the start of each financial year.
- 7.9. Trailer fees must be paid in full before club events to ensure ongoing inclusion in events.

8. Gymnasium

- 8.1. Rowing members only may access and use the gymnasium.
- 8.2. Juniors members may use the gymnasium in line with the prevailing Junior Gym Rules
- 8.3. The Rowing Committee may designate the use of the gymnasium to certain groups for specific periods.
- 8.4. Adult members are not routinely permitted access the gymnasium during junior session times without approval of the session lead.
- 8.5. The Rowing Committee will display a list of gym rules and prevailing timetable in the gym, which will be reviewed on a regular basis.

9. Boat House / Clubhouse

- 9.1. The Boat House and Club House should be kept tidy at all times. Members should:
 - Ensure they clean up/tidy up after themselves.
 - Not obstruct fire doors and fire equipment
 - Store equipment in the correct place, i.e. bikes, oars, riggers, etc.
 - Turn off all the lights/fans and secure all doors and windows when leaving the area they are using or premises overall unless it is clear others are still present; the last to leave must ensure all buildings and the car park are secured.
- 9.2. The Equipment Officer will ensure all fire equipment is in working order at all times.
- 9.3. The Management Committee may shut or restrict access to the clubhouse as needed.

10. Schools and Universities

- 10.1. Rowers and coaches are required to abide by these bylaws.
- 10.2. Use of the Club's facilities by any school or university needs to be approved by the Rowing Committee and ratified by the Management Committee.
- 10.3. Schools and universities shall abide by the allocated times of boating.
- 10.4. Schools and universities can only use the allocated equipment.
- 10.5. All schools and universities need to liaise with the Rowing Committee before procuring any equipment for their own use.

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11. Warnings and Disciplinaries.

11.1. Any breach of these bylaws will be managed as follows;

- Warning 1: Reminder of the Rules and possible time limited restriction by Captain.
- Warning 2: The Captain (and relevant Vice Captain if a squad member) will meet the member for a discussion and may impose further restrictions to rowing or use of the club and facilities.
- Warning 3: Reference to the Management Committee to decide on an appropriate sanction which will be confirmed in writing.

11.2. Repeated breaches may be dealt with via the disciplinary procedure outlined in the Club Rules.