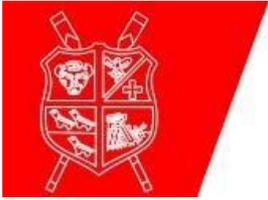




CHESTER-LE-STREET MEMBERS HANDBOOK

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1. Introduction

The objectives of this handbook are to provide information about how the club is run, and how to get the best from the club. To enjoy the privileges of rowing we are bound to follow the British Rowing rules and those of Chester Le Street ARC. These rules can be found on the websites of:-

The British Rowing (www.britishrowing.org) and CLSARC, (www.clsarc.org).

This handbook is meant to be a more general guide to the CLSARC, and to ensure as much information is available in one place to all members.

Where you see Row Safe logo we recommend that you read the relevant articles within the Row Safe section of the British Rowing web site.

Any member of the club may request a hard copy of this handbook, or it can also be downloaded through the club website.

It is recommended that due to the size of this document it should be Viewed in electronic format

This guide also outlines the day to day practicalities that need to be in place to offer a safe and happy environment for everyone involved in the club. The aim is to maximize the opportunities that the club offers and minimize the burden on our volunteer coaches and supporters whilst also remaining within the club's constitution

Please pay special attention to any item marked with a □ as this indicates an action point.

Wording in blue indicates specific information for junior members and their Parents/guardians.

2. Our Vision

- "A quality environment to enjoy rowing at all levels all abilities and all ages"
- High Performance = National Representation
- Club Competitive = Moving through the standards
- Recreational Rowing = Just for fun!
- To have it all – no compromise - "To be the best that we can be"
- Strive to be a leading Rowing Club in the North of England

Key measures of Success

- Seen as a centre of excellence
- To have an established and sustainable system for rower development
- Win regional events and regattas
- Representation and competitive at National events

3.



4. Values and Principles

- Encouraging and developing good practice
- Providing equal opportunities to participate in rowing regardless of age, gender, disability, faith and ethnic origin.
- Creating the opportunity for those with the desire and talent to join the High Performance pathway.
 - Playing an active part in developing rowing as part of the broader sporting and social agenda, and to benefit the local community
 - Providing a welcoming environment and support for participants to enjoy the sport at whatever level they choose to participate
 - Encouraging safe practice in rowing and a culture of safety in general
 - Valuing the work of volunteers and providing a caring supporting environment.
 -

5. Expectations

CLSARC welcomes all people from 10 years old upwards.

Our aim is for you to enjoy this sporting challenge. In the first year or two, this essentially means getting to grips with the technical demands. From then on, it is a question of developing a level of fitness and determination to succeed at competition standard. For some, taking part at the local level of competition is the goal. For others, the social scene and enjoyment is enough.

The commitment required to prevent the sport becoming a drudge is very high. Day to day motivation has to come from the individual, rather than being forced by coaches. There are many members of the club who demonstrate that rowing can fit with other commitments.

6. Coaching Plan

We provide the framework for members to develop to a standard or level of performance to which they aspire.

For competitive rowers there will be a coaching plan that leads to target levels of achievement or focuses on specific events. In order to deliver the coaching plan we need you to attend the appropriate sessions outlined in the training schedules.

Through the Junior section coaching plan and through an individual achievement plan that encompasses key competency levels coaches focus on techniques in general whilst also identifying specific needs of individuals.

7. Training Sessions

We operate four types of session:

- Taster Sessions – usually the first Sunday of the month.
- Learn 4-to-row – groups of around 10 taking their first steps to rowing.
- Open Sessions - available to all paid Members of the club
- Performance Sessions – for competing crews or by invitation



Please liaise with the Club Captain/ head coach regarding your involvement in these sessions.

8. Training Times

To ensure a safe environment for all water users a seasonal boating plan will be posted on the web site/notice boards. It is important that these times are adhered too in order to avoid congestion on the launching area. Please be considerate of ensuring that everyone can maximize their time on the water. Please be especially conscious of the junior boating times as these often entail huge logistical issues and large numbers of boats.

