

EVESHAM ROWING CLUB



Rules regarding Conduct and Safety
when at Evesham Rowing Club or
representing Evesham Rowing Club
at Regattas and Heads.

JULY 2015

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PREFACE

This booklet provides information and rules for ERC members with respect to rowing at the club and away at other club regattas. It is based on the Club Mark 2014 submission to British Rowing, with amendments.

Rowing at Evesham has a good safety record and this record has been achieved by its members over the years by taking the issue of safety seriously. Following the rules and guidelines in this booklet will help us maintain this record.

Upon joining the club, as a junior or Senior, you will be given a copy of this booklet for use and retention. Further copies can be provided if required and in addition the Evesham Rowing Club has an online copy available to read or download. As an adult member of the club you will be asked to sign a declaration form confirming that you have received this booklet. With respect to junior members parents and guardians will be asked to sign the declaration form.

It is mandatory, with respect to Good Practice, Health and Safety and the supervision of rowing by coaches and club officials, that the declaration form is signed. Failure to return the signed form to ERC within four weeks of receipt will result in the club member being unable to row or train until the declaration form is returned signed to ERC.

This booklet and its content was approved for use by the Rowing Committee August 2015.

Rules regarding Conduct and Safety when at Evesham Rowing Club or representing Evesham Rowing Club at Regattas and Heads.

Section 1 – Evesham Rowing Club Details

1 – The Club

- ERC is a multi-sport club with an active rowing section with around 150 members.
- ERC has a large clubhouse but a relatively small boathouse for the 60+ boats stored therein.
- The club is situated within park land in the centre of the town.

2 – The River

- The Club is on the river Avon. The club operates on the 2.5 miles of water between Evesham and Chadbury locks.
- The river is relatively narrow but wide enough to pass safely at most points.
- There are 3 large bends plus 3 linked sharp bends known as the “rugby club bends” where extra caution is required.
- The river is busy with recreational river traffic (cruisers, narrow boats etc) between April and September. There are 2 Pleasure Cruisers and hire motor and rowing boats – again mainly April to September.
- The stretch is heavily used by Anglers during the fishing season (Mid-June to Mid-March).
- Despite most of the river being within the town boundaries most of the river is not overlooked by houses and is rural in nature.
- There is a pathway from ERC downstream to the Rugby Club. Beyond the Rugby club the path often meanders away from the river. Hence, beyond the Rugby Club most coaching and safety activities have to be conducted from a launch.

3 – The Rowing Membership

- Active club members vary in age from 11 to 60+; the club have a large number of juniors.
- Most of the rowing at Evesham is training for competition although some adults row for recreational or fitness purposes. There is a small Adaptive (for the Disabled) rowing section.
- Most individuals new to rowing attend Learn-to-row courses before being moved into existing squads.
- Only a small number of adults row independently of squads; mostly in privately owned boats.
- All junior rowers belong to an age and usually gender defined squads. Their training is supervised by DBS checked coaches. All junior coaches have an UKCCL2 qualification or are going through process to obtain it.
- All inexperienced adult rowers are supervised by coaches.
- The vast majority of rowing at ERC is done under the supervision of a coach.

4 – Safety Notice Board

The club safety notice board is in the club's gym and contains the following information:

- Emergency Telephone Numbers.
- Locality Details, Access for Emergency Vehicles etc.
- Local river navigation rules, restrictions etc.
- Incident reporting forms.
- Insurance Information.
- Various other safety advice (including Capsize drill information).
- Laminated signs for marking equipment as unusable / unsafe.
- Damage books for non-boat equipment (e.g. ergos).
- A copy of Row Safe.

Within the boathouse there is:

- A booking out diary for boats.
- A magnetic white board for indicating which boats are out and when return is expected.
- By the boathouse doors there is an A-Frame chalk board indicating any additional, temporary hazards.

Other British Rowing safety posters are displayed at strategic points.

Rules regarding Conduct and Safety when at Evesham Rowing Club or representing Evesham Rowing Club at Regattas and Heads.

Section 2 - Land Training

1 – Preparation – Checks

All club members using land training facilities at ERC or partaking in other training under the auspices of ERC (e.g. road running) shall:

- Understand and agree to follow rules on the use of any machines or device being used (e.g. ergometer, cross trainer, etc.).
- Wear appropriate clothing for the activity being undertaken .
- Follow any pre or post use safety procedure for any machine or device.
- Inform the club and the person supervising the training session of any reason you may be at risk due to current or previous illness or injury and seek medical advice before undertaking the activity.

Do not train if you are ill.

- Warm up appropriately before undertaking strenuous exercise.

