

CASTLE DORE ROWING CLUB

Registered Charity No. 1111204

www.castledorerowingclub.org.uk

Formed 1974

CLUB HANDBOOK: Code of Conduct and Water Safety

OFFICERS

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Club Welfare Officer : Mary-Jane Hunter

COMMITTEE

Robin Mills (Vice Captain)

Jo Virr (Vice Captain & Entries Secretary) 01726 834968 email: virr@btinternet.com

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Anna Bloomer (Boathouse Manager)

Hattie Bloomer

Trude Pascoe

Maddy-Rose Hunter (Junior Representative)

GENERAL

British Rowing's 'Row Safe' guidance (www.britishrowing.org) is to be followed in addition to the requirements set out in this Club Handbook.

CLUB OUTINGS

ADULT SOCIAL ROWING: Sun 10.30 am - all year, subject to tides (also Wed & Fri 6.30 pm in Summer)

JUNIORS: Saturdays 10.00 am in Winter. Fridays 4.30/5.00 pm in Summer.

RACING CREW TRAINING: Arranged within squads and individual crews; day and time subject to regular change.

SAFETY NOTICES

The Safety board in the boathouse displays the following information which all members and visitors should be made aware of:

- Warnings about the railway track
- A map of the river
- Local emergency numbers
- The Incident Book

SAFETY ON THE RIVER FOWEY

No inexperienced crew, or sculler, should go out without supervision. The club maintains a list of competent rowers who are authorised to lead outings or go afloat unsupervised. Specific rules apply to under 18s (see 'Junior outings, coaching and safety boat').

Every time you go out you must do your own risk assessment:

- Check the tides / state of tide. This will affect the depth of water available and possibly the water conditions
- Check the weather forecast
- If the wind is strong and the tide turns during the outing, the river may become dangerously rough.

IF IN DOUBT DON'T GO OUT!

Everyone - oarsmen, coxswains and coaches - must be familiar with the position of shoals, obstacles and moorings and other dangers that may be encountered during the outing.

When leaving quay / slip, paddle in pairs until you are clear of the moorings

In a coxless boat, the steersperson must look out frequently - at least once in every 5 strokes in clear open river and more frequently in busy tidal flow areas, near moorings etc.

Do not 'easy' near jetties, moorings, sharp bends or where the river is narrow.

Never turn or cross the river immediately up tide of moorings or other obstacles. Always pass down tide, so that you are carried clear if you get into difficulties.

Be very aware when rowing out from behind obstructions, moorings or out of backwaters.

Remember that you may have seen an approaching vessel but it may not have seen you.

If you fall into the water, capsize or are swamped, stay with your boat unless the tide is carrying it onto a mooring or other danger. Try to swim your boat out of the main channel.

When returning to Golant Quay, be aware of the boats and the moorings especially if the stream is running quickly. Pass to the stern of any moored boats so the tide doesn't drag you onto them. Always return to the quay or beach with the bows pointing into the tide or wind.

When crossing to the opposite shore and in particular to the point where the River Lerryn joins the River Fowey, go above or below moorings – not between them.

VESSELS OTHER THAN ROWING CRAFT

Remember that you are more manoeuvrable than commercial craft, so avoid them at all times. Never row across the bows of another craft. When the tide is low, powered vessels should be given the centre of the channel and not impeded, since their draught limits their ability to change course.

If you see the Fowey Harbour Commissioner's patrol boat or the pilot boat in the estuary approaching at speed, they are most likely assisting the docking of a ship. Ensure that you are in a safe position well out of the way and if necessary, stop rowing. Be prepared for heavy wash or swell after the vessel has passed you. When the tide is low, water displacement by a passing craft is more pronounced. If you are close to the shore take extra care to avoid being grounded.

Stay well clear of vessels under sail.

COURTESY

Remember that others have at least an equal right to be on the river. Even if they are in the wrong, being rude does no good and brings the sport of rowing into disrepute. Besides, on the next occasion you or another crew may need their help.

Rule of the Road: When another craft is coming towards you, you should always pass Port side to Port side. But be aware not all boats will follow these rules, so stay well clear of anyone coming towards you. If overtaking, you should overtake to the cox's left, ie. closer to the middle of the river.

If another vessel breaks the rules of the river seriously or shows no consideration for you, note its name and report the incident through the Club Committee

Do not clutter the quay or slipway with oars, kit or trolleys - others may want to use the quay.

HIGH AND LOW WATER

The tide changes close to the shore before it changes in the navigation channel. Wind or water conditions may conceal the tide changing. Wind can prevent moored boats from swinging even though the tide has turned. Heavy land (run off) water may turn boats downstream after the tide has changed.

Even if you are sure you have right of way, watch out for other crews and boats doing the unexpected. Be ready to hold your boat hard or take avoiding action. The majority of collisions happen at the change of the tide.

DOWNSTREAM OF BODINNICK FERRY

The river is more hazardous below the Bodinnick (Car) Ferry. Even at low tide, there are long stretches where you cannot get ashore. The river is wider so the effect of wind against tide is more severe. There is far more commercial traffic and other river users are less accustomed to dealing with rowing craft.

ROWING AT NIGHT

Rowing after dark is dangerous and is discouraged. Prior consent from a senior member of the Club must be obtained before rowing at night. A white light must be visible 'fore' and 'aft'.

JUNIOR OUTINGS, COACHING AND SAFETY BOAT

For all Junior outings the main purpose of the launch is as a SAFETY BOAT. The Safety Boat must be in the control of a properly qualified skipper ie RYA Power Boat Level 2 or Safety Boat Qualification.

The Club has adopted the following additional rules for use of the safety boat:

1. The driver shall be attached to a kill cord correctly fixed to the motor of the Safety Boat.
2. The Safety Boat shall always carry a minimum of one crewperson in addition to the driver and no more than one other passenger.
3. All Juniors must be accompanied by a Safety Boat with the exception of Juniors in closely supervised stable boats, or assessed competent Juniors (over 16) accompanied by adult crews when rowing outside of specific Junior sessions.
4. All Juniors in fine boats must stay within line of sight of the Safety Boat.

5. British Rowing “Row Safe” guidelines shall be followed in all other respects.

All Junior sessions must be supervised on the water by at least one qualified coach. If there is any doubt about weather and water conditions, Juniors will not be boated and will take part in dry land activities.

Pre-outing briefings between the coaches, the Junior Rowers and the Safety Boat Helm involved must ALWAYS be held; the potential hazards for the day must be discussed and agreed. Additionally, clear instructions must be given on the launching of boats, assembly of crews on water, convoy policy and the outing duration and the routes to be followed. Safety Boat must carry correctly stocked and checked, Water Safety Bag.

Coaching launches should also carry an electronic horn or similar warning device capable of attracting attention over a distance of at least 200 metres.

COACHES

When coaching, always have in mind that your crews and coxswains will be concentrating on moving the boat and may not see danger until it is very close. You are responsible for seeing that the boats you are coaching do not run into danger and do not cause an inconvenience to other vessels. Put safety before any other consideration. Follow the Castle Dore Six Steps to Safety:

1. Before an outing always check the weather conditions and the state of the tide. Go up to the Quay or boathouse balcony and look up and down the river. If in any doubt do not go afloat.
2. Before an outing, always complete the board recording the names of your crew or group, time of departure, destination and expected return time
3. Check equipment and make relevant adjustments in the boathouse. Avoid making adjustments whilst on the river.
4. Only bring visitors or prospective new members to designated outings. Remember that they must be able to swim 50 metres and must sign a safety form before going afloat for the first time.
5. Be alert for any hazards on the river - particularly moorings and logs.
6. Record names of participants in the diary and record details of any incident in the incident log.

All coaches and Officers of the Club must be aware of and compliant with GDPR when storing contact details or personal data on members (see Data Compliance section at end.)

STEERING & COXING

The Coxswain is responsible for the wellbeing of the crew. They steer the boat and give the orders to the crew. They are the coach's voice during practice outings and the eyes and ears of the crew during races. They are in charge of the boat, both on and off the water, from the time it leaves the rack until it returns to the boat house.

Coxswains must have read and understood the content of this Club Handbook as well as the British Rowing safety code (Row Safe).

Coxswains must ALWAYS wear a life jacket or Personal Floatation Device. It must be fitted correctly and if it is, and if it is a life jacket, the Coxswain must know how to operate it correctly.

Coxswains must wear warm clothing at all times of the year, especially in winter. Light layers are preferable, finishing with an outer garment that has pockets for crew's belongings. It is important to keep warm and dry. Gloves and a hat are essential in the winter and of course a lifejacket must be worn at all times.

Wellingtons must not be worn by the Coxswain.

Coxswains must remember:

- Be aware when returning to the quayside, beware of the boats and moorings especially if the stream is running quickly, pass to the stern of any moored boats so the tide doesn't drag you onto them.
- Always go afloat and come in against the wind and tide or the boat will be swept past the landing point. The direction that the boats are swinging on their moorings gives an indication of the state of the tide and wind.
- When leaving the quayside, remember that the pivot point of a boat is about two thirds back from the bow, so the stern, rudder and fin are at risk of swinging onto the quayside and being damaged.
- Always keep alert and expect the unexpected, watch out for other boats and if they do not appear to see you shout to them: LOOK AHEAD
- Anticipate problems like wind, sudden waves or wash. Anticipation is the key to avoiding incidents.

SAFEGUARDING & PROTECTING CHILDREN (UNDER 18s)

Every member of Castle Dore Rowing Club has a duty of care towards others. The club also has a welfare officer who is responsible for advising on child protection matters and dealing with any welfare concerns expressed by Juniors or others. All adults at the club who work unsupervised with children are required by British Rowing to undergo a Criminal Records Check.

Children under the age of 16 will require consent from a person holding parental responsibility to have data collected and stored by the club. Explicit consent from someone with parental responsibility will also be needed by Officers of the club needing to contact children via social networking sites or groups for purposes of training or administration of the club, and a record of consent must be kept. The young person, child or parent must be easily able to withdraw themselves or their child from the sites at any time, and must have access to the data stored at their request.

The club has adopted the British Rowing Safeguarding & Protecting Children policy. All members can see this on the BR website or they may ask the Club Welfare Officer to let them see a hard copy.

It is quite a lengthy document, so here are a few basic guidelines which should cover most eventualities:

- Always be publicly open when working with children. Avoid coaching sessions or meetings where you and a child are unobserved.
- Avoid unnecessary physical contact with children. If you need to for coaching reasons, do so openly with the consent of the child.
- If a child is changing they must have total privacy. If you need to assist them make sure that another club member is present.
- Make sure that you always set a good example with regards to behaviour and language. Do not allow children to use bad language and if you feel that their behaviour is inappropriate in any way, please report it to the Club Welfare Officer.
- Avoid taking children in your car alone, or taking them to your own home.
- If you have concerns of any kind about a child, do talk to the Club Welfare Officer about them.

If you are unsure about any of these guidelines or would like further details, please contact the Club Welfare Officer.

DATA COMPLIANCE

Data (digital and paper) will only be stored on members with their consent, and on children under the age of 16 years with consent from someone with parental responsibility. The person responsible for data storage for the Club is the Membership Secretary. Necessary personal data and signed consent for data storage will be obtained from members on joining the club and stored on paper and electronically by the Membership secretary. It will contain the member's name, DOB, address, email address, telephone numbers and health information and the signed consent as above. Personal details are transposed onto the Membership Secretary's membership list on their password protected PC. Email addresses and telephone numbers are also stored on the CDRC Gmail account

and only specific officers of the Club who have legitimate interest have access to this information. Otherwise, specific consent will need to be gained by individual club officers/coaches as needed to access the personal data stored by the Membership Secretary, or from individuals or those with parental responsibility, if obtained directly from them. This would be for legitimate interest only, for example in order to arrange individual/ group training or outings. The officer/coach concerned should record the consent and inform the Membership Secretary. The members, or those who have given parental consent, will also need to be made aware where this data is stored, the mode of social media used to convey messages and who else it is shared with or has access to it.

All members or persons with parental responsibility for children under 16 years, must give consent to have any photographs or videos taken during club activities and events, and for their use for use on social media, storage or sharing with other members for training or club purposes. Consent will be obtained by signing the appropriate form on joining the club. However, they can opt out at the time of the photo/video recording, or they can opt out by signing the opt-out clause on the form above.

All members who have given consent have a right to access their stored data, a right to rectify it, a right to erasure, and a right to complain if they are unhappy with the data storage or use. Data should be removed after two years if the person has not been an active member for two years and has ceased paying a membership subscription, or at their request. Requests to view data held on members, or to remove their data, can be made via the Coach, a Committee Member or Membership Secretary. Complaints by members should be made to the Membership Secretary by email on gilda.davies@btinternet.com, and can also be made to the Information Commissioners Office. Any personal data breaches must be reported to the Membership Secretary.