

Wellington Rowing Club Safety Rules of Operation 2018/19

The Wellington Rowing Club is committed to ensuring that all members, supporters and people we come into contact with by participating in the sport of rowing are safe and can enjoy their sport in a safe environment. As such the Club has developed these safety rules which must be read in conjunction with the safety rules document as published by the Harbour Master. Failure to comply with these rules could result in the individual or crew being barred from using Club equipment for a period to be determined at the discretion of the Club Captain and/or Safety Officer.

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Document History

30/08/2017	Allan Mills	3.8 Added requirement for coaches to attend WRA course
30/08/2017	Allan Mills	3.1 - added Note C
30/08/2017	Allan Mills	3.8 Added fuel tank refill requirement, updated treading water requirement

1.0 Safety officer

- The club committee has appointed the Safety Officer to represent them in all safety matters. The Safety Officer (and Club Captain) has authority to make any decision relating to rowing and training safety and has the right to stop crews going on the water or using club plant if they are likely to put themselves or others in danger.
- Failure to abide by the direction of the Safety Officer no matter whether you are a coach or a rower is a serious offence and will be taken very seriously by the Club Committee.

2.0 Penalties

- Failure to abide by these rules may result in penalties.
- Penalties will be at the discretion of the Club Captain and the Safety Officer or if deemed serious enough maybe taken to the Club Committee. Any appeals must be taken to the Committee
- If a particular crew or rower is a repeat offender this could mean that use of the Club equipment may be suspended indefinitely.
- Any penalty imposed by the Harbour Master is the sole responsibility of the person being issued with the penalty notice.

3.0 Water Training and Activity

3.1 Training Areas

All training on Wellington harbour is to take place within the areas set out in the attached diagrams. The areas are designated and described as follows:

- Oriental Bay - The area from the over bridge leaving the lagoon in a direct line to the lighthouse and return. Note the diagrams show 2 courses for this area – an inshore zone that goes into Oriental Bay and an outer zone that goes from the Club direct to Point Jerningham. Crews must take particular care when they are using the inshore zone to ensure on the return leg back towards the Club they do not come into the path of boats training in the outer area on their way up to Point Jerningham
- Oriental Bay extension to airport - as above but able to be extended to the airport in excellent weather conditions.
- The Reclamation – The area parallel to The Reclamation extending from the Police dock to the light on the Eastern most point.
- Te Papa: - A small Training Area running adjacent to the Wharf outside Te Papa.
- North End 1 – The area from the Petone Wharf along the beach and then parallel to the motorway up to the Ngauranga Junction
- North End 2 – The area from the motorway parallel to the beach up to the mouth of the Hutt River

If anyone wishes to train in other areas on the harbour then permission must first be obtained from either the Club Captain or the Safety Officer.

In all cases it must be remembered that we are not the only users of the harbour and care must be taken to understand the movements of the ferries, tug boats, other large ships, yachts, other rowing boats, kayaks, Waka Ama and swimmers.

Note: A Oriental Bay is frequently used by swimmers and care must be taken by rowers and coach boat drivers to ensure that swimmers are given right of way and for that reason any rowing in Oriental Bay must be done with great care and awareness of the Swimming lane.

Note: B Care must be taken around all ships as they can't change direction or stop easily. As a guide if you can't see the bridge of the ship you are too close, STOP/GET OUT OF THE WAY.

Note: C No unaccompanied crews are allowed inside the yellow 5 knot buoys in Oriental Bay

3.2 Right of Way

All boats on Wellington Harbour must keep to the right of approaching boats at all times, i.e. to the right in the direction of travel of your boat, the coxswain's right.

- At Oriental Bay this means travelling up towards Point Jerningham on the side nearest to shore, and back towards the club further away from shore.
- At the reclamation boats should travel away from Queens Wharf on the outside of the wooden piles, and towards Queens Wharf between the piles and the shipyards.

- The right hand rule also applies to Korokoro, the Wanganui River and all other bodies of water we may train on.
- Notwithstanding this general rule, coaches, coxswains and rowers must still pay particular attention when passing other boats –collisions **MUST** be avoided
- be prepared to stop your boats or take evasive action to avoid incidents.

