

Rotorua Rowing Club Inc. – Safety Plan

Updated November 2023

Signed 
President

Signed 
Club Captain

CLUB RESPONSIBILITY

- 1) Appoint a Safety officer whose duty it is to understand the requirements of the NZRA Code of Practice for Water Safety and advise on their observation and implementation. Breaches of the code shall be identified and must be advised to the person or persons responsible for the breach.
- 2) Display prominently a list of all important emergency telephone numbers.
- 3) Have Safety and First Aid equipment available to all club members as follows:
 - a) A fully stocked First Aid kit is to be stored at the rowing club notice board
 - b) Each coach boat is to be equipped with:
 - i) Thermal blanket. Simple first aid kit
 - ii) Compass.
 - iii) Bailer.
 - iv) Oars.
 - v) Rescue lines.
 - vi) life jackets, (As per Coach boat safety equipment on page 11)
 - vii) Throw tubes/buoyancy aids or personal flotation devices (PFD's).
 - viii) Lights, (when training in the dark).

“Approved PFDs, lifejackets or buoyancy aids are those accepted under the Maritime Rule 91, Navigation Safety”

NZS 5823:2005 defines a buoyancy aid as any device designed to assist a person to remain afloat in water until rescue is effected. Any type of buoyancy aid categorised in the Standard meets the requirements of this rule.

- 4) Training in the hours of darkness carries additional risks and should be kept to a minimum. This particularly applies in the months of May, June and July when the low lake and air temperature increase the risk of hypothermia.
- 5) Encourage coaches and organisers to undertake basic first aid training.

- 6) All crews, coaches and safety boat drivers are clear on their own, and each others, responsibilities.
- 7) Rowing NZ Visual aids on water safety, to be displayed prominently in the boatshed and clubhouse.
- 8) The areas of water in which the club carries out its training must be clearly defined in a Hazard Management Plan.
 - a) The Hazard identification list must draw attention to relevant navigation rules and any local interpretations required to accommodate particular hazards. Instructions must be included on any variation in normal procedure necessary to combat wind, fog or other climatic conditions, which may arise.
 - b) For these purposes 2 types of water training areas exist:
 - i) that which is used most often by club crews, ie. going from Point A to Point B and back again to Point A. (usually close to the clubhouse).
 - ii) that which is used sometimes by crews, ie. areas which are outside those described in i).
 - c) All, on water hazards, moving or fixed, need to be clearly defined in the Hazard list or map with appropriate strategies outlined if a crew gets into difficulties.
 - d) Suitable landing or exit points need to be identified along the rowing route with the closest medical – first aid access listed.
 - e) The Risk Management Plan to be clearly displayed in the Clubhouse.
- 9) An accident log is to be maintained and be available for inspection at any time, giving time, place and nature of accident, injuries/damages sustained and names and addresses of witnesses. All cases of accident involving injury shall be notified in writing to the local Association and the NZRA using the standard forms.
- 10) A boat maintenance log or notebook shall be kept for each coach boat recording maintenance and repairs for the boat, equipment and motor, and the date when the work was carried out. Log to be kept at Telfer Marine, who are our service provider
- 11) For the safety of all concerned, rowing equipment should be maintained in good order. A Maintenance Log Book should be kept for all boats and any that are unsafe to use must be clearly identified and taken out of service.

12) Hazards around the clubrooms shall be identified and notified to all persons likely to be affected by them. These hazards may include but are not limited to:

- i. Lifting boats on and off storage racks.
- ii. Slippery surfaces, particularly when launching and retrieving boats.
- iii. Loading and unloading club trailers when attending camps or regattas.
- iv. Contact with polluted water when getting in or out of boats.
- v. Contact with protruding riggers from boats that are stored fully rigged.
- vi. Mixing and storage of fuel, see rules below:
 - a. Fuel must be stored in containers complying with AS/NZS 2009:2001.
 - b. Two stroke fuel must be mixed in a well ventilated area.
 - c. Suitable clothing and pouring devices shall be used when transferring fuel between containers.
 - d. There shall be no smoking when fuel is being mixed or poured.
 - e. Fuel being taken to other events such as camps or regattas must be transported in a safe, well ventilated environment.
 - f. At least One 2.5kg Class B fire extinguisher must be on site when fuel is being mixed or poured.