2 – After Training

- Report any incidents or defects to a machine or device using the Equipment damage book (Located in the Gym) and tie a “do not use” tag on the equipment.
- Keep a record of all individual performances.

3 – Use of Electrical / Mechanical Training Machines

This includes ergos, cross-trainers, stationary bicycles, treadmills etc.

In addition to above:

- Each bit of equipment may have a set of safety and other instructions posted next to the equipment. These must be followed.

- If the equipment has an electricity supply and you believe this may be damaged do not touch or use the equipment – cordon the equipment off and report the damage to a club officer immediately.
- The athletes must respect other club users with regard to the playing of loud music during training sessions on the gym equipment. The sound level should be kept at a reasonable level, especially if the windows in the gym are left open. Alternatively rowers can use personal headphones while using ergo's.
- Ergo's cannot be taken outside, onto the grass, for training unless approved by the relevant squad coach.
- Shirts and Tops shall be worn during using all gym equipment.

4 – Running

In addition to above:

- All athletes running in poor light or at night must wear a reflective bib or an equivalent.
- Responsible Adults that refuse to wear a reflective bib must be advised by their coach that they do so at the own risk and will not be covered by club insurance. However, they should be persuaded, where possible, into wearing one for their own safety.
- Running at night should be done in areas where there is artificial light and routes planned accordingly.
- Coaches must have a “count-out, count-back” system to ensure all runners have returned. If a runner fails to return in a reasonable time then a search party must be sent to locate the missing individual.
- Any inappropriate behaviour by members of the public must be reported to a coach or club official. The club will, if necessary, report the matter to the police.

5 – Weight Training

In addition to above:

- Weight Training must be done under the supervision of a qualified coach or instructor. The room is kept locked to prevent unsupervised use of the equipment.

- All weight training will be agreed between the person's rowing coach and his/her weightlifting coach to ensure that the overall training regime is appropriate for the individual concerned.

6 – Junior and Vulnerable Adult Training

In addition to above:

- All athletes under 16 and all vulnerable adults may only train at the club under the supervision of a responsible adult. Ideally this is the coach or a coach helper. A parent or carer may supervise if agreed to by the coach.
- Athletes between 16 and 18 year old may train at the club but should normally be accompanied by an adult or another squad member.

All other athletes, excepting the restrictions outlined above, can land train at ERC without supervision.

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Section 3 - Water Training / Outing Procedure

Safety Matrix

The Safety Matrix should be consulted before all outings.

Safety requirements and procedures depend on the factors included in the ERC Safety matrix; boat type; crew competence, weather and river conditions, supervision etc.

In all cases the Outing Book must be signed by the person in charge indicating the risk level for the outing.

Black Conditions

In periods where the safety risk is deemed **BLACK**, the Captain or any Coach will post a “**BLACK CONDITIONS**” notice on the Temporary Hazard Board in the boathouse **prohibiting all outings.**

Only the captain or a coach may remove a “BLACK CONDITIONS” Notice.

If Black Conditions do not exist then the risk of the outing should be assessed using the rest of the Safety Matrix

Outing Assessment

Red Risk

Red Risk is where Black Conditions do not exist but application of the matrix indicates that for one or a number of reasons the outing is still considered to carry an unacceptable risk. The outing is to be cancelled.

Amber Risk

Amber Risk is where Black Conditions do not exist but application of the matrix indicates that for one or a number of reasons the outing is considered to carry an acceptable risk but due to conditions or the nature of the outing a recovery plan is required before boating. It shall be based on an assessment of the conditions and capability of the crew.

In all cases the most important requirement is to carry a means to communicate with the appropriate people.(e.g. mobile phone).

In all cases where Amber Risk exists a formal Risk Assessment form must be completed and signed by the person in charge.

Green Risk

Green Risk is where Black Conditions do not exist but application of the matrix indicates the outing is considered to carry low risk.

The person in charge may decide to complete and sign a risk assessment form as well.

Change of Conditions during an Outing

If there is a marked deterioration in water/weather conditions during an outing, members should exercise caution and err on the side of safety – e.g. curtailing the outing or restricting activity to calmer water, upstream of the “rugby club bends” or near the club.

Preparation

For all outings, the coach and crew members are responsible for checking that:

- The boat is in good condition and all the safety features (hatch covers, bow ball, shoe restraints, buoyancy aids, steering equipment etc. are working and in good condition).
- The boat has the correct buoyancy for the weight of the crew.
- Everyone is wearing appropriate clothing for the conditions.
- Everyone is wearing bright, preferably fluorescent tops.