3.3 Weather conditions

Training should only take place when the weather conditions are suitable. Coaches and crews should be sure to check the weather forecast before going on the water and to fill it in the log book.

No training in poor visibility. Coaches and rowers should familiarise themselves with the weather and conditions that you could encounter on Wellington harbour.

It is the coach's responsibility to ensure that the weather is suitable for rowing however the Club Captain and safety officer individually can stop any crew from going on the water to train.

- **As a guideline we should not be training**
 - ◆ **In the City when the wind is northerly and the wind strength is more than 12knots**
 - ◆ **In the City when the wind is southerly and the wind strength is more than 17 knots**
 - ◆ **At Korokoro when the wind is northerly and the wind strength is greater than 20 knots**

3.4 Hours of Training

Training on Wellington Harbour is restricted to official daylight hours. Therefore, crews are to be off the water 30 minutes before sunset and are not permitted on the water 30 minutes before sunrise.

There are **no** exceptions to this rule. In particular mounting lights on boats **will not** permit you row outside daylight hours.

3.5 Supervision

On water training must be supervised at all times by an approved coach in a Safety boat (unless the conditions in 3.6 below apply). If there are no safety boats available there is to be no on-water training.

- **Coaches must register as a member of Wellington Rowing Club**

Coaches must register as a member of Wellington Rowing Club on the club website. If not already a member in another membership category, coaches should register as a coach. There is no subscription fee for this membership type. The club safety officer will approve each coach to use club equipment and to supervise training following an assessment of experience and coach boat handling.

- **Each safety boat can supervise a maximum of three crews at once**

This ratio is lower for novice and inexperienced crews with one coach boat per crew for Learn to Row'ers particularly if they are in a boat where there is little chance to operate without half the crew balancing the boat. After that stage the coach of the crew should make the decision based on the crew's ability.

- **Rowing Boats must stay within hailing distance of the supervising Safety boat.**

Rowers and coaches should be able to hear each other if one party was to call out. I.e. if you have more than 1 boat on the water, they must be on the same rotation – not as opposite ends of the area.

- When the coach is not in a safety boat – in sheltered waterways less than 150m apart(such as the Te Papa training zone)- crews must be under the observation of somebody who is able to summon additional help if required

3.6 Unsupervised training on water

Crews may only train without the supervision of a coach boat with the express permission of the Club Captain or the Safety Officer. To ensure safety, permission will likely be restricted. However every request will be treated on a case by case basis but only granted where the following guidelines and conditions are met:

- The crew is made up of experienced rowers with experienced rower defined as a rower/s who is over 18 years old or over, with three or more years of rowing experience with at least one season spent rowing on Wellington Harbour and having proved they are capable of getting back into a capsized boat of the smallest size they intend to row -to the Club Captain/Safety Officer
- Crews must carry enough flotation devices for everyone in the boat
- Doubles/pairs and singles must be made up entirely of experienced rowers.
- Larger boats must have at least 50% of the crew described as experienced rowers but no one in the boat can be a novice.
- As with all rows in a coxless boat, the bow person is in charge of the course and every few strokes checks over their shoulder (and alternates) to be sure there is a clear path ahead.
- The bow person in coxless boats must have a minimum of 3 years experience.
- At least one rower in an unsupervised boat must be in charge and be responsible for making decisions such as the time to return to the club. This person would in normal circumstances be the "stroke" unless all other crew members agree to another rower performing this task before leaving the club.
- In addition to the conditions of 3.7 (below) the name of the person in charge must be entered in the boat log as the coach (this only applies to unsupervised boats) and is for your own safety.

Remember that unless express permission has been given by the Club Captain and/or the Safety Officer then you cannot train on the water without supervision.

