

# Rotorua Rowing Club Inc. – Safety Plan

Updated May , 2016

To be reviewed May 2019, (unless otherwise directed).

Signed

Rob Prebble      President

Signed

Glen Reichardt      Club Captain

## CLUB RESPONSIBILITY

- 1) Appoint a Safety Adviser 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 in the rowing club kitchen cupboard.
  - b) Each coach boat is to be equipped with:
    - i) Thermal blanket.
    - 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, (if 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) Visual aids on water safety, life saving and resuscitation procedures 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 Risk Management Plan. (RMP).
  - a) The RMP 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 RMP 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.
- 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 check list on page 11, a copy of which shall be signed each time a coach boat is used.
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 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
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, one metre above the level of the canvas or lights fitted to the bow and stern visible for at least 2 nautical miles (3700 meters) in all directions.
  - 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.
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.
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" log must be filled out for all rowers going out on the water. Details to be included in the "On Water" log shall include:

For coached rowers or crews:

- a. The date.
- b. Confirmation of the rowers involved.
- c. The time on the water.
- d. Time off the water.
- e. Notification of any incidents that occur.

For unaccompanied rowers

- a. The date.
- b. Name of all rowers in the boat, (including coxswains).
- c. Name of the boat being taken out.
- d. Time on the water.
- e. Time off the water.
- f. Notification of any incidents that occur.



# **Rotorua Rowing Club Inc. – Safety Plan**

## **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) Although not required by law, it is recommended that 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, one metre above the level of the canvas or lights fitted to the bow and stern that are visible for at least 2 nautical miles (3700 meters) in all directions.

**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.

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## **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.

## **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**