Please liaise with the Club Captains regarding training times.

Junior training schedules will be placed on the Captains notice board inside the clubhouse. Times for sessions usually change at around the Date when the clocks change.

To enable everyone to get the best from the session please ensure that juniors arrive 15 minutes before the start time. Parents should be ready to collect juniors no later than 5 minutes before the end time.

Immediately upon arrival juniors must register as attending training sessions or events. Juniors must not leave the session early unless they have the permission of the coach and parents/carers.

Although sessions may occasionally run over time all athletes are expected to stay until all equipment is stored away and will only be allowed to leave a session with prior permission of parents and the coach. Parent and volunteer help is needed in the carrying of boats and equipment. This will ensure that we can maximize the rowing time for the athletes. Without parental assistance the number of boats available for rowing may be reduced.

The club provides complimentary social and family membership for parents as part of the Junior Membership to encourage your involvement.

If you wish to discuss any aspects of training please request a separate appointment with the coaches. This will ensure that all athletes get the best from the training sessions.

Please also remember that coaches are all volunteers and have other lives!

9. Regattas and Events

It is our intention to enable all athletes, who have reached the required level of competence, to gain experience of rowing in competitive events.

The Squad List will be the mechanism by which the coaches select entries for events. It is essential that coaches know your availability at the earliest opportunity.

Please continually monitor the list of activities on the Squad List for new events or changes to the schedule. As a general guide the Squad List will close 2 weeks before an event.



In choosing crews for these events the coaches not only take into account the abilities of the athletes but the course and prevailing conditions. The key concern is for the safety and enjoyment of your athlete, please respect these decisions.

To take part in competitions membership of British Rowing is compulsory (it provides insurance cover).

Club kit must be worn during racing. See the section on Kit and Clothing.

Competitors **MUST** arrive at least 90 minutes before their first race time in order to register for their race.

Those that have races later in the day are requested to stay to the very end in order to ensure that boats and equipment are returned to the trailer for transport home.

A huge amount of effort has to go into getting crews to events. It is therefore essential that we have as much help as possible with the organizational and physical effort necessary.

Juniors (with parental help) are expected to:

Load the boats onto the trailer prior to the race and once racing is finished

Ensure that the boat is prepared in advance of Boat Check at the event.

Re-rig the boat and put it away as requested by the coach.

Parents are expected to:

Be in attendance at the event or make a responsible adult known to their athlete in loco parentis, and to inform the coach which adult is acting in loco parentis.

Make transport arrangements for their athlete to and from the event.

Provide sufficient food and drink for the duration of the event.

Pay entry fees as requested before the event.

10. Gym and Training facility

Unless otherwise stated our training venue for Tuesday circuits will be at the Hermitage school @ 7.00 PM.

On other occasions when we cannot get to the clubhouse training sessions will also be run at the riverside boathouse and or leisure Centre spinning suite.

11. Water Safety Drill

CLSARC is fully committed to safeguarding and promoting the wellbeing of all its members. As part of this commitment we abide by the guidelines set down by the Amateur Rowing Association (ARA).



As you will see from the enclosed extract a significant element of the guidelines related to the rower's competency in the water. More specifically:-

“An ability to swim 50 meters in light clothing and to demonstrate within that test competence underwater, in treading water, and in swimming on front and back, is considered a minimum requirement. If a person cannot meet the requirements of the swimming test for physical or other reasons, an approved lifejacket or buoyancy aid must be worn when in a boat.”

To enable our coaches to assess the ability of rowers we arrange sessions to run through this simple exercise in a safe and controlled environment. This assessment is compulsory. Those who have not done this exercise in the last year are recommended to attend in order to practice the drill.

Please supply old clothes for in the water – e.g. T shirt and jogging bottoms over swim wear.

12. Payments for events and kit

All payments for kit and events are now required in advance. Our preferred method of payment is by cheque however cash may be accepted by named representatives of the club. These payments cover the cost of the advanced entry fee and a contribution towards fuel and towing costs. Please note if payment is not received on time the competitor may be scratched from the event.