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COACHES RESPONSIBILITIES

1. To make informed decisions about lake or weather conditions to ensure they are suitable for the intended rowing to proceed.
2. To remind crews that they need to fulfill crew responsibilities (see page 6).
3. To ensure that the whole crew, including the coxswain, is suitably dressed and adequately protected for the weather conditions they are likely to encounter.
4. Coaches are to carry a cell phone and make sure their number is on display on the notice board. They should have all other coach's numbers stored in their phone.
5. To ensure coaches, coach boat drivers, passengers and coxswains wear life jackets at all times. Where coxswain are located in the bows of boats, care must be taken to ensure that the lifejacket used does not restrict the coxswain from exiting the boat.
6. To ensure the coach boat carries safety equipment as per the Rowing NZ check . Signing onto the water includes a check on such equipment.
7. To ensure that all equipment is checked before any skiff goes in the water. This includes:-
 - a. heel restraints and "quick-release" mechanisms are in proper and effective working order in all skiffs equipped with fitted shoes. The restraints must allow no more than 80mm of heel lift on the shoe.
 - b. A bow ball is fitted.
 - c. Buoyancy compartments are correctly sealed.
 - d. Foot position and gate heights are checked and adjusted to suit each rower's physique.
 - e. Oars or blades are in good condition and correctly fitted
8. To ensure that all crews appoint a person with overall responsibility for the crew. That person is responsible for making sure that the crew complies with rules while on the water. That person is usually the stroke or the coxswain depending on experience.

9. One coach in a coach boat can supervise a maximum of 4 rowing skiffs at any one time, provided that the crews are always in contact with the coach. The risks arising from weather or lake conditions must be assessed before departing and the number of skiffs reduced if necessary.
10. Ensure that the coach boat wake does not cause a hazard to other craft.
11. Training before dawn. This carries a greater risk and extra care must be taken to manage that risk. For any activity taking place before dawn or up to 30 minutes after sunrise, all coach boats and rowing boats must be fitted with lights as follows:
 - a. Rowing boats - a continuous, all round (360 degrees) white light, fitted to the bow
 - b. Coach boats - a continuous, all round (360 degrees) white light visible for at least 2 nautical miles in all directions.
12. Training in the afternoons. Any training taking place in the afternoons must be carefully managed to avoid getting caught out by the on-set of darkness. Crews should aim to be back at the club rooms at least 30 minutes before sunset.
13. Unaccompanied training. Where crews are training unaccompanied it is their coaches responsibility to ensure that they are aware of and are complying with the club rules pertaining to this activity. These are: carrying a lifebelt and a cell phone in the pouch provided.
14. Coaches (and club organisers) should undertake basic first aid training.
15. Coaches to be familiar with Risk Management Plan, which defines the hazards on the rowing courses used for training etc.

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CREW RESPONSIBILITIES

1. All crews, when going on the water - whether accompanied or not, must appoint a person to be in charge. This will usually be the stroke unless there is another crew member better qualified to take on this role. This person is to ensure the boat is handled in a safe manner and the crew responsibilities are adhered to. They must be prepared to react to unfavorable changing water conditions and take action to minimise the risk to the crew.
2. All crew members must be in good health and able to swim a minimum of 50 metres in light clothing and shoes. If not, coaches must be made aware of this.
3. Crews must be familiar with rowing course requirements (where you are allowed to row), course hazards and plans for that row.
4. All coxswains must wear an approved lifejacket (non self inflating) for both training and in competition. Where coxswains are in the bow of the boat, the lifejacket used must not restrict the coxswain getting out of the boat.
5. Coxswains must be able to push against the front bulkhead to assist in exiting the boat during an emergency. It may be necessary to fit packing to facilitate this.
6. Each crew member must ensure that they are dressed sensibly and are protected for the weather conditions they are likely to encounter.
7. Crews must ensure that equipment is checked before the skiff goes in the water. It is best if a senior member of the crew takes responsibility for these checks, which must include:-
 - a. Heel restraints and "quick-release" mechanisms being in proper and effective working order in all skiffs equipped with fitted shoes. The restraints must allow no more than 50mm of heel lift on the shoe
 - b. A bow ball is fitted.
 - c. Buoyancy compartments are correctly sealed.
 - d. Foot position and gate heights are checked and adjusted to suit each rower's physique.
 - e. Oars or blades are in good condition and correctly fitted.

