



# West End Rowing Club

## Safety Guidelines and Water Rules

(Based on the New Zealand Rowing Water Safety Code)

### 1.0 INTRODUCTION

This document is intended to provide the members of West End Rowing Club ('WERC') with safety guidelines and water rules in relation to the activity of rowing. The members of WERC should use their own judgment at all times and are ultimately responsible for their own safety.

#### 1.1 SAFETY OFFICER

WERC has a Safety Officer duly elected at the AGM. This officer shall advise the club on the requirements of the NZ Rowing Water Safety Code and oversee its implementation and operation.

#### 1.2 EMERGENCY CONTACTS

Emergency numbers are located on the Club Safety noticeboard. These numbers are emergency services '111'

#### 1.3 GENERAL WATER SAFETY

Visual aids on water safety, life saving and resuscitation procedures shall be displayed on the Club Safety Notice Board.

#### 1.4 LOCAL WATERWAY HAZARDS AND RULES

The plan of the local waterway, drawing attention to the navigation rules and any additional rules required to accommodate specific local hazards shall be displayed on the Club Safety Notice Board.

#### 1.5 ACCIDENT REPORTING

All accidents shall be reported using the WERC Incident/Accident Online form. A link to this form is:

### 2.0 EQUIPMENT

For the safety of all concerned, rowing equipment must be maintained in good order.

#### **PRIOR TO GOING ON THE WATER ALL ROWERS/SCULLERS MUST CHECK THE FOLLOWING:**

##### 2.1. BOW BALLS

Every boat must at all times carry firmly attached to its bows a white ball diameter made of rubber or material of similar consistency

##### 2.2 HEEL RESTRAINTS



When each rower clips their rowing shoes into the boat they going to use must make sure:

2.2.1 The quick release strap is not under the footplate preventing it from releasing the shoe Velcro.

2.2.2 The heel restraint clips have been attached to the heel of the shoe and prevents the shoe from being able to be raised higher than horizontal.

### 2.3 LIGHTS

For outings between the hours of 30 mins before sunset to 30 mins after sunrise boats shall be fitted with lights as required.

### 2.4 OAR BUTTONS

Check oars and sculls to ensure that "buttons" are secure and properly set.

### 2.5 BUOYANCY COMPARTMENTS

Buoyancy compartments, bow and stern canvasses, etc., must be checked to ensure that they will function as intended.

### 2.6 BOAT LOG

Every boat taken on the water must be signed out in the boat log located in the rowing shed under the Safety Noticeboard. The boat is required to be signed back in at the completion of the rowing session. Any issues with the boat or water-way should be noted in the log and the Club Captain informed.

### 2.7 UNSUPERVISED TRAINING

Any boat that goes out onto the water without an accompanying coach boat must carry a PFD for each person in the crew.

**Either repair the issue before going on to the water (in the case of minor repairs)  
or if it requires substantial repairs note the problem in the boat log, inform the  
Club Captain, and use another boat.**

## 3.0 ROWERS, SCULLER AND COXSWAINS

### 3.1 SWIMMING & STRENGTH

All persons participating in rowing or sculling must be in good health and able to swim a minimum of fifty [50] m in light clothing and shoes. Also they are required to demonstrate sufficient strength to lift a 25kg from the ground to over their heads with arms outstretched. This is to simulate the task of lifting boats into and from the water or dumps.

### 3.2 LIFEJACKETS

All coxswains shall wear an approved lifejacket when on the water for both training and in competition. Where the coxswain is located in the bow of a boat, care must



be taken in the choice of lifejacket to ensure that the coxswain is not restricted when exiting the boat.

### 3.3 CREW CAPTAIN

All crews, when going on the water - whether accompanied or not, must appoint a person to have overall responsibility for the crew. This person will usually be the person steering the boat or the stroke of the crew if the person steering is considered unsuitable. It is this person's responsibility to ensure that the crew complies with the rules and is the person to whom any inquiry will be directed should an incident occur.

### 3.4 BOAT LAUNCHING

Boats must be carried down or up the ramp by all members of the crew, particularly at low tide when the ramp is steep.

On the pontoon launch the boat with the bows pointing in the direction of the Whau Motorway Bridge. At least one crew member should hold the boat alongside the pontoon whilst the oars are fitted or removed.

### 3.4 SWAMPING

In the case of a swamping or accident on the water, all crew members must remain with the rowing skiff until advised otherwise by the coach or emergency services.

## 4.0 COACHING

**Only approved persons are allowed to use such powered craft. The persons must have completed a Coastguard Small Boat Driver Course.**

### 4.1 CREW SAFETY REQUIREMENTS

Coaches are not only concerned with coaching their crews; they have a responsibility to remind crews that they need to fulfil the crew's safety requirements on the water.