3.7 Boat Logs

The Club maintains a boat log which every rower must be familiar with. For rowing in “town” this log is on the doors of the singles Bay. For North-End the logbook is hung on the cupboard door just inside the railway side of the shed. It is a condition of on-water training that for each boat on the water there will be an entry in this log. The log entry must contain the following information

- Date
- Crew name e.g. Club Women
- Name of person completing the log
- Name of boat
- Name of supervising coach (person in charge for unsupervised training)
- Mobile phone number of supervising person (if not on the coaches contact sheet)
- Coach boat being used (enter “U/S” for unsupervised training)
- Time training started (i.e. boat departure time)
- Planned training area as described above
- Weather Conditions (e.g. 10knts S raining)
- Expected return time
- Actual return time – i.e. when the boat comes off the water
- In addition to point 8.0 (below) all accidents, damage, etc. must be entered into the boat log as well as notified to fault@wellingtonrowing.org.nz

Note: Of all the club training rules this one is most important and if not adhered to will be treated very seriously. If weather conditions suddenly change then boats on water could get into trouble. We need to know who is on water and whether additional action is needed to ensure your safe return. Changing weather conditions are when it is likely that others (e.g. Police Launch) may be needed to assist.. We are deemed to have no safety policy if we cannot tell them the boat, the crew, the number of rowers, what coaching boat number, the coach’s contact number etc.

Failure to have filled in the log book carries a week’s ban from on water training. If a serious incident occurs there is a potential for prosecution with \$100,000 fine for the Club or \$10,000 for an individual.

3.8 Safety/Coach Boats

Coach boats serve 2 purposes, the first of which is as a safety mechanism to make sure that rowers are able to be helped should they encounter any troubles on the water and secondly to enable coaches to coach on the water. For these purposes they must be treated appropriately. They are not pleasure craft and can only be used for the purpose they have been purchased for. The following rules apply to their use:

- No rower under 18 or school rower is allowed to drive a coach boat unless they are a designated coach as approved by the Club Captain or an approved coach is in the coaching boat with the driver.
- Coach boat drivers must be approved by the Club Captain/Safety Officer if they are not the regular coach of that crew.
- Coach boat drivers have to have completed the WRA/Coastguard Rowing Safety Boat course.
- Before a coach or designated driver can use any particular coach boat they must be familiar with the controls of that particular boat.
- Fuel tanks must be checked to ensure there is sufficient fuel before a coaching session. If the tank is less than half full you should fill it up. If there is insufficient fuel at the club then you either buy some (you can make a claim to the treasurer for reimbursement) or you do not go on the water. There is no excuse for running out of fuel while on the water
- Fuel tanks must be refilled outside on the deck and must be removed from the boat when filling.
- Before using any coach boat the driver must check and be satisfied that it is in a seaworthy condition
- The speed of the coach boat in the lagoon must be slow enough that a wake is not present behind the boat. If in doubt this is a very slow walking pace.
- The speed of the coach boat inside the buoys on Oriental Parade or within 200 meters of any shore line is 5 knots maximum unless in an emergency situation.
- No coach boat is to be used unless all occupants are wearing the appropriate and approved life jackets.
- Coach boats, in a non-emergency situation, can have a **maximum of 3 people** on board.
- No coach boat is to be used unless it has on board enough buoyancy aids for each person in the largest boat being supervised, and it is carrying the anchor, chain and warp, Bailer and first aid kit
- There should always be a working cell phone available in the coach boat
- Any damage to or malfunction of a coach boat must be reported to Club Captain and also notified on the fault@wellingtonrowing.org.nz email address. This includes damage to propellers!!!

3.9 Coxswains

- All coxswains must wear an approved lifejacket that is of a **correct fit**.
- When in bow coxed boats all coxswains must be able to push off the bulkhead to exit the boat in the advent of a capsized.(If unable to reach the bulkhead – there is to be no going on the water)

3.10 Capsizes

In the unlikely event that a boat capsizes then **ALL crew members are to stay with the boat** – the boat will stay afloat so the crew should hold onto the boat for flotation support. The supervising coach will coordinate the rescue. The wellbeing of the crew is most important – if absolutely necessary, coaches are to rescue the crew and return them to shore before recovering the boat.

4.0 Boat Trailer

Boat loading has very specific and separate instructions however at a minimum must be supervised by a person that has been approved by the Club Captain. That supervisor will have full responsibility for the load. They must check that all boats and their riggers and seats are loaded along with the necessary number of oars, sculls, dunks, lifejackets etc. The load must also have **safety ropes put on and flags attached** on the boats at the rear of the trailer. At the completion of boat loading another person (usually the Club Captain but preferably someone not involved in loading) must be asked to check off the trailer. The Club Captain and the supervisor will agree the procedure for checking at the remote location before returning. The trailer must have a driver and a spotter when towed to any location with a load on it.

