



# TAUPO ROWING CLUB SAFETY PLAN

Updated May 2023

This Safety Plan is designed to ensure the safety of our members while participating in rowing with our club. It also ensures we meet the minimum standards for safe rowing operations as set out in **Rowing New Zealand's: Rowing Water Safety Code 2016**.

**RESPONSIBILITIES:**

<p>The Club (Taupo Rowing Club)</p>	<ul style="list-style-type: none"> <li>• Each season appoint a <b>Safety Officer</b> who shall be registered with Rowing NZ. The Safety Officer must advise the Club on Rowing NZ's Water Safety Code and oversee its implementation and operation. If the Safety Officer will not attend camps or regattas, the club should also appoint a <b>Travelling Safety Officer</b>.</li> <li>• Ensure the following information is displayed prominently at the waterfront lockup and at the Scout Den (as applicable) <ul style="list-style-type: none"> <li>○ The detailed address of the rowing club so that this can be given to emergency services;</li> <li>○ The contact details of the club's Safety Officer and Club Captain;</li> <li>○ The plan of Lake Taupo showing the area in which we normally train (the rowing corridor), the navigation rules and traffic plan for the area (see <b>Appendix 3</b>).</li> <li>○ Our Risk Management Plan, including a list of hazards both on and off the water and the way therisks are managed (attached at <b>Appendix 2</b>).</li> </ul> </li> <li>• Have a first aid kit available on shore (in the bin at the lockup) that is complete and regularly checked.</li> <li>• Ensure that the rowing and coaching equipment is in good and safe order. This includes: <ul style="list-style-type: none"> <li>○ Ensuring the rowing skiffs meet the Rowing NZ Rules of Racing Rules 26.e, 27, 28 and 29 relating to bow balls, flotation, quick release foot stretchers and the coxswain's seat.</li> <li>○ Maintaining a boat maintenance log for each boat showing the maintenance and repairs on the boat and equipment, and the date it was carried out.</li> <li>○ Ensuring the coach boat is equipped with all the Coach Boat Safety Equipment listed in <b>Appendix 1</b>.</li> </ul> </li> <li>• Ensure all incidents and accidents are reported to the Safety Officer and detailed records are kept (time, place, nature, injuries/damage and contact details). The Safety Officer must report any serious incidents or accidents to the Club Captain, Rowing NZ, Maritime NZ and the Harbour Master's Office. Where lessons can be learned from any incident, these should be shared with all rowers.</li> <li>• Ensure all members and parents (for school rowers) receive a safety induction which covers the local waterway plan, hazards, emergency procedures and considers the rower's swimming ability. The inductions should be acknowledged on the enrolment forms.</li> <li>• Ensure coaches and support vessel drivers complete the Coastguard "Club Safety Boat Operator" course during their first season.</li> <li>• Regularly review the club's safety practices and procedures</li> </ul>
<p>Club Captain</p>	<ul style="list-style-type: none"> <li>• Allocate boats.</li> <li>• Oversee the sufficiency and timeliness of maintenance</li> </ul>
<p>Club President</p>	<ul style="list-style-type: none"> <li>• Oversee that Safety Plan, the Code of Conduct, and Child Safety and Protection Plan are reviewed annually or more frequently as required</li> <li>• Ensure all members are sent a copy of the H&amp;S Plan and all parents are sent a copy of the Child Safety &amp; Protection Policy upon joining and when changes are made.</li> </ul>
<p>Coach</p> <p>Persons who may hold the role of 'coach' are:</p> <ul style="list-style-type: none"> <li>• Club captain</li> </ul>	<p>The Coach (or person in a support vessel) is at all times responsible for the safety of all crews under their observation.</p> <ul style="list-style-type: none"> <li>• The Coach / support person must make an assessment (considering weather, water, ability of crews and other conditions), of the number of crews for which they can safely be responsible and supervise. Ensure sufficient Coaches are present depending on number of</li> </ul>