- Everyone is wearing close-fitting clothing.
- Everyone is wearing warm clothing in cold weather.
- That those that have not passed a swimming/capsize test wear an appropriate buoyancy aid.
- Everyone is wearing sun screen in sunny weather.
- Everyone is wearing suitable waterproof or water-resistant clothing in unsettled weather.
- All have a change of clothing in case of capsizing.
- Wellingtons are not being worn by any crew member (rower or cox).
- For Amber Risk Outings the coach or crew has a method of communicating (e.g. mobile phone) in one of the club waterproof bags which also contains a laminated card and a list of numbers to call if there is an incident, carried in the boat and launch.
- Recovery following an incident on the river downstream of the “rugby club bends” is considered a significant risk. It is vital that the crew and/or coach carries equipment to minimise the effects of exposure until recovery; including a safety bag containing space blankets.

Boat Booking

Before leaving the boathouse the person in charge must:

- Enter the outing details in the Outing book indicating the name of the boat(s), name of the person responsible (usually the stroke), time out, expected return time and the assessed risk level.
- Place the boat name in the out section of the magnetic white board; indicating an expected return time.

On returning the person in charge must:

- Enter a return time in the outing book.
- Place the boat name in the “in” section of the magnetic white board and rub out the relevant times.
- Enter any damage in the boat damage report book and if appropriate place a “do not use” tag on the boat or relevant piece of equipment.

Boat Handling

- All new members shall be shown the appropriate methods of lifting boats on and off the racking and on and off the river to avoid both injury and damage. This is to be recorded as having been done.
- Members should follow the conventional 'chain of command' with regard to responsibility for the boat, giving instructions etc., on and off the water. This rule is intended to ensure one voice giving clear directions. The approved cox/steersperson is normally in charge. With a novice cox the stroke is in charge but that may be delegated to another crew member. In a coxless boat, the steersperson must be approved for the type of boat.

Boating and Rowing Conventions

- New members are shown the correct boating procedures for all outings.
- New members are advised of the navigation rules plus any local rules.
- Rowing at race or high pressure in front of ERC is normally forbidden due to the busy nature of the area.
- Club coaches and the captain may determine that river conditions are unsafe owing to flooding or other reasons, in which case all rowing activity will be suspended until this decision is reversed. The "Black Conditions - No Rowing" will be clearly displayed on the temporary hazards board and on the magnetic booking-out board as soon as is practicable.

Incidents

- All incidents and near incidents, shall be entered on an incident report form. The forms are in the gym.
- The completed form to be placed in the folder for completed forms.
- The captain and WSA must be told that an incident has taken place who will recover the completed form asap so that it may be logged with British rowing if necessary.
- The Water Safety Advisor or Captain may take action as appropriate and bring learning points to the attention of members.

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Section 4 – Adaptive Rowing

Evesham Rowing Club is a regional centre regarding coaching and training of adaptive rowers. We make it our priority to cater for the needs of adaptive rowers.

The following notes are to be read in conjunction with all the requirements in other sections of this booklet.

1 – Responsibility of the Adaptive Rower

- Inform the club and coach about any relevant disability or illness and any known 'warning signs'.
- Check equipment is safe to use and report any defects to club and/or coach.
- Seek additional medical advice where appropriate Carers.
- Attend the initial discussions with the club and its induction programme.
- Ensure that the club, coaches and competition organisers are fully informed about the disability, warning signs and requirements.
- Ensure the club is kept up-to-date with any changes in the disability, requirements and emergency contact details Club (in addition to standard club water safety and welfare practice)

2 – Responsibility of the Coach

- Discuss with individuals their needs and aspirations. Establish and practise procedures for managing incidents, including capsizes, involving adaptive rowers.

- Check equipment is suitable when adaptations are made.
- Seek advice on equipment that is suitable for adaptive rowing Coaching.
- Identify ability and develop a needs analysis for each individual.
- Have an understanding of disability/illness and any necessary emergency action.
- Seek practical advice to address medical needs within your Duty of Care.
- Communicate information where appropriate with other athletes and coaches.
- Check equipment is suitable when adaptations are made.
- Seek advice on equipment that is suitable for adaptive rowing Competition Organisers.
- Undertake a specific risk assessment for all adaptive activities and racing.
- Cater for the needs of adaptive rowing participants, including access, medical support, equipment and buddy support.
- Be aware and communicate any rescue issues for individual adaptive rowers.
- Ensure all umpires are aware of any specific issues eg. deafness, communication difficulties, which need to be taken into consideration.
- Ensure other competitors are aware when adaptive athletes are on the water.