As described earlier the Squad List is the method by which entries will be managed. If you mark yourself as being available on the Squad List you are automatically accepting that, although our aim is two races, you may be entered in up to three races at that event.

Junior athletes chosen to represent the club at an event should receive notification by email.

13. Kit and clothing

Club kit must be worn by all members when representing the club during racing.

The whole crew in a boat must be matched up in identical performance top with All-in-One as the topmost garment The colours shall be ROYAL BLUE and RED in accordance with the pattern or patterns ordained by the Committee.

Racing kit is available from Godfrey Sports or the club committee

As our weather is unpredictable and rowers may sit around for long periods, both on and off the water, it is recommended that clothing is made up from layers that can be adjusted to match the temperature and rowing schedule. Tighter fitting clothing is best as there is less likelihood of this catching on the mechanisms of the boat. Under no circumstances should denims be worn as these will cause extreme discomfort when wet.

If you are coxing, please ensure you are wearing sufficient layers – it gets very cold sitting in a boat when you are not actually rowing yourself. This includes gloves, hats and warm socks along with sunglasses to cut glare from the water. Wellies may be needed to get in and out of the boat, but once in the boat wellies must be removed (for safety reasons).



Juniors should also bring trainers to every training session. If the conditions prevent us from taking the juniors out on the water, a land based training session will be organised – this needs trainers. Fashion trainers are not recommended for these sessions, proper running trainers are preferred

Spare kit may be available at the club however it is ideal if juniors bring with them a towel and a complete set of additional clothing to change into if they get wet during an outing.

14. Refreshments

A small snack for after the session e.g. banana, cereal bar or biscuit is recommended.

Sugar and energy levels can drop during an outing, so a small snack at the end of the session helps to top these up.

Rowing is thirsty work, bring a water bottle to all sessions.

15. Use of Club Facilities

Basic equipment for hot drinks is available in the boathouse along with cleaning equipment. It is your responsibility to clean and tidy up after yourself.

Club members found abusing these facilities will be reported to the Committee.

Co-operating with coaches/volunteer helpers

To ensure that we can create a fun and safe environment for everyone, athletes are expected to adhere to the instructions and requests of the coaches and volunteer helpers. We can have over 30 athletes at any one session, so in terms of health and safety, it is imperative that the coach knows if they ask someone to do something they will cooperate.

Parents/guardians are encouraged to discuss the appropriate behaviour with their son/daughter when they are taking part in a training session. Once they are under the responsibility of a club coach, CLSARC legally becomes their 'corporate parent'.

16. Volunteers

As the club is run entirely by volunteers it is essential that both coaches and parent helpers receive the full support and cooperation of all athletes.

Please use the Volunteer Helper Form to let us know when you are available.

17. Membership

The club offers a range of Membership types. Registration and Membership Packs are available at the Club House or from the Membership Secretary. The Registration Forms must be completed before taking part in any activity at the club. Membership must be completed within three weeks of registration. These include our current fees and payment options.



Membership types include:

- Adult Rowing
- Junior (Ages 10 – 16)
- Student (Ages 16 – 18 and 18+ if in full-time education)
- Associate (Social membership with voting rights)

Club membership runs from the 1 April to 31 March. Please look out for the renewal notice and contact the Membership Secretary if in doubt. Renewals are due by 1st April and a full payment, or standing order form, must be received by 30th April to ensure that your membership remains active.

We are able to reclaim gift aid on voluntary donations made by individuals to the club. This could increase our income significantly. Please ensure you complete a Gift Aid Declaration.

The Membership Secretary can be contacted on:-

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### **18. BRITISH ROWING Membership**

The club requires all rowing members to join British Rowing. This provides two essential benefits. One is additional insurance cover and the other is the ability to compete in BRITISH ROWING registered events.

