



# Broxbourne Rowing Club

## Guide for Junior Rowers and their Parents/Carers

### Version Control

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# Broxbourne Rowing Club: Guide for Junior Rowers and their Parents/Carers

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## 1. Introduction

Broxbourne Rowing Club (BRC) is committed to providing a safe, enjoyable, and supportive environment for junior members. The club follows British Rowing (BR) policies and best practices for safeguarding, safety, and development. This document outlines all key rules, expectations, and guidance for junior rowers, their parents/carers, and volunteers.

## 2. Club Structure and Contacts

- 2.1. The Junior Squad is co-ordinated by the Junior Vice Captain, Lead Junior Coach, and Senior Coach.
- 2.2. Other key contacts are listed on the club website, including the President, Captain, Welfare Officer, and Safety Officer.
- 2.3. The club is a registered charity and company limited by guarantee.
- 2.4. The club is managed and run by volunteers.

## 3. Membership and Participation

- 3.1. Juniors with rowing experience will be assessed by a member of the junior coaching team and may be directed to undertake a learn to row course, or placed on our waiting list to join unless there is a space available.
- 3.2. Juniors with no rowing experience must complete a Learn to Row course before joining. Once the course is completed, juniors will be offered the opportunity to join the squad for 2-3 weeks before being required to sign up as full members.
- 3.3. Membership forms and fees are required to be completed; forms must be updated annually.
- 3.4. All data is handled in line with GDPR and the club's privacy policy.
- 3.5. Juniors are expected to attend at least two sessions per week, unless on holiday or with prior agreement.

## 4. Club Policies, Rules and Guidelines

- 4.1. All juniors and parents/carers must comply with Club Rules and Policies which are available on the website:
  - Club Rules and Rowing By-laws
  - Club Safeguarding, Anti-Bullying, and Online Safety Policies
  - Junior Gym Rules
  - British Rowing Code of Conduct
  - British Rowing RowSafe Guidelines

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## 5. Safety and Welfare

5.1. All activities follow British Rowing RowSafe guidelines. Juniors must:

- Be able to float unaided for at least 5 minutes

and 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

Those only able to float or swim when wearing a buoyancy aid should also wear such an aid, or lifejacket if coxing, whenever they are afloat

5.2. Juniors must also:

- 5.2.1. Wear suitable clothing for the weather conditions,
- 5.2.2. Wear warm layers when coxing in winter,
- 5.2.3. Only go on the water when authorised by a coach or the Junior VC.
- 5.2.4. Wear a lifejacket when coxing
- 5.2.5. All incidents must be reported to the coach and Club Safety Adviser.

## 6. Safeguarding and Supervision

6.1. The club adopts the British Rowing Safeguarding and Protecting Children Policy.

6.2. All coaches and volunteers working with juniors must:

- Complete DBS checks through Broxbourne RC,
- Complete safeguarding training,
- Be recruited via the club's Safer Recruitment process.

6.3. There must always be at least two DBS-checked adults present at sessions.

6.4. Juniors must never be left alone with only one adult (unless it is their own parent/carer).

6.5. Parents are responsible for transport to/from the club and for supervision at events away from the club. The coaching team are only responsible for juniors during the hours of the coaching sessions. If juniors arrive early or are picked up late the child is the responsibility of the adult or carer. Juniors should not enter the club house alone or wait in the club house alone after a session.

## 7. Session Rules and Risk Assessment

7.1. All sessions (water or land) require a risk assessment by the person in charge.

7.2. The Lead Junior Coach or Junior VC decides if sessions are water- or land-based

7.3. Minimum adult-to-junior ratios:

- At least 2 DBS-checked adults per session,

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- Recommended: 1 adult per 8-10 juniors, with higher ratios for younger or less experienced rowers.
- 7.4. All juniors must check in and out with their coach for each session.
- 7.5. Coaches and adult helpers must carry a throw line at all times when helping with water based activities and are required to be able to use it.
- 7.6. Coaches must ensure juniors can be recovered from the water within 5 minutes if capsized.
- 7.7. Following initial training junior rowers and coxes are required to have a clear understanding of
  - the navigation rules for the river and to be able to maintain their course on the correct side of the river,
  - the river locations where particular care is required,
  - the requirement to sign out before boating and to sign in after returning,
  - the procedure to be followed when boating or returning to the landing stage.
- 7.8. Juniors use of the gym outside of organized sessions must be conducted in line with the Junior Gym Rules & Guidance. Additionally juniors must not lift weights unless supervised by a coach.