3 – Minimum Standards to be adopted

- Conduct a risk assessment and produce an action plan for each individual adaptive athlete.
- High visibility markings for all pathways (including stairs) throughout boat/clubhouse/venue.
- Provide a suitable rescue launch.
- The boathouse and club to be kept orderly and tidy.

Further good practice (In addition to minimum standards to be adopted)

- Provide a ‘buddy system’ for athletes with a disability to assist with boating and guiding round boathouse and club.
- Build links with other adaptive clubs, groups and competitions, further information in Row Safe – related sections.

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Section 5 – Use of Launches

Only individuals holding a valid RYA Powerboat Level 2 certificate or equivalent may use an ERC Launch.

1 - Preparation – Checks

- The launch driver is assessed and approved for the boat and knows the rules of the river and any special requirements.
- The maximum number of people expected to be in the launch (including any recovery plan) is within the capacity of the boat.
- All launch equipment is available, working and in good condition:
 - Megaphone (if required)
 - Paddle
 - Launch rescue kits including space blankets, throw lines etc.
 - Buoyancy aids for all in boat
 - First aid equipment
 - Mobile phone in waterproof container with emergency phone numbers.
- Launches must always be booked out and back in the record book.
- Check Oil and that Fuel Levels are sufficient for twice the intended use to ensure that there is plenty for any casualty recovery.
- Ensure the kill switch is in position and functioning.
- Ensure any drainage bung is in place before launching.

2 – Boat Handling

- Launching the boat must be done with a sufficient number of people to prevent injury and damage.
- Ensure the engine is not grounded before it is started to prevent damage. The kill switch lanyard must be attached to driver at all times whilst the engine is running.
- Launches must be used with due regard for other river users. Speeding past moored boats or occupied fishing stands is forbidden. Normal navigation rules apply.

3 – Return to Boathouse

- Refill the tank.
- Return launch fuel to the flammable material store.

4 - Use of Coaching Launches during Casualty Recovery

- Coaching launches are not designed to carry-out a full recovery of a capsized crew but they may, and should, play a significant part in assisting crews to follow capsize and recovery procedures.
- Sufficient fuel must always be available for rescue activities and shall be checked as part of a recovery plan.
- Ensure launch has enough capacity (people) to carry out the recovery plan Plan how to bring people into the launch (consider high sides, instability, unguarded propeller, etc.).
- During recovery assist crews as much as possible e.g. communicate with the recovery team and help ensure that the effects of cold water and weather are minimised whilst waiting for recovery. Bring the most distressed people on board the launch if possible and either ferry them to the bank or return them to ERC.
- Help to move the boat to the bank and recover equipment.

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Section 6 – Towing Boat Trailers

1 – Comply with the Law

- Anyone wishing to transport ERC boats by road needs to read, understand and comply with the large number of rules that applies to trailing boats.

2 – Employ Best Practice

- See the British Rowing (BR) website and Row Safe (section 2.5) that addresses the minimum standards and good practice to be employed.
- More detailed and specific British Rowing guidance is available on the BR website:
 - Driver's Handbook
 - Trailing Towing
 - Guidance for transporting oar propelled racing boats
 - Rowing & Trailers
- Other guidance is available on the following sites:
 - Highway Code - Are you fit to tow?
 - DVLA Driving Licence Requirements for Towing Trailers in Great Britain
 - DVLA Driving a Minibus
 - The Caravan Club

3 – Approval Procedure for Trailer Drivers

- Any driver of ERC boat trailers must undergo and pass an assessment by a competent trailer driver before their first trip trailing boats.
- The assessment will cover basic towing ability and manoeuvring.
- The driver will sign to say he has read and understood the rules and guidance outlined in section 2 above.

- Any driver of ERC boat trailers must have a relevant DVLA license the makes it legal to tow trailers. Those that have passed their driving test since 1997 will need to obtain this additional qualification.

4 – Specific Requirements for each Trip

It is the driver’s responsibility to ensure:

- The trailer has a spare tyre and tools.
- The towing vehicle is appropriate for trailer and the load being carried.
- Appropriate insurance is in place.
- The loading plan is appropriate and all equipment is secured correctly.
- The nose weight is correct or as a minimum that the weight is correctly distributed.
- The tyres (including spare), lights, projection markers and the security of the load, jockey wheel and brakes have been checked.
- A passenger is available to help with navigation, manoeuvring and any emergency that may arise.
- Drivers will take a break if the journey is in excess of 2 hours.
- Driver or passenger has a working mobile phone.
- The weather forecast has been consulted before setting off and the driver is aware of any dangers from high winds, icy conditions, etc. Should the driver feel that conditions are inappropriate or becoming unsafe at any point he/she may abandon the journey and take any measures to make individuals or equipment safe.
- The driver will sign the journey book indicating all pre-trip checks have been completed and passed. The driver will take a “Trailer Pack” with him on the trip.
- Any overhanging boat are hazard marked with light and/or hazard tape

5 – Trailer Pack to be taken on all Trips

- Copies of all documents including the trailer insurance policy.
- Loading plans for common boat configurations on trailer.
- Instructions for loading and securing; oars, seats, riggers, trestles etc.