### **19. Membership Terms and Conditions**

Rowing activities on the water and its associated training can be performed safely if we manage the risks. Part of risk management is gathering information on health and swimming proficiency. This information is confidential but important to ensure your welfare as a participant. Our club follows the national body guidelines that all coaches and assistants are qualified for the activities they control, including safety awareness. By submitting your membership form and payment, you are agreeing to the following:

- I have read and agree to uphold CLSARC Codes of Conduct.
- I agree to abide by the rules and regulations of CLSARC, the rules of the BRITISH ROWING and the Water Safety Code.
- If it is considered by the governing committee that the granting or renewal of membership would be detrimental to the aims and objectives of this club, the committee are entitled to refuse membership.
- On re-applying for membership any debts must be settled prior to application.



- Any medication an athlete needs must be carried with them at all times. CLSARC members cannot administer but can supervise the taking of medication.

- As a parent or guardian I understand that in the event of any injury or illness all reasonable steps will be taken to contact me, and, having parental responsibility for the above child, I give permission for first aid to be administered or, where considered necessary, treatment by a suitably qualified medical practitioner. If I cannot be contacted and my child should require emergency hospital treatment, I authorise a qualified medical practitioner to provide treatment or medication.

Any change in either medical circumstances or home or emergency contact details should be notified to the Club without delay.

## **20. Club Equipment**

The club offers a range of both water and land based training and consequently invests heavily in equipment to support this. Protecting this equipment to reduce damage is paramount in keeping running costs, and therefore membership fees, to a minimum. Please respect all equipment and if in doubt about its use ask for advice.

A member must report, either verbally or in writing within 24 hours to an Officer of the Club or any Committee Member, any damage to property or loss of property he or she is responsible for. Failure, without sufficient reasons, of a member to make a report as laid down in this rule shall render that member liable to the club's disciplinary procedure.

Members shall be liable for wanton and reckless damage done to boats, sculls, oars or other Club property whilst in their custody or charge and such damage shall be dealt with by the Committee in such manner as the Committee may think fit. In exercise of the inherent right of the Club to compensation for the damage sustained, the Committee may

require any member who damages Club property to pay into the Club Funds the whole or part of any of making good such damage.

Junior athletes should seek permission to use equipment outside of normal session times through the Captain. This is to ensure that there is no clash with normal squad rowing, as this generally takes preference.

## **21. Private Equipment**

CLS houses a number of private boats and oars. Club members should take care not to use private equipment without prior authorisation.

Any club member should make sure they are completely clear on the identity of the equipment they are using.

Whilst gaining permission to use private equipment, please ensure both parties are clear as to who will pay for any damage concerned.

## **22.**



### **23. Trailer Towing**

Members towing the boat trailer are deemed to have read guidelines available in the Row Safe section of the BRITISH ROWING web site.

### **24. Storage and racking**

Most boat and blade racks are marked with the boat name.

Boat parts, repair kits, radios and cox boxes are stored to the back right of the boathouse.

Trailer equipment and grounds maintenance equipment is at the front left of the boathouse.

Fuel, solvents, small boat parts and life jackets are to the middle left of the boathouse

DIY, paints, electrical and ergo maintenance equipment is in a cupboard in the boathouse

### **25. Club Safety Plan**

The Safety Plan applies to all club members, visitors and guests.

The primary duty of everyone is to care for the safety of all members, visitors, guests, other water users and the public at large.

All members should be familiar with the BRITISH ROWING guide to good practice in rowing "Row Safe".

Breaches must be reported to the Club Captain, the Safety Officer or a member of the Committee.

#### **Personal Responsibilities**

Everyone involved in rowing has a duty of care to ensure their actions, both on and off the water, are conducted in a manner which does not compromise the safety of others. Ensure every activity undertaken undergoes a risk assessment and is as safe as possible.

Duty of care:

You must take reasonable care to avoid acts or omissions which you can reasonably foresee that would be likely to injure a third party.

On land:

By virtue of the design of equipment used (i.e. protruding riggers) and the need to transport boats from boathouse to steps and back again, situations arise when the risk of injury increases. Simply walking through the boathouse requires being alert to sharp obstacles.