- f. Appropriate lights are fitted if the row is going to take place during the hours of darkness.
8. Training before dawn. Has a higher level of risk and requires extra care to be taken. Any boat going on the water before dawn and up to 30 minutes after sunrise must be fitted with lights as follows:
 - a. An all round (360 degrees) white light, one metre above the level of the canvas, or
 - b. lights fitted to the bow and stern that are visible for at least 2 nautical miles (3700 meters) in all directions.
9. Rowing after the hours of darkness in the evening is not permitted.
10. Unaccompanied Rowing This applies to senior or masters crews that are training without a coach or safety boat. The following conditions must be adhered to:
 - a. Crews must row in areas that are 200 metres or less from where they can comfortably stand with their heads above the water.
 - b. At least one member of the crew or group of boats must carry a cell phone, in a water proof cover, secured to their skiff.
 - c. No unaccompanied crews are to be on the water during the hours of darkness.

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 rowing and is the person to whom any inquiry will be directed should an incident occur.

11. The "On Water" electronic log must be filled out for all sessions, both accompanied by a coach or not. Any Incidents should be recorded in the incident book, kept at the sign-in desk.

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SAFETY REQUIREMENTS FOR REGATTAS AND PROFESSIONAL RACES

A NZRA Sanctioned regatta is defined as “a regatta organised and run under NZRA rules, regulations and codes, for athletes holding an annual competition licence (registration) or a day competition licence for the particular regatta”.

The rules below provide an exemption to MSA rule 91 (Personal Floatation Devices) and are for the benefit of NZRA Sanctioned regattas.

All Rotorua crews must comply with the regatta safety plan and rules applying to the regatta.

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TYPES OF TRAINING

Four types of training are identified as

- 1) Accompanied training (with coach)
- 2) Unaccompanied training (without coach)
- 3) Training before dawn
- 4) Open Water - defined as more than 200 metres from where you can comfortably stand with your head above the water.

The following conditions apply and must be adhered to.

1) ACCOMPANIED TRAINING

This refers to crews that are accompanied by a coach/safety person in a powerboat. School crews must have accompanied training or if in sheltered waters be under the observation of an individual(s) who is/are able to assist immediately if required.

One coach in a coach boat can supervise a maximum of 4 rowing skiffs at any one time, provided that the crews are always in contact with the coach. Before departing assess the risks, and, depending on conditions, reduce the number of skiffs if necessary.

The powerboat should carry the required number of Buoyancy Aids/PFD's.

All coxswains and coaches must wear approved lifejackets when on the water.

2) UNACCOMPANIED TRAINING

This applies to senior or masters crews that are training without a coach or safety boat. They must adhere to the following conditions

- a) Crews must row in areas that are 200 metres or less from where they can comfortably stand with their heads above the water.
- b) One member of the crew or group of boats must carry a cell phone, in a water proof cover, secured to their skiff.
- c) No unaccompanied crews are to be on the water during the hours of darkness.
- d) Unaccompanied rowers carry or wear PFD's

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 they may be held accountable should an incident occur.

3) TRAINING BEFORE DAWN.

Note: This carries additional risks and should be kept to a minimum. Training after dusk is not permitted.

- a) All training is to be accompanied by a safety boat.
- b) The rules above for Accompanied training will apply, in addition to:

Rowing skiffs - a continuous, all round (360 degrees) white light fitted to the bow.