5.0 Regattas

Regattas, whether they be local or out of town, are what rowing is all about. However they have their own hazards and safety issues so the following points need to be followed:

- The rules and conditions of Racing for the Body running the regatta must be followed.
- The Club Captain/Safety Officer or their delegate must attend the safety briefing before the regatta and then that person is responsible for sharing all relevant information with the club members racing.
- The Club Captain or his/her designate is in charge of all Club activities at the regatta. That includes boat allocation and safety if the Safety Officer is not in attendance
- Unless the Club Captain agrees otherwise the boat allocated to a crew for the race entry is to be used along with the allocated oars and safety equipment, such as life jackets and coxswains devices.
- Coaches should review the entries they have made based on conditions at the time of the race and if need be advise the Club Captain of any requested changes based on those conditions. You should not race if you think the conditions on the day are unsuitable for the experience of your crew

6.0 Camps

All club rules governing on water training apply when training outside of Wellington especially the completion of a boat log. In addition, for training camps, the following rules must be followed:

- Each training camp using Club equipment must have one person appointed as the camp organiser/manager and a Safety Officer. This person/s must first be approved by the Club Captain
- All camps must be pre-approved by the Club Committee and be notified in the squad's annual plan
- All training locations must be approved and deemed suitable and safe by the Club Captain.
- It is the camp organiser's responsibility to ensure everyone on the camp is aware of and complies with the rules of the waterway where the camp is being held (e.g. currents and tides, right of way, speeds, training areas, position on river and training times)
- A briefing for all those involved should be held at the beginning of the camp outlining safety issues and the rules and hazards of the waterway being used.
- In addition to the boat log the organiser must take proper care to ensure that he/she has knowledge of all boats going on the water, where they are going and their expected return time.
- The organiser must report all incidents of damage to boats or rowers to the Club Captain at the end of each camp. In the case of major incidents, the Club Captain should be notified immediately. They must also log the damage to fault@wellingtonrowing.org.nz
- The organiser should ensure that at the beginning of the camp there is a fully stocked first aid kit available.
- Rowers under 18 years of age must have permission including any relevant medical information from a parent/guardian in order to attend a camp.
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7.0 Other Club Plant and Shed

- The shed must be kept clean and tidy at all times to ensure that all access ways are kept as clear as possible. This includes changing room doorways, erg room entrance and main entry and exits from the club house. It is the responsibility of every member to ensure the shed is kept this way. This means **YOU** must put all plant away in its correct place after use and pick up all rubbish.
- To prevent improper technique causing injury novices and inexperienced rowers should be supervised when using ergs and weights at all times.
- All damage must be reported using the email address fault@wellingtonrowing.org.nz
- The Club First Aid Kit is located next to the eights bay doors and is for use in an emergency (not for blisters, headaches or period pain).

8.0 Accidents

- All accidents at the club, while training or racing or at regattas and camps, whether they be minor and personal in nature or more major- must be reported into the incident log including near misses- and fill out an Incident Report – see below
- For anything other than minor cuts and bruises the safety officer must be notified.
- There is a medical/first aid kit at the club and should anything be used from this box then an accident form must be filled out.

9.0 Individual Safety

- It is a condition of membership that you be able to confidently swim 50 metres and tread water for 5 minutes. If you cannot do this, you are compromising both your safety and that of your crew and not allowed out onto the water.
- Anyone using club equipment must be registered on our club website so that we have your details in the event of an emergency.
- Any medical condition that may influence your safety or that of others must be declared at the time of registration. This information will only be shared with your coach and will otherwise be kept confidential.

Wellington Rowing Club

Incident Report Form

Please complete this form to report any serious incident involving injury to persons or serious damage to equipment.
(Continue on separate sheets wherever necessary.)

Date and Time of Incident:-

Name of Person Reporting Incident:-

Email Address:-

Details of Craft/s involved: - Name, size rig...

Who was the crew of the Boat/s involved?-

Where did the incident take place?-

What were the conditions at the time? Visibility, wind strength, wind direction, weather, water conditions?

Describe the event which took place. attach diagrams/photos if necessary

List any injuries sustained and who treated them.

List any damages to boats and property.

What further actions could be implemented to avoid repetition of incident?

Signed

date

Safety officer/club captain

date