It is essential that every care is exercised to avoid harm to persons or damage to equipment. Ensure boats are carried carefully with the appropriate numbers and washed down after use. Never carry boats in such a way as to lead to damage (i.e. middle support to avoid sagging).



Training area:

Do not use weights alone.

Stack all equipment away tidily after use.

Only use equipment with which you are familiar.

Keep access to emergency doors clear at all times.

Report accidents/damage.

Always use ergo's with your feet in the retaining straps – never with feet out.

If you see someone using equipment which is beyond their ability then bring it to the attention of an official. (i.e. unauthorized persons playing on ergo's)

Ergo's to be regularly maintained and documented.

Guidelines for outings in bad weather and water conditions;

#### 1 OUTINGS IN FOG OR MIST

Boats should not be on the water if you are unable to see the outline of the road bridge from the steps of the rowing club.

It is necessary that the bow person of each boat wears a reflective jacket in misty conditions or at dawn or dusk

#### 2 OUTINGS WHEN WATER LEVEL IS HIGH

Boats must not be launched if the water level is above the fourth step from the bottom. Or if visible amounts of debris are present.

For Juniors the upper limit is 2 steps up

#### 3 OUTINGS WHEN WATER LEVEL IS LOW

Will be at the discretion of the club safety officer or his/her designated representative.

Before boating crews must check the following are in compliance with the BRITISH ROWING Rules of Racing and the Row Safe water safety code:

- Bow balls (white, solid rubber, at least 4 cms diameter and firmly attached)
- Heel restraints (heel not to lift higher than lowest fixing point of the shoe)
- Coxes ability to escape from front-coxed boats
- Condition of riggers, integrity of boat sections, rudder and compartment lids.
- All boats to carry the BRITISH ROWING designation identification numbering.



- Wear clothing appropriate to the weather – especially coxes.
- In the event of capsizing – stay with the boat.
- Report all incidents/accidents in the Accident Book (situated in the Kitchen)
- 

### Rules Of The Water:

- Be considerate to other river users at all times.
- If a crew is on a collision course with you or another boat, SHOUT "AHEAD"
- If you stop your boat it is likely that other crews will have to take action to avoid you, so ONLY stop when absolutely necessary, preferably only to spin. Coaching, kit removal, etc. can be done at this time.
- When you do stop to spin: DO NOT obstruct crews who have already spun and are waiting to move off. move out of the way of other crews waiting to spin.
- If you are moving slowly (doing starts, single strokes, etc.) keep in to the side of the river and be prepared to move quickly out of the way of oncoming boats.

### Dangers

- Look out for fishermen and their lines.
- Overtaking is dangerous be extra careful
- Watch out for other boats. Canoes may have inexperienced operators.
- Abusive language is not permitted. Please be courteous to other river users at all times, the club's good name depends on this.

### Launches:

To carry BRITISH ROWING boat identification numbering and plate stating max carrying weight. Occupants must wear life jackets. Drivers to be qualified to RYA Level 2 and have basic First Aid knowledge.

All Incidents to be recorded.

Do not exceed the speed limit of 4 mph except in emergencies. Then, only if safe to do so.

Boats to be regularly maintained (documented) and equipped.

Minimum standard equipment:

|                                    |                                |
|------------------------------------|--------------------------------|
| First Aid Kit Boathook             | Paddle Foil blankets           |
| Spare kill-cord Throw or grab line | Rescue tube Spare life jackets |
| Loudhailer Tool kit                | A Length of rope               |



|                                                                                     |                                |
|-------------------------------------------------------------------------------------|--------------------------------|
| Bailer Safety knife                                                                 | Bailer Safety knife            |
| First Aid Kit Boathook                                                              | Paddle Foil blankets           |
| Spare kill-cord Throw or grab line                                                  | Rescue tube Spare life jackets |
| Loudhailer Tool kit                                                                 | A Length of rope               |
| Means of communicating with shore and/or other launches i.e. radio or mobile phone. |                                |

Since propeller guards reduce the motor power by up to 50% and render them ineffective they will not be fitted to Club launches. Furthermore, the application of guards would increase the draft of launches and limit their use in shallow waters. The topography of the riverbed over which we travel comprises many areas of shallows and we, therefore, find the use of propeller guards to be detrimental to water safety at CLSARC. Therefore, it is of the utmost importance that every precaution be taken to avoid the risk of entanglement during a rescue. Our accident history indicates that we have never had an injury caused by propellers.

### Can you swim 50 meter's?

- All rowers and beginners at CLSARC must be in good health and able to swim a minimum of 50 metres in light clothing and shoes.
- All members of the Club and all newcomers to the Club must sign a declaration that they can swim and return it to the Membership Secretary.
- Any member of the Committee or coach will have the authority to prevent anyone from going afloat who they believe cannot swim.
- All athletes must undertake a capsized drill on a regular basis. Our target is once a year.

### Lifejackets

- o No coxswain or safety boat operator will be allowed on the water without a lifejacket.
- o All coxswains shall wear a life jacket (conforming to BS3595 standard) or buoyancy aid of approved design, when the water both in training and in competition. Where coxswains are located in the bows of boats a lifejacket, and not a buoyancy aid should be worn. The life jacket must also be of the manual inflation type to ensure that the coxswain is not restricted when exiting from the boat.

### First aid / Emergency equipment

- o First aid box is found hanging on the safety notice board in the boathouse.
- o Rescue lines/life rings are located on the head of the landing, on coaching bikes and along the pathway up stream
- o Visual aids on water safety are located on the Safety Notice Board.

### Accident Reporting



In the first instance, fill in the Accident Log (which is kept on the table in the boathouse) as soon as possible if you have witnessed or been involved in any rowing accident, noting when, where, who and what equipment was involved. Any damage to equipment should also be noted. Please leave a contact number and or e-mail.

The Safety Officer will check the Accident Log at least once a week, and will ask for a separate accident report from to be completed.

It is the responsibility of the Safety officer to report any incident involving injury to BRITISH ROWING.

If you would prefer to give details in confidence, please contact the Safety Officer.

The Safety Officer will check all Club equipment once a month.

Please fill in the Equipment Damage Log (which is kept on the table in the Boathouse) as soon as possible if you spot any damage to Club equipment or any safety hazard in the Boathouse. Remember to fill in the Accident Log if appropriate.

Attach a notice to any unsafe equipment to warn other Club members, and notify the Club Captain or the Safety Officer as soon as possible.

Repair the damage yourself if you have sufficient expertise. Spare parts are available from the Club Captain.

The Club Captain will check the Equipment Damage Log at least once a week to ensure that all damage is repaired within a fortnight.

## **26. Welfare and welfare officer**

Everyone that takes part in rowing at CLSARC is entitled to do so in an enjoyable and safe environment. To ensure this, CLSARC – abides by the principles developed by BRITISH ROWING.

All members of CLSARC are encouraged to familiarise themselves with the BRITISH ROWING ‘Good Practice in Rowing – participant welfare, good practice and child protection policy and procedures’ – these can be found at on the BRITISH ROWING website.

The principles apply to everyone involved in rowing, but young people and vulnerable adults in particular are entitled to a higher duty of care and to be protected from poor practice or abuse.

Everyone involved in rowing either in a coaching or supportive capacity, together with those working in affiliated organisations, has a role to play in safeguarding the welfare of young people and preventing their abuse. Everyone at the Club has some type of contact with the junior members could be a very important link in identifying cases where a young person needs protection.

Welfare Officer



The Welfare Officer acts as the focal point for reporting any concerns. This person has the primary responsibility to check that everyone who has significant access to young people within the club is suitable for that role and has been vetted as described below. The Welfare Office is available to discuss any concerns raised by juniors or parents. Please raise any issues immediately and make a note of any conversations that take place. The Welfare Officer is not just concerned with junior members but equally available to adult members. If you have any concerns you can contact the Club Welfare Officer directly or complete the BRITISH ROWING