



**Membership Application Form**

To the Honorary Secretary;

In accordance with the Club's rules, I wish to become a member of the WEST END ROWING CLUB (WERC).

In the event of my application being approved by the Club's Executive Committee, I hereby undertake to pay my annual rowing subscriptions promptly and abide by the Health and Safety Guidelines and Water Rules, on reverse, as well as the membership rules laid out in the Annual Report. I agree to always represent WERC in an appropriate manner, to abide by all rules laid out by Club and/or other rowing associations, or regatta officials, and coaches. Should my actions bring the Club into disrepute I understand that I may be asked to resign my membership, or it will be cancelled.

**1) APPLICANT DETAILS** (if under 18 years of age please have parent or legal guardian fill in section 3 and sign)

Full name .....

Date of birth .....

I can swim for at least 50m in open water un-assisted  Yes  No

Signature .....

Date signed .....

Proposer's signature  
 (Must be a financial club member) .....

Membership:  Active  Recreational  School  
 Associated member  Non rowing

Secunder's signature  
 (Must be a financial club member) .....

Date Elected .....

**2) CONTACT DETAILS**

Postal address .....

**(Please note.** If you change your contact details in the future it is your responsibility to notify the secretary and communications officer of the change)

Cell phone .....

Alternative Phone .....

Email .....

If you are under the age of 18 when becoming a member please have parent/legal guardian fill in below and sign.

**3) LEGAL GUARDIAN DETAILS**

As the legal guardian of the above applicant I understand that WEST END ROWING CLUB, its Coaches, Executive committee, or other club members CANNOT be held accountable for the actions or of mishaps affecting my dependent whilst at Club functions, regattas or any other Club activities. As the legal guardian of the applicant I agree that it is my responsibility to provide the supervision that I feel is appropriate for my dependant child.

Full name .....

Relationship to applicant .....

Signature .....

Occupation .....

Mobile phone .....

Home phone .....

My child can swim for at least 50m in open water un-assisted  Yes  No

**The Club can only assist and supervise your child to the level provided to adult rowers, whether while rowing or otherwise.**

**4) HOW CAN YOU HELP?**

West End Rowing Club is reliant on its members (and parents if required) volunteering their service and time to keep the Club functioning on all levels. Please consider if there are areas/projects that you feel you could assist the Club with and note these below. eg Fundraising, coaching etc.

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Do you have a valid full drivers licence? Yes  No

Do you/your partner/parent/family member have a vehicle with a tow bar and would you/they be available to assist to tow boat trailers on occasions? Yes  No

# West End Rowing Club Safety Guidelines and Water Rules

(Based on the New Zealand Rowing Association 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 NZRA 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' and Coastguard.

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 to the Club captain and Safety Officer. The Health & Safety Officer will record the incident in the accident log. The accident log will be stored by the Health & Safety Officer.

The following paragraphs relate to specific aspects of rowing which, for convenience, have been grouped under separate headings for ease of reference

## 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. Heel restraints and "quick-release" mechanisms must be in proper and effective working order in all boats equipped with fitted shoes. The restraints must allow no more than 50mm of heel lift on the shoe.

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.

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 into the oncoming tide to assist departure. 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. A list of the current approved persons should be displayed on the Club Safety Notice Board.

4.1 CREW SAEFTY 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.

4.3 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;

Bailer, Air horn or whistle, Grab line at least 15m (50ft) long, PFD's for the biggest boat they are coaching (8 max) (see Club Training Below), Basic first aid kit (contents recorded and checked before going out), Sharp knife, Paddle. Kill switch device, accessible to the driver at all times, Anchor and line, Mobile phone to assist in communications if there is an emergency

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. 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 areas

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 6 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 Permission to train unaccompanied must be sought and obtained from the Club Captain prior to beginning training. Permission maybe granted for either a limited number of unaccompanied training sessions or permanent unaccompanied training.

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 continuous all round (360 degrees) white light one metre above the level of the canvas on the bow with a range of 2 nautical miles. All other boats must display a continuous all round white light on the bow capable of being seen for at least 2 nautical miles.

## 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 Captain & Safety Officer should be informed as soon as possible. These two officers will progress the matter with the full co- operation of those involved.

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

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