Coachboats - must display a continuous all round white light capable of being seen for at least 2 nautical miles (3700 meters) in all directions.

4) OPEN WATER ROWING

Each Person must have available an approved PFD and at least one member of the crew shall have on board a method of attracting attention (whistle) or cellphone.

Rotorua Rowing Club Inc. – Safety Plan

Coach Boat Safety Equipment

1. A bailer.
2. An Air Horn, Whistle or megaphone capable of attracting attention over at least 200 metres.
3. 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').
4. Tow rope.
5. Approved Lifejacket(s) for all persons on board.
6. Sufficient additional Personal Flotation Devices (PFD's) for the biggest boat being coached (8 maximum).
7. Oars (with rowlocks unable to be removed).
8. Simple handholds fixed to the side of the coach boat to help any person being rescued and provide self-help should the driver fall overboard.
9. Engine cut-out lanyard device is recommended, and if fitted must be attached to the driver at all times.
10. Cell Phone with Emergency Telephone Numbers and other coaches telephone numbers.
11. Fire extinguisher
12. Sharp knife
13. Simple first aid kit plus safety blankets

Telephone numbers

- EMERGENCY SERVICES
INCLUDING COAST GUARD 111
- Fire 111
- Police 111
- Ambulance 111
- Doctor - Lakes Prime Care Telephone –
348 1000
- Emergency Department Rotorua Hospital
Telephone – 348 1199
- Coastguard Telephone – 348 9022
- Location – 1 Mataiawhea Street,
Ohinemutu, Rotorua 3010



Rotorua Rowing Club

Serving the Rotorua Community

ROWING OUT OF ROTORUA RC

INFORMATION AND ROLES & RESPONSIBILITIES:

Coaches sign crews onto the water using the Google form provided for cell phone.
Rowers without a coach sign onto the water using the book or Google form provided.
Head coach will ensure coach boats have safety equipment and regularly audit
First aid kit is held at the work bench
Anyone with a medical condition of relevance to health or safety while rowing must provide a clip seal bag with their photo, name, an adequate quantity of medicines for your coach with instructions.
No smoking or vaping or alcohol in boat shed or surrounds.
Lake map with hazards is hung on the notice board
Coach cell phone numbers and club address are on the board in case of emergency
Rowing NZ safety posters are hung on the notice board.

HAZARD ASSESSMENT

Hazard	Risk Rating	Controls
On-water hazards while rowing	High	Follow Rowing NZ guidelines on notice board Follow instructions from coaches 'First visit' coaches are briefed by experienced coaches on conditions Coaches aware of forecasts, weather conditions and rowers suitably clothed Check coach boat safety equipment
Lake Hazards	Rocks, dead trees and shallows create risk	Hazard map is on main notice board. Use rower or coach local knowledge until you understand. Always stay in control with the boat pointing in the right direction – coxn or bow rowers are responsible, without instruction, even if coach is talking to you. Safety is not just a coxswains responsibility – stay aware of your surroundings. What to do in the event of an accident: feet out, hold onto the boat, check buddies + coxn.
Capsize	Medium	When turning always have two oars just holding the boat level, When starting to row, first stroke is always half slide.



Rotorua Water
Sports Centre, 1
Mataiawhea st
Rotorua
WEB SITE

<http://www.rotoruarowing.org.nz/>

Weather	Low if follow guidelines	Check forecast before session N, NE, E winds greater than 10km/hr – don't go out S, SE wind that may exceed 20km/hr – ok but don't go around Kawaha point W or NW winds over 20 km/hr – stay close to west side shores.
Cold lake water, low air temp.	Medium risk	Extra caution if wind is close to marginal Any accidents – get rowers to closest shore, forget about boats.
Accident or collision.	Medium	Stay on the right of approaching boats – whether coxed or not, stay aware of where you and any any boats approaching, are. If you are more than 500m away from the coach and other boats in your group – stop and wait
Rowing in the dark	High	Must be very little wind - less wind than you'd normally row in Bow lights for each boat All launch and stop to wait for coach Every boat must buddy up with another and stay side by side until lighter, especially doubles and singles
Rough Sleepers	High	When approaching the shed in the dark check back door from a distance and if someone is sleeping there then go back to car and wait for more rowers to arrive.
Fire	low	Shed is properly alarmed and protected. Muster point in front of bay doors is communicated to rowers Fire systems regularly audited by supplier
Inappropriate actions	medium	No adult rower or helper alone with a school- age rower Coaches are police vetted. Aim to get all parent helpers police vetted during each season.
Medical incident	Allergic reaction	Collect accurate medical information as described above. Define action required. Decide whether coach needs to carry on water.
	Pre-existing medical conditions	Collect accurate medical information as described above. Medication held by coach on water if that is required.
	Accident	Dial 111 . Basic first aid kit on workbench, Current first aid basic skills on site.
Student emotional well-being	Medium	School group managers and coaches monitor group and individual behavior off-water. Discuss with other managers and coaches if necessary. Use schools resources and expertise wherever possible. Child protection policy and code of conduct. Club themes: RRC is a safe place to grow. Club objectives are Success and Retention
Unsafe/ reckless behavior	Medium	Ensure behavioral expectations are clear to rowers and supervisors Provide supervision on and off water
Low visibility - fog	Medium	No rowing unless Kawaha Point can be seen



Rotorua Water
Sports Centre, 1
Mataiwhea st
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WEB SITE

<http://www.rotoruarowing.org.nz/>

ROWERS CATCH ON TO SAFE ROWING



ROWING 
NEW ZEALAND



**STROKE IS THE
SKIPPER
OF THE SKIFF**



TRAINING

WITH A COACH
SUPERVISING - stay within
500m of one another

WITHOUT A COACH
SUPERVISING - each rower
must carry a floatation
belt in your boat



**DO THE CHECKS
BEFORE
YOU HEAD OUT**

- ✔ Wearing appropriate clothing
- ✔ Know the waterway rules and hazards
- ✔ Checked the weather forecast
- ✔ Lodged intentions at the club
- ✔ Boat is safe for use (bow ball, bungs, heel ties and shoe quick release)



ROWING IN THE DARK

Carry a solid white light on bow
and a torch on board



**COXSWAINS
MUST
WEAR A
LIFE JACKET**

SHOULD YOU CAPSIZE - AND YOU CAN'T GET BACK INTO THE BOAT - REMEMBER...

A

STAY
AFLOAT

B

STAY
WITH
THE
BOAT

C

STAY
CALM

D

DON'T
SWIM AWAY
FROM THE
BOAT

E

ELEVATE
BODY OUT
OF THE
WATER
ON TOP
OF UPSIDE
DOWN BOAT

F

FIND THE
NEAREST
SHORE
AND USE
ARMS TO
PADDLE
BOAT IN



Rotorua Water
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WEB SITE

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COACHES CATCH ON TO SAFE ROWING



ROWING
NEW ZEALAND



DRIVER OF THE SUPPORT BOAT IS THE SKIPPER

And responsible for
that boat and all crews
under their supervision



DO THE CHECKS BEFORE YOU HEAD OUT

YOU AND THE CREWS:

- Are wearing appropriate clothing
- Know the waterway rules and hazards
- Checked the weather forecast
- Lodged intentions at the club
- Boat is safe for use (bow ball, bungs, heel ties and shoe quick release)



ENSURE:

- All coaches and coxswains are wearing lifejackets
- You make an assessment on the number of crews you can safely supervise (need to consider weather, type of water and ability of crews)
- Stay within 500m of each other otherwise crews are no longer being supervised

YOUR COACH BOAT SHOULD HAVE ON BOARD:



- Waterproof communication
- Enough flotation belts for your largest crew
- Bailer
- Signalling device
- Throw bag
- First aid kit
- Knife
- Paddle
- Engine cut-out lanyard
- Fire extinguisher
- Flare (if more than 500m offshore)
- Lights (if training in darkness) white on top, red port, green starboard



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