- Provision of sufficient boat ties, projection markers and lights.
- Information on Maximum Allowed Mass for trailer.
- Specification of appropriate vehicle size/weight for trailer loads.
- Approximate weights of ERC boats.
- Method of assessing the correct trailer nose weight.
- The BR leaflet on towing.

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Section 7 – Rowing in the Sun or heat

Hot summer months pose special hazards for rowers who must protect themselves against heat, sun exposure, and other hazards. People who spend a lot of time in the sun risk developing skin cancer, other skin disorders, eye injuries, heat stress and heat-related illness.

You should take particular care if you have:

- Fair or freckled skin that doesn't tan, or goes red or burns before it tans.
- Red or fair hair and light coloured eyes.
- A large number of moles.

ERC require all rowers to take the following precautions when rowing in the sun or heat.

- Use a high factor sunscreen of at least SPF15 on any exposed skin.
- Drink plenty of water to avoid dehydration.
- Check your skin regularly for any unusual moles or spots. See a doctor promptly if you find anything that is changing in shape, size or colour, itching or bleeding.
- Wear a hat or sun visor during rowing.

Rules regarding Conduct and Safety when at Evesham Rowing Club or representing Evesham Rowing Club at Regattas and Heads.

Section 8 – Steering

COXES, COXLESS BOATS & SCULLING

Rules for the steering of any boat at ERC

1 – Use the Safety Matrix

- A risk assessment must be completed before the outing based on the Safety matrix.
- For squad sessions and junior or novice outings the assessment will always be done by the supervising coach.
- For non-squad outings the assessment must be done by a competent steersperson.
- A competent steersperson is anyone defined by an ERC coach as being capable of steering the boat to be used and who has a full understanding of the navigation rules.
- Steerspersons “learning their trade” must be kept under coach or coach helper supervision at all times.

The individual performing the risk assessment will consider all relevant issues including the following:

- **water conditions** – e.g. rate of water flow, water conditions, traffic, debris, etc.
- **weather conditions** – e.g. visibility. wind direction and strength, etc.
- **crew competence** – e.g. experience on our river, technical ability, at sculling or rowing, physical strength , type of outing requirement e.g. racing practice, etc.
- **safety factors** – e.g. launch boat in attendance, land-based coach, etc.

The cox/steersperson is always responsible for the conduct of the boat during an outing. He/she and any coach must be confident that the combination of conditions and crew competence including his/her own steering skills gives tolerable risk.

2 – Preparation – Checks

In addition to the normal outing checks the cox/steersperson and any coach must:

- Ensure the crew know what they will be doing during the outing.
- Agree to advise the crew during the outing of any change in this plan if there are any difficulties in steering for any reason.
- Check that any steering mechanism is working correctly and any rudder responds to movement of the handles or shoe.
- Confirm the crew is familiar with how to carry out an emergency stop.
- Ensure the boat is booked out in the diary and on the white board.

3 – Circulation Pattern

- The Evesham Rowing Club circulation pattern is as follows. Boats leaving the ERC landing stage shall head down stream on the right-hand side of the river (ERC side) until they reach whatever turning point they intend to use, see item 4 below – Turning Points.
- When heading back upstream towards the clubhouse, boats shall use the (Waterside side) of the river.
- When wishing to return to the landing stage, head upstream towards the landing stage and when you arrive, providing it is safe to do so, keeping a lookout for other river traffic, cross over to the landing stage. Do not cross over to the landing stage until there is a space on the landing stage for you to use.
- Your coach will make sure you fully understand the above circulation pattern before you will be allowed on the river. Please ask your coach if you have any queries regarding this.