### 4.2 CREW CLOTHING

Coaches shall ensure that the whole crew, including the coxswain, are dressed suitably, adequately protected for the weather conditions they are likely to encounter.

### 4.4 LIFEJACKETS

Coaches and coaching launch drivers shall wear life jackets at all times whilst afloat.

### 4.5 COACHING CRAFT SAFETY EQUIPMENT



All coaching launches and safety boats shall carry the following safety aids. It is the Coaches responsibility to ensure all the equipment is in the Coach Boat before launching.

- A bailer.
- A sound signalling warning device, capable of attracting attention over at least 200 metres. e.g. Air horn or whistle
- A grab line at least 15m (50ft) long with a large knot tied in one end to assist throwing (ideally a purpose made rescue/heaving line - 'throw bag').
- Sufficient approved Buoyancy aids or PFD's for the biggest boat they are coaching (8 max) (see Club Training Below)
- A basic first aid kit (contents recorded and checked before going out).
- A sharp knife in carrying sheath.
- A paddle.
- Engine cut-out lanyard device, accessible to the driver at all times
- Anchor and line.
- Fire Extingisher.
- All Coaches must carry a mobile phone with them when they are on the water to assist in communications if there is an emergency. A waterproof mobile phone bag must be in

#### 4.6 LIGHTS

Any activity on the water between the hours of 30 mins before sunset to 30 mins after sunrise requires the launches to be fitted with lights and carry a torch to alert other vessels to avoid collision or to signal for assistance.

#### 4.7 RETRIEVAL OF COACHING BOATS

Extreme caution must be taken when transporting coaching boats down or up the pontoon ramp at mid to low tide. Boats must not be taken down the ramp by one person at these times. A minimum of 3 people should assist at low to mid tide.

#### 4.8 BOAT LOG

All coaches/authorised drivers of the clubs powered craft are required to sign out and back in the craft they use in the boat log.

### 5.0 CLUB TRAINING

#### 5.1 GENERAL

The area of water in which the club carries out its training is clearly defined in the plan of the local waterways. This plan must be displayed on the Club Safety Notice Board.

#### 5.2 TRAINING AREAS

These Training Water Areas are:

- Whau River & Estuary



- ▪ Upper Waitemata Harbour
- ▪ Waikato River at Mercer

Charts of these areas showing the applicable navigation rules, local variations and hazards will be displayed on the Club Safety Notice Board as well as on this document.

All members are required to make themselves familiar with these.

When Training/Racing in waters outside these areas Coaches, Coxswains and Steerers (coxless boats) are required to make themselves familiar with the local conditions and water traffic code.

#### 5.4 EXIT POINTS

Suitable landing or exit points need to be identified along the rowing route. These are identified on the charts of the normal training area.

#### 5.5 TRAINING

Three types of training are identified as

1. Accompanied training (with coach)
2. Unaccompanied training (without coach)
3. Training before dawn and after dusk

The following conditions apply and **must** be adhered to.

##### 5.5.1 Accompanied training.

When accompanied by the coach in a powerboat - One coach in a powerboat can supervise a maximum of 3 rowing skiffs at any one time, provided that the crew/s are always able to hear given instructions from the coach. The powerboat shall carry the required number of Buoyancy Aids/PFDs as per 4.5

All coxswains and coaches must wear approved lifejackets when carrying out their duties on the water.

##### 5.5.2 Unaccompanied training

Any boat that goes out onto the water without an accompanying coach boat must carry a PFD for each person in the crew.

*NOTE: Before going on the water a member of the crew must assume responsibility for the crew. It is that person's responsibility to ensure that the crew complies with the rules for unaccompanied crews and is the person to whom any inquiry will be directed should an incident occur.*

##### 5.5.3 Training before dawn and after dusk

The rules above for Accompanied and Unaccompanied training will apply, in addition:



Boats must carry on the bow a WERC white light one fitted to the bow number holder with its lanyard secured around the boats bow ball.

## 6.0 DISPUTES PROCESS

Collision avoidance is the responsibility of both parties in a dispute regardless of Right of Way.

If a collision does occur the Club's Incident/Accident Form must be completed.

**Failure to comply with the West End Rowing Clubs Safety Plan will result in the disciplinary action being taken by the Executive Board.**

### Acknowledgement:

West End Rowing Club takes reasonable measures to ensure your safety, as a participant in the sport of rowing. You are ultimately responsible for your own warm up, safety and participate in the sport of rowing at your own risk. You acknowledge this through signing and returning this form.

#### You acknowledge:

- That you have read understood and will comply at all times with the West End Rowing Club's Safety Guidelines and Water Rules.
- You certify that you are in good health, and have a level of fitness of a standard to participate in the sport of rowing.
- You acknowledge that the safety precautions undertaken by WERC (such as coaching and safety briefings) are a service to you and other members of WERC but are not a guarantee of your safety. Consequently, you accept that you have are responsible with regard to carefully reading the safety guidelines, listening to all safety briefings, immediately seeking clarification on anything which is not entirely clear to you and you take responsibility for your actions.