<ul style="list-style-type: none"> <li>• Club President</li> <li>• Club committee member (with rowing experience)</li> <li>• Rowing school coach</li> </ul>	<p>crews.</p> <ul style="list-style-type: none"> <li>• Ensuring crew intentions are lodged, attendance is taken both in advance of launching and when crew have returned both in rowing, for erging and all other training/ camp/ regatta activities.</li> <li>• Promoting safety and reminding crews that they need to fulfil their crew responsibilities (see below).</li> <li>• Ensuring that the whole crew, including the coxswain, is suitably dressed and adequately protected for the weather conditions they are likely to encounter.</li> <li>• Carrying a cell phone (preferably in a waterproof case and with GPS capability).</li> <li>• Ensuring coaches, coach boat drivers, passengers and coxswains wear <u>life belts or jackets</u> at all times. Where coxswain are located in the bows of boats, care must be taken in the choice of lifejacket to ensure that the coxswain is not restricted when exiting the boat.</li> <li>• Ensuring the coach boat is fit for purpose and carrying the required safety equipment as per check list attached <b>Appendix 1</b>.</li> <li>• Ensuring that all equipment is checked, safe and compliant (esp. relating to flotation requirements, bow balls, quick release foot stretchers and coxswain's seat) before the skiffs go in the water.</li> <li>• Ensuring 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 bow or the coxswain depending on experience.</li> <li>• Accessing the risks and assessing the number of crews for which they can safely be responsible for and supervise. If necessary, before departing, reduce the number of skiffs. Note: Rowing NZ recommend that one support vessel observe no more than three crews.</li> <li>• Ensuring coach boat wake does not cause a hazard to other craft.</li> <li>• <u>Ensuring that</u> any activity before dawn to 30 minutes after sunrise, both coach boats and rowing boats are fitted with the required lights.</li> <li>• Maintain basic first aid training.</li> <li>• Ensure all visitors are registered in the club's management system through our website <a href="http://www.tauporowing.co.nz/register">www.tauporowing.co.nz/register</a></li> <li>• Being familiar with the <u>Risk Management Plan (Appendix 2)</u> including the area used for training, the hazards and control measures and ensuring the rowers are also familiar with the local waterway rules and hazards.</li> </ul> <p>On return to shore:</p> <ol style="list-style-type: none"> <li>1. Sign off on rowers log (where completed) to ensure no false alarm is raised in your absence</li> <li>2. Report any damage or serious hazards identified during your training</li> <li>3. Report any boat maintenance that is needed for rowing skiff</li> <li>4. Coaches to fill out motor craft log book and report any issues</li> </ol>
<p><b>Rower</b></p> <p>Defined as an individual person who is rowing on a skiff</p>	<ul style="list-style-type: none"> <li>• Always wear an approved personal flotation device (PFD) i.e. life belt when rowing (except at regattas)</li> <li>• Be in good health and able to swim a minimum of 50 metres in light clothing and shoes.</li> <li>• Be familiar with rowing corridor requirements (where you are allowed to row), course hazards and plans for that row.</li> <li>• Ensure that they are dressed sensibly and are protected for the weather conditions they are likely to come across.</li> <li>• Be alert and attentive to the instructions of the crew leader</li> </ul>

	<ul style="list-style-type: none"> <li>• Follow all club policies</li> </ul>
Crew	<ul style="list-style-type: none"> <li>• All crews, when going on the water - whether accompanied or not, must appoint a person to be in charge. This will usually be the coxswain or 2 seat unless otherwise discussed. 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 unfavourable changing water conditions and take action to minimize the risk to the crew.</li> <li>• Ensure that <u>equipment</u> is checked before the skiff goes in the water. It is best if a senior member of crew takes responsibility for checking the whole boat before it goes in the water. This includes:- <ul style="list-style-type: none"> <li>○ 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 7 cm of heel lift on the shoe</li> <li>○ Oars and gates checked to ensure that these are secure and properly set.</li> <li>○ Bow ball fitted.</li> <li>○ Hull is in sea worthy condition, and if repairs are required these are notified to the President, Club Captain, Coach or School Representative so that they may be logged in maintenance schedule. Do not take out a boat if you do not believe it to be safe to do so.</li> </ul> </li> </ul>