4 – Turning Points

- Due to the number of rowers using the river during training sessions it is necessary to use a number of specified points on the river where turning is allowed. When approaching these points make especially sure that the river is clear ahead of you.
- The turning points are as follows:
 - Chadbury Locks
 - Railway Bridge
 - Rugby Club
 - The Shack (Ferry Straight)
 - Red & White Sign
 - Strollers
 - Club Corner
 - “ Spirit of Freedom “

3 – Boat Handling

In addition to the normal outing procedures:

- The cox/steersperson is responsible for taking regular looks ahead to check for other craft and debris as well as maintenance of the boats course. **The cox/steersperson must shout a warning to any other river craft including other rowing boats if they believe a collision is even a remote possibility.**
- If in doubt about clearance of blades or proximity to other objects on the water the cox/steersman must ensure the crew is informed of the danger early and that the appropriate action taken to stop or slow the boat including ensuring the crew does not make the situation worse by pulling harder on side furthest away from the object.
- Always steer the boat with due consideration and respect for other river users.

4 – Return to Boathouse

In addition to the normal outing procedures:

None

5 – Coxless “Fast Boats”

In addition to the normal outing procedures and those above:

- A “Fast Boat” outing is one where the boat is being used at high speed. A technical outing in a coxless quad or four may not be considered a “fast boat” and a race training outing in a double may be.
- Normally any outing above moderate pressure in any coxless boat bigger than a double must be considered a “fast boat” outing.
- “Fast Boat” outings should be supervised by a coach in a launch. On the occasion where this is not practical a pre-defined “fast boat” plan is required. This may include boating outside normal squad times and / or using a section of the river marked off limits to other ERC boats for that period.
- The “Fast Boat” outing – supervised or otherwise - must be indicated on the temporary hazard board.

Rules regarding Conduct and Safety when at Evesham Rowing Club or representing Evesham Rowing Club at Regattas and Heads.

Section 9 – Codes of Conduct

Section 9.1 - Code of Conduct – Coaches and their Assistants

Rights - Coaches must respect and champion the rights of every individual to participate in sport.

Coaches should:

- Help to create an environment where every individual has the opportunity to participate in a sport or activity of their choice.
- Create an environment free of fear and harassment.
- Recognize the rights of all athletes to be treated as individuals.
- Recognize the rights of athletes to confer with other coaches and experts.

Promote the concept of a balanced lifestyle, supporting the wellbeing of the athlete both in and out of sport

Relationships - Coaches must develop a relationship with athletes (and others) based on openness, honesty, integrity, mutual trust and respect.

Coaches:

- Must not engage in behaviour that constitutes any form of abuse (physical, sexual, emotional, bullying or neglect).
- Should promote the welfare and best interests of their athletes
- Must avoid sexual intimacy with athletes either when coaching them or in the period immediately following the end of the coaching relationship.

Responsibilities – Personal Standards - Coaches must demonstrate proper personal behaviour and conduct at all times.

Coaches:

- Must be fair, honest and considerate to athletes and others in their sport.
- Should project an image of health, cleanliness and functional efficiency.

Must be positive role models for athletes at all times.

Responsibilities – Professional Standards - To maximise benefits and minimise the risk to athletes, coaches must attain a high level of competence through qualifications and a commitment to ongoing training that ensures correct and safe practice.

Coaches will:

- Provide a safe environment that maximises benefits and minimises risks to athletes in achieving their goals.
- Promote the execution of safe and correct practice.
- Be professional and accept responsibility for their actions.
- Make a commitment to providing a quality service to their athletes.
- Actively promote the positive benefits to society of participation in sport
- Contribute to the development of coaching as a profession by exchanging knowledge and ideas with others.
- Gain BR coaching qualifications appropriate to the level at which they coach.

Section 9.2 – Code of Conduct - Junior Rowers

Evesham Rowing Club (ERC) offers children of all abilities a friendly and safe place to learn and develop their rowing. However, we expect all juniors to abide by our Code of Conduct so that all our members – junior and senior – can enjoy safe and fun rowing.

Please keep this Code of Conduct in a safe place as you may need to refer to it from time to time.

What you must do:

- Submit a signed parental consent form every 12 months.
- Successfully complete a capsizing drill and demonstrate that they can swim 100 metres in light clothing.
- Be punctual for training and racing. If you are going to be late or absent you must inform your coach.
- Come to as many of the training sessions as possible. If your attendance falls your rowing will not improve and you may not be selected for crews.
- Come to training with a change of clothing, a towel, a drink and a pair of suitable running shoes.
- Wear suitable kit. If your coach thinks you are inappropriately dressed for the conditions he or she has the right not to allow you to take part in the session. For more information on kit for rowing visit: www.britishrowing.org/safety or speak to your coach.
- Respect all club property. Any damage to boats or other equipment must be reported to your coach straight away. Put all equipment away tidily.
- Respect your coach's decisions. The coach will select crews and his/her decision is final.
- Obey the rules of any event you row at. Follow the instructions of event officials and umpires.
- Behave well at all times. Respect your opponents whether you win or lose.

What you must not do:

- If under the age of 16 use any club equipment (including boats) without adult supervision. Over 16s must have permission from their coach and the captain before they can use club equipment unsupervised.
- Use a boat without permission. No boat can be used without permission from your designated coach.
- Consume alcohol whilst at or representing the club. The consumption of alcohol on club premises by anyone under the age of 18 is prohibited.
- Use any illegal substance (i.e. drugs). This will result in expulsion from the club.
- Use foul language or inappropriate gestures. It is not tolerated and may result in suspension from the club.

- Post anything on the internet that is offensive or which brings the Rowing Club or any of its members into disrepute. This may result in suspension from the club.
- Bully. Bullying of any description is not tolerated.
- Misbehave on the club premises.

Rowing for ERC at an Event

What you must do:

- Pay any fees in advance.
- Help load and unload the trailer with boats and blades before and after the event. All competitors are expected to put everything away properly back at the clubhouse when we return. We welcome any parents who might want to assist us unloading the trailer when we return to the boathouse.
- Wear Club kit to race in. You coach will advise you on this.
- Bring your current British Rowing (BR) card to the event. You must be a BR member to race. Keep you membership up to date.
- Bring enough food for the day (& money for any extras) and plenty of liquid (at least 2 litres of water or squash).
- Bring a change of clothes, waterproof clothing, towel, sun cream, hat.
- Ensure you have transport to and from the event.

What you must not do:

- Use foul language or inappropriate gesture at the event. Abuse of your opponents or an event official will lead to your disqualification.
- Consume alcohol.

Concerns

Should you have any concerns about anything to do with your rowing please Tell your parent/carer.

- Raise these or have your parent/carer raise these, in the first instance, with your child's coach.

- If you feel it is subject that should not be raised with the coach or you feel your concerns have not been answered then contact the Junior Co-ordinator and / or the club's Child Welfare Officer (CWO).

Finally

Please enjoy your rowing but remember it is just a sport. Your education must always come first.

Please note this code of conduct is additional to the Evesham Rowing Club membership rules, a copy of which is in the clubhouse or available on request.

Section 9.3 – Code of Conduct – Parents and Carers

Guidelines for Parents and Carers

Evesham Rowing Club (ERC) offers juniors of all abilities a friendly and safe place to learn and develop their rowing. We welcome the support of parents and carers to help provide children with a safe and happy environment in which to row.

A General Code of Conduct for Parents & Carers

- Always set a good example by recognising fair play and applauding the good performances of all rowers including your child's competitors.
- Discourage poor conduct at training or at events.
- Discourage arguing with coaches, volunteers and officials.
- Never punish or belittle a child for losing or making mistakes.
- Use correct and proper language at all times.
- Help your child recognise good performance, not just good results.
- Help with any tasks required for the benefit of the club and its members.

The Basics

- All membership fees must be paid on time. The annual renewal date is October and you will be sent a reminder. Membership will automatically lapse if payment is not received promptly.
- All parental consent forms must be signed and returned to your child's coach, once a year. Membership will automatically lapse if the form is not received by the announced closing date.
- Ensure your child attends training sessions regularly and on time.
- Ensure your child has suitable kit and training shoes (plus spare kit + water). The coach will provide details.
- All junior rowers have been issued with the Junior Code of Conduct. Please make sure your child has read, understands and applies the Code.
- A child who is ill (even with a minor cold) or who have an injury should not be sent to training. Unless a child is fit to take part in all training activities they should stay at home. You should inform your child's coach, in advance, if your child is to miss a session.

ERC Principles

- ERC follows the British Rowing guidelines on junior training. We do not encourage children to do more than the recommended amount of training.
- ERC recognises the importance of a child's education and that this always takes precedence over rowing.
- Up to J13 the emphasis is on learning new skills, participation and fun. However, from J14 children increasingly compete in races at regional and possibly national level. Coaches will tend to select those athletes who have made a commitment to their sport.
- Coaches make the decisions on which athletes take part in races. Their decision is final and is based on a child's rowing skills, strength, attendance record, behaviour and attitude. You are welcome to ask coaches how they made their selection decisions but abuse of coaches will not be tolerated.
- Evesham Rowing Club adheres to the British Rowing Policy on Safeguarding and Protecting Children.

Communications

- Keep in touch.
- We have two Yahoo email groups for juniors:
 - Girls: <http://uk.groups.yahoo.com/group/ERCWJuniors/>
 - Boys: <http://uk.groups.yahoo.com/group/ERCJuniors/>
- Please provide an e-mail address for your child on the parental consent form. We recommend the parent/carer also join your child's group so you are fully aware of what is being said to your child.

Rowing Events

- Please pay fees on time. Coaches may have paid fees in advance out of their own pocket.
- Parents are expected to attend events in which their child is competing. If you cannot attend please ask a responsible adult who is known to your child to act in loco parentis. Coaches cannot be expected to do this.
- Parents are expected to make the necessary transport arrangements to and from events.
- If attendance at an event involves an overnight stay parents are expected to make these arrangements. No child should be sent to an overnight regatta without a parent/carer to supervise the evening and night time stay. Coaches are only responsible for junior rowers during racing times and will not look after juniors overnight. If a child is sent to a regatta without sufficient supervision for an overnight stay parents will be asked to take the child home.
- Before a race your child's coach may need time **ALONE** with the athletes to go through the race plan and prepare for the race. Please respect this.
- All competitors (with parental help) are expected to load boats and equipment on and off the trailer before and after events. This often makes it a very long day but many hands make light work!

Concerns

Should you have any concerns regarding your child please:

- Raise these, in the first instance, with your child's coach.
- If you feel it is subject that should not be raised with the coach or you feel your concerns have not been answered then contact the Junior Co-ordinator and / or the club's Child Welfare Officer (CWO).
- All concerns regarding a child's welfare should always be raised with the CWO.

Finally

Please get involved in your child's sport. In general, children whose parents are involved get more out of their rowing. We always need people to help and, even if you don't know one end of a boat from another, an extra pair of eyes on the bank and hands on the boat is always useful.

Section 9.4 – Code of Conduct – Club Officials and Volunteers

Evesham Rowing Club is committed to ethical, equitable and fair conduct at all times. The essence of good ethical conduct and practice is summarised below. All volunteers must:

- Consider the well-being and safety of participants before the development of performance.
- Develop an appropriate working relationship with performers, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport (e.g. good health, fair play, friendship).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by the national governing body and the club.
- Hold the appropriate, valid qualifications and insurance cover.
- Never exert undue influence over performers to obtain personal benefit or reward.

- Never condone rule violations, rough play or the use of prohibitive substances.
- Be prepared to undergo a check for Child Protection purposes.
- Be prepared to be trained or gain qualifications commensurate with their role at ERC.

Section 9.5 – Code of Conduct – Adult and Senior Club Members

Evesham Rowing Club (ERC) offers adults and senior club members of all abilities a friendly and safe place to learn and develop their rowing. However, we expect all members to abide by our Code of Conduct so that everyone can enjoy safe and fun rowing.

Please keep this Code of Conduct in a safe place as you may need to refer to it from time to time.

What you must do:

- Successfully complete a capsized drill and demonstrate that they can swim 100 metres in light clothing.
- Be punctual for training and racing. If you are going to be late or absent you must inform your coach.
- Come to as many of the training sessions as possible. If your attendance falls your rowing will not improve and you may not be selected for crews.
- Come to training with a change of clothing, a towel, a drink and a pair of suitable running shoes.
- Wear suitable kit. If your coach thinks you are inappropriately dressed for the conditions he or she has the right not to allow you to take part in the session. For more information on kit for rowing visit: www.britishrowing.org/safety or speak to your coach.
- Respect all club property. Any damage to boats or other equipment must be reported to your coach straight away. Put all equipment away tidily.
- Respect your coach's decisions. The coach will select crews and his/her decision is final.

- Obey the rules of any event you row at. Follow the instructions of event officials and umpires.
- Behave well at all times. Respect your opponents whether you win or lose.

What you must not do:

- Use a boat without permission. No boat can be used without permission from your designated coach.
- Use any illegal substance (i.e. drugs). This will result in expulsion from the club.
- Use foul language or inappropriate gestures. It is not tolerated and may result in suspension from the club.
- Post anything on the internet that is offensive or which brings the Rowing Club or any of its members into disrepute. This may result in suspension from the club.
- Bully. Bullying of any description is not tolerated.

Rowing for ERC at an Event

What you must do

- Pay any fees in advance.
- Help load the trailer with boats and blades before and after the event. And all competitors are expected to put everything away properly back at the clubhouse.
- Wear Club kit to race in. You coach will advise you on this.
- Bring your current British Rowing (BR) card to the event. You must be a BR member to race. Keep you membership up to date.
- Bring a change of clothes, waterproof clothing, towel, sun cream, hat.

What you must not do:

- Use foul language or inappropriate gesture at the event. Abuse of your opponents or an event official will lead to your disqualification.

Concerns

Should you have any concerns about anything to do with your rowing please raise your concerns with your coach or the club captain.



EVESHAM ROWING CLUB