By submitting this membership application form you acknowledge your agreement as above.

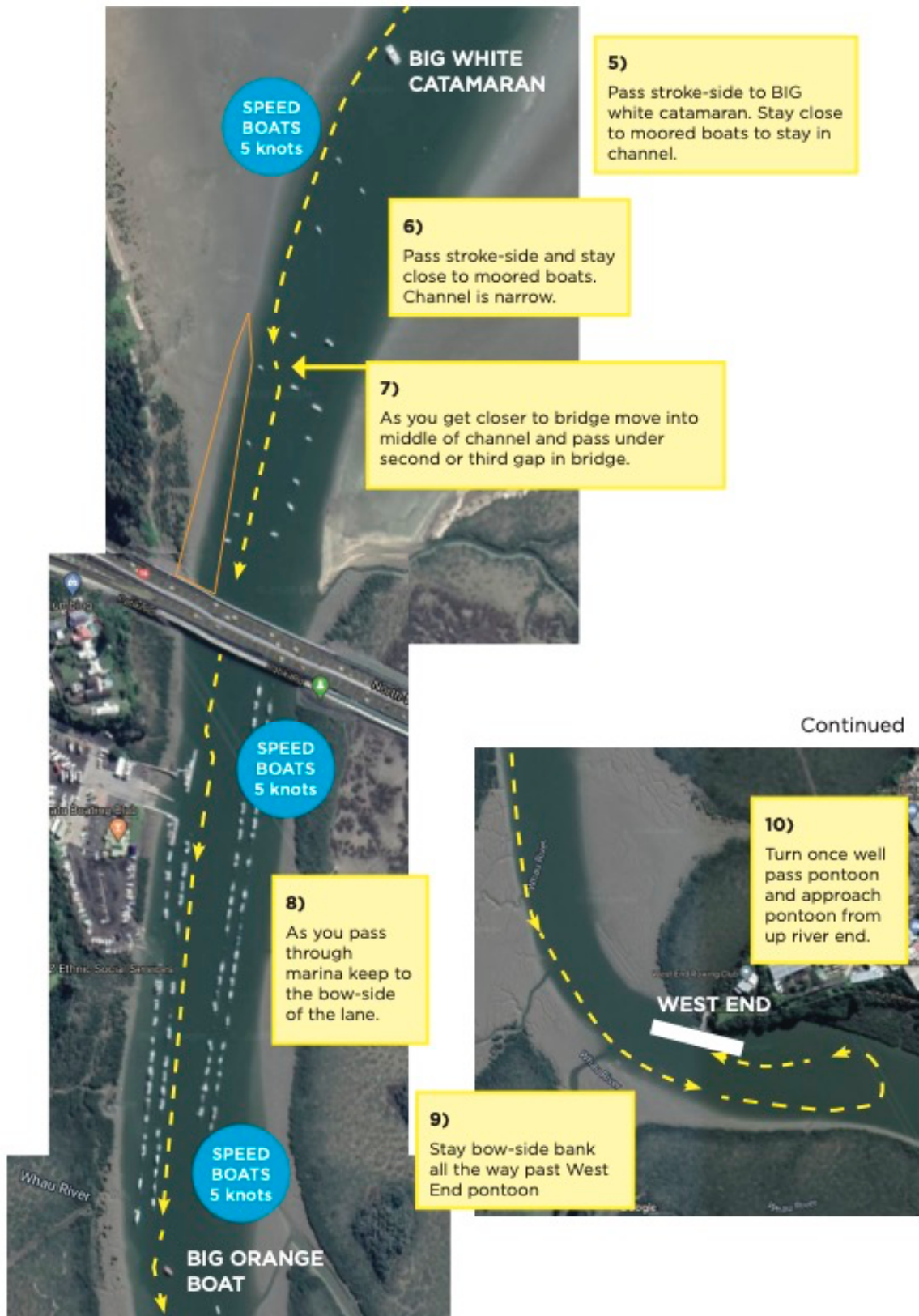
## NAVIGATION FROM KAURI POINT WHAU RIVER



CONTINUED Whau river navigation and pontoon rules on reverse.



## NAVIGATION FOR WHAU RIVER AND ONTO WERC PONTOON







# WHAU RIVER ZONES



## RED ZONE RULES

*No boat on boat  
pacing or racing  
in these areas.*

*No rating over 22*

*Cox-less boats to take  
extreme care*



## ORANGE ZONE RULES

*No boat on boat  
racing in these areas*

*No rating over 26*

*Cox-less boats to  
take extra care to  
stay on the bow side  
of the river.*





### MERCER - WAIKATO RIVER

Map to be used as discussion tool between Head coach/Club Captain with all coaches for navigation on river