## TYPES OF TRAINING

- **Supported:** Where crews are accompanied by a coach/safety person in a powerboat. To be regarded as "supported" all boats must remain within 500m of each other. NOTE: Coach boat should be able to reach skiffs with 3 mins.
- **Observed** (from land): Skiffs need to be in sheltered waters (flow is stagnant AND sides are less than 200 m apart) and under observation of a person not in a vessel but able to summon additional help if required.
- **Unsupported:** Skiffs not accompanied by a support vessel (or when the support vessel is more than 500m from skiff), in unsheltered waters. Each person must wear/carry an approved flotation belt on the skiff. One member of the crew or group of boats must carry a cell phone in a waterproof cover secured to their skiff. Requirements for unsupported rowing are:
  - Intentions must be left in book/communicated;
  - One member of the crew or group of boats must carry a cell phone in a waterproof cover secured to their skiff;
  - No unaccompanied crews are to be on the water in the hours of darkness. Students shall row in student club formation.
- **Erging Sessions** – must be conducted in the presence of a Coach. For the avoidance of doubt, Students are not allowed to erg without the presence of two adults.

## ROWING CORRIDOR

- The rowing corridor for training is a corridor from between approx. 200m from shore to approx. 350m from shore as depicted on the plan shown in Appendix 3.
- NOTE: Rowers may be permitted to row outside the rowing corridor if conditions are favourable, risks have been assessed and discussed between the crew, and their intentions have been approved by the Committee or Club Captain.

## SAFETY EQUIPMENT

Certified Personal Flotation Devices (PFDs) **be worn by coaches, persons in support vessels,coxswains and rowers at all times.**

- Certified PFD's, lifejackets or buoyancy aids are those certified under the Maritime Rule 91.4(1)
- Rowers are only permitted to row without a PFD when participating in racing during events as support boats are close at hand to support a capsized.
- All coxswains must wear a lifejacket for both training and in competition. Where coxswains are in the bow of the boat, choose the lifejacket carefully to make sure that there is no restriction to getting out of the boat.
- 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 padding to facilitate this.

## ROWING DURING SUMMER HOLIDAYS

From mid-December to mid-February there is significantly increased activity on the lake and obstacles to avoid. It is recommended that rowing occur outside the hours of 9am – 4pm as much as possible. Ideal time to row is 6-7:30 am. Coastal quad is excluded from this requirement

Unless coxed, the bow is responsible for avoiding obstacles. The crew shall follow the coxswain's or bow's steering instructions. The no 2 seat sets the pace for rowing formation and intensity.

## TRAINING BEFORE DAWN

This has increased risk and extra care is required. For any activity before dawn to 30 minutes after sunrise the skiff must be fitted with lights.

It is the Club's position that training when lights are required is dangerous and should be carefully considered.

**RC Club Rule:** Rowing after the hours of darkness in the evening is not permitted.

### Lighting Requirements

Any activity on the water before dawn (between the hours of 30 mins before sunset to first light) requires the rowing skiffs and the support vessel to be fitted with lights as laid down by Maritime Rules Part 22:

- Support Vessel under 12m: Solid white 360-degree light (which is above the height of craft), red port and green starboard.
- Rowing Skiff: Solid white on bow (to warn craft in sufficient time to avoid collision)

## SAFETY REQUIREMENTS FOR LEARN TO ROW ACTIVITIES

As members of the community who join adult and student learn to row programs their training from the club must include briefing on the following within the first 3 weeks of rowing:

- How to row with good technique to avoid injury (typically starting with erging)
- Hazard training (what to avoid and why)
- Club Rowing Corridor (see Appendix 3)
- How to operate personal flotation devices
- How to rig/ derig a boat and secure oars to the boat
- Use of oars to stabilize the boat in water, on entry and exit of the boat
- How to launch and return a boat safely
- Boat storage
- Emergency response procedures (e.g. swamped or overturned boat)

## SAFETY REQUIREMENTS FOR REGATTAS AND PROCESSIONAL RACES

All crews must comply with the applicable regatta safety plan, Code of Conduct, Child Protection Policy and rules applying to the regatta or training camps.

## **Appendix 1: Coach Boat Safety Equipment**

The following equipment must be carried on the support vessel:

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. A basic first aid kit including a minimum of 4 survival blankets.
5. Sharp knife in carrying sheath.
6. Tow rope (can use the grab line).
7. Lifejacket(s) for coach and coach boat driver.
8. During regattas and processional rowing [only]: sufficient approved Personal Flotation Devices (PFD's) for the biggest boat being coached (8 maximum).
9. Paddle or Oars (with rowlocks unable to be removed).
10. 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.
11. Engine cut-out lanyard device is desirable, and if fitted must be accessible to the driver at all times.
12. Fire Extinguisher.
13. Cell Phone with Emergency Telephone Numbers and other coaches telephone numbers in waterproof bag.
14. When operating more than 500m from the shore a flare should also be carried.

Appendix 2: RISK MANAGEMENT PLAN – including Hazard Identification

<b>TRAINING HAZARDS – ON WATER</b>		
<b>Hazard and Potential Harm</b>	<b>Risk to</b>	<b>Risk Controls</b>
<p><b>Exposure to wet and cold conditions.</b> Risk of hypothermia</p>	Rowers, Coxswains and Coaches	<ul style="list-style-type: none"> <li>i) Coaches to make appropriate weather calls</li> <li>ii) Crew to make clothing checks prior to setting out</li> <li>iii) Emergency blankets in first aid kit(s)</li> </ul>
<p><b>Exposure to sun.</b> Risk of sunburn. – Melanoma</p>	Rowers, Coxswains and Coaches	<ul style="list-style-type: none"> <li>i) Club provision of sunscreen to school rowers, provision of gazebos at regattas, encouraging sunsmart behaviours</li> <li>ii) Rowing suits must be worn over the shoulders at all times outside.</li> </ul>
<p><b>Dehydration.</b></p>	Rowers	<ul style="list-style-type: none"> <li>i) Water bottles to be carried by rowers – especially if long rowplanned</li> </ul>
<p><b>Coach boat capsize.</b> Risk of hypothermia, injury or drowning</p>	Coaches	<ul style="list-style-type: none"> <li>i) All persons in coaching craft shall wear approved life jacket and be aware of safe operating procedures for coaching craft</li> <li>ii) All coaches to have completed basic first aid course</li> <li>iii) Coach and crew to be vigilant in their efforts to look around to ensure safe and clear water in front of them</li> </ul>
<p><b>Rowing skiff capsizes.</b> Risk of hypothermia, injury or drowning</p> <p><b>Rowing skiff collides with other rowing skiff.</b> Risk of hypothermia, serious injury, capsize, drowning, boat/gear damage</p>	Rowers, Coxswains	<ul style="list-style-type: none"> <li>i) Remain within rowing corridor as far as practicable during training</li> <li>ii) PFD's to be worn in skiff by each rower and training how to use them</li> <li>iii) Coxswain wear PFD suitable to allow exit from seat</li> <li>iv) Bow to take responsibility for safety of crew</li> <li>v) Heel restraints in rowing skiffs to be regularly checked that they are well secured and in good condition</li> <li>vi) Coaching craft shall have first aid kit available, emergency blanket, rope, communication (preferably inwater proof case)</li> <li>vii) Crew members to be aware of capsize procedures and taught to stay with boat and use that as flotation until help arrives to assist.</li> <li>viii) Students be accompanied/observed/row in groups.</li> </ul>
<p><b>Rowing skiff becomes swamped.</b> Risk of exposure to cold, injury, boat damage, drowning</p>	Rowers, Coxswains	<ul style="list-style-type: none"> <li>i) Row within rowing corridor as much as practicable</li> <li>ii) Crew to stop rowing, assess whether it is safe to gently row skiff back to shore (one half of crew row while others bail water)</li> <li>iii) If rowing cannot continue, crew to hop overboard to be collected by coach boat, skiff to be dealt with once rowers are safe and warm</li> <li>iv) Coxswain, coach and crew to be aware of swamping procedures</li> <li>v) Preference for school rowers to train accompanied/supported by coach/support vessel</li> <li>vi) Rowers wear flotation belts and know how to use them.</li> </ul>

<p><b>Obstacles.</b> Risk of injury from striking known obstacle (i.e. rocks, navigation aids, hole in one, other boats, swimmers, bridges at other locations)</p> <p><b>Floating Obstacles.</b> Risk of capsize, injury or boat damage due to unseen obstacles, i.e. logs, floating with current.</p>	<p>Rowers, Coxswains and Coaches</p>	<ul style="list-style-type: none"> <li>i) Coach and crew to be vigilant in looking to ensure safe water in front of them</li> <li>ii) Coach and crews to be familiar with known hazards.</li> <li>iii) Crews to ensure course is correct and clear before proceeding through piers supporting any bridge</li> </ul>
<p><b>Recreational Lake Users.</b> Risk of being injured or being struck by pleasure craft, float plane.</p>	<p>Rowers, Coxswains and Coaches</p> <p>Others</p>	<ul style="list-style-type: none"> <li>i) Early morning rowing, and avoiding busy times</li> <li>ii) Preference is sticking to approved rowing corridor unless risks have been assessed and managed, and intentions communicated.</li> <li>iii) Coxswain, coach and crew to ensure they are aware of the position and direction of travel of other pleasure craft operating whilst they are on the water training</li> <li>iv) Ensure you stay out of path of pleasure craft, don't expect them to move for you</li> <li>v) Coxswain, coach and crew to be vigilant in looking to ensure safe water in front</li> <li>vi) Avoid evoking any friction with other boats on water</li> </ul>
<p><b>Coaching craft breakdown.</b> Risk of boat drifting further out, boat striking obstacle, inability to respond to safety needs of skiffs.</p>	<p>Rowers, Coxswains and Coaches</p>	<ul style="list-style-type: none"> <li>i) Coach to check sufficient fuel in tank before departing club</li> <li>ii) Regular maintenance on coaching craft to ensure reliable usage</li> <li>iii) Coach to carry mobile phone (preferably in waterproof case) to raise alarm in event of emergency</li> <li>iv) Coach to ensure craft is equipped with; first aid and emergency kit, bailer and oar before departing</li> <li>v) All coaches to be trained in in safe operating procedures for coaching craft</li> </ul>

TRAINING HAZARDS – ON LAND		
Hazard Description and Potential Harm	Risk to	Risk Controls
<p><b>Slips/Trips/Falls.</b> Injury to self</p> <p><b>Sharp debris on ground.</b> Risk of foot injury</p>	<p>All land based training participants – including coaches and spectators</p>	<ul style="list-style-type: none"> <li>i) Keep boat pen, set up areas and training areas tidy and free of debris and trip hazards</li> <li>ii) Take care when moving around boats/pen, when walking boats to and from to water, when training in gym area and on wet/slippery surfaces</li> </ul>
<p><b>Musculoskeletal injuries during lifting/carrying of skiffs</b></p>	<p>Crews, coaches and volunteers</p>	<p>Encourage warm up prior to first lift. Training in correct lift and lower procedures Check path is clear of obstacles before carry Handbag skiffs when necessary</p>



<p><b>Exposure to sun.</b> Risk of sunburn. - Melanoma</p> <p><b>Exposure to wet and cold conditions.</b> Risk of hypothermia</p>	All land based training participants - including coaches and spectators	<ul style="list-style-type: none"> <li>i) Club provision of sunscreen, provision of gazebos at regattas, encouraging sun smart behaviours</li> <li>ii) Appropriate weather calls and check appropriate clothing for conditions</li> <li>iii) Rowing suits to be worn over the shoulders at all times. T shirts to be worn over rowing suit when not racing or preparing for racing, or if the rower wishes to wear down to waist.</li> </ul>
<p><b>Head knock caused by rigger or other obstacle.</b> Risk of wound to head, concussion or being knocked unconscious</p>	All land based training participants - including coaches and spectators	<ul style="list-style-type: none"> <li>i) Detachable riggers reduce this risk</li> <li>ii) Maintain awareness and take care when moving boats.</li> <li>iii) Everyone to look out for others.</li> </ul>
<p><b>Erging/Bootcamp Injury</b></p>	All land based training participants	<ul style="list-style-type: none"> <li>i) Advice on techniques</li> <li>ii) Warm up</li> <li>iii) Care taken while working out</li> </ul>

<b>EMERGENCY RESPONSE</b>	
<b>Emergency</b>	<b>Response</b>
Rowers overdue/past the estimated return time	<ul style="list-style-type: none"> <li>(a) Try to make contact to ensure it is not a case of forgetting to sign in</li> <li>(b) If no contact made, look to see if skiff has returned</li> <li>(c) If skiff is still out, contact emergency services (RING 111) and initiate search</li> </ul>
Major Injury or Accident	<ul style="list-style-type: none"> <li>(a) Determine location and extent of injury</li> <li>(b) Alert emergency services (RING 111)</li> <li>(c) Initiate first response, if qualified to perform first aid</li> <li>(d) As soon as possible report the accident to a committee member and assist in completing a hazard/incident form.</li> <li>(e) Committee to report any serious incidents or accidents to Rowing NZ, Maritime NZ and the Harbour Masters Office.</li> </ul>
Overtured/capsized boat	<ul style="list-style-type: none"> <li>(a) Check all crew and coxswain are accounted for, Render assistance to any crew as required, as practical</li> <li>(b) Notify authorities and call for help</li> <li>(c) As soon as practical, activate flotation devices</li> <li>(d) Attempt to right the boat, when done, bail some water out</li> <li>(e) Reenter the boat, while holding both oars in one hand. It is desirable to do this with a crew entering from the opposite side to counter the force of entry</li> <li>(f) Entered crew to stabilize the boat while others join</li> <li>(g) Return to land as soon as possible</li> </ul> <p>It is generally best to stay with the boat rather than attempt to swim to shore</p> <ul style="list-style-type: none"> <li>(h) Administer first aid, get into dry clothes as soon as possible and warm up</li> <li>(i) Get to medical services if required</li> </ul>

Swamped boat	<p>As for instructions for a capsized boat.</p> <p>Return to shore if feasible</p> <p>Report incident and prepare incident statement</p>
Collision on water	<p>Render assistance to crew and get to shore as soon as practical.</p> <p>Follow capsized boat instructions where applicable</p> <p>Report incident to Club Captain/ Safety Officer, and prepare incident statement</p> <p>Report damage to boat and equipment to Club Captain</p>
Vehicle incident during transport/travel to events	<p>For accidents- follow instructions of authorities</p> <p>Follow Child Protection Policy. No child should be transported by a non-parent/ guardian alone. Children should not travel unaccompanied without parental pre-approval (in writing), Transport should be logged in advance. Child should travel in back seat and wear the seat belt provided</p>

### Appendix 3: Local Waterway Plan

#### Lake Taupo – Rowing Corridor:

The rowing corridor for training is a corridor from between approx. 200m from shore to approx. 350m from shore