## **8. Juniors Rowing or Coxing with Adult Crews**

- 8.1. A junior rower can row or cox with their parent in a crew boat if they are under the supervision of their parent at all times.
- 8.2. A junior rower can row or cox in boats with adults providing the Lead Coach or Vice-Captain has authorised the outing and there are two DBS checked adults, at least one of whom has completed safeguarding training, available to supervise the outing – these may be members of the crew. This includes any juniors transitioning to an adult squad at the end of their Junior Rowing career.

## **9. Behaviour and Conduct**

- 9.1. Juniors must follow instructions from coaches and adults at all times.
- 9.2. The club has a Code of Conduct and Anti-Bullying Policy which all members are expected to be familiar with and adhere to.
- 9.3. Poor behaviour may result in removal from sessions or the club.

## **10. Equipment and Facilities**

- 10.1. Juniors must take care when moving and using boats and other equipment.
- 10.2. All equipment must be cleaned and stored properly after use.
- 10.3. All trestles must be stowed away after use and the boat house secured.

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- 10.4. Juniors must not use the adult changing rooms; they may use the accessible changing room/toilet and come ready to row and not leave kit or shoes lying around. Lockers are provided for storing personal effects during sessions.

## **11. Communication**

- 11.1. Coaches will communicate via E-Mail, WhatsApp, or other agreed methods.
- 11.2. Parents/carers must keep contact details up to date
- 11.3. All communication with juniors goes through parents/carers. Juniors who have turned 18 will be allowed to participate in electronic group communication together with other adults.

## **12. Medical and Health**

- 12.1. All medical conditions must be declared on joining and kept up to date. Information about medical conditions must be available to session leads.
- 12.2. Juniors needing inhalers must carry them; coaches will carry epi-pens if required.
- 12.3. Open wounds must be covered; hygiene is essential to prevent infection.
- 12.4. The club follows anti-doping guidance from British Rowing and UKAD.

## **13. Photography and Online Safety**

- 13.1. Parental consent is required for photos/videos.
- 13.2. No personal details of juniors will be published.
- 13.3. Online safety and social media policies must be followed.

## **14. Races and Regattas**

- 14.1. Juniors are encouraged to race at appropriate events and race plans are shared in advance. Race and trailer fees must be paid promptly when confirmed.
- 14.2. Parents/carers are responsible for transport and supervision at events.
- 14.3. Juniors are expected to behave in a sportsmanlike manner at all events.

## **15. Parental Involvement and Volunteering**

- 15.1. The Junior Squad relies on parent/carer volunteers for coaching support, breakfast rota, event support, and more.
- 15.2. Volunteers must complete safeguarding checks and training.
- 15.3. Guidance is provided for parents helping with coaching or sessions.

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## **16. Training and Session Plans**

- 16.1. Training involves a mix of land and water sessions, scheduled throughout the year.
- 16.2. Provisional training plans are shared in advance; parents/carers should inform coaches if unable to attend an agreed session with as much advance notice as possible.
- 16.3. Juniors should always bring appropriate clothing, sun protection, food, and water.

## **17. Record Keeping**

- 17.1. The Junior VC keeps records of all juniors, including emergency contacts, medical info, and attendance.
- 17.2. Registers are taken at each session.

## **18. Additional Guidance**

- 18.1. Juniors must not smoke, vape, or consume alcohol/drugs on club premises, at events, or before sessions and races.
- 18.2. The club provides maps and guidance for safe navigation on club waters.

## **19. Reporting Concerns**

- 19.1. Any welfare or safeguarding concerns should be reported to the Club Welfare Officer or via the British Rowing reporting process.
- 19.2. For further details, refer to the club website or contact the Junior Vice Captain or Welfare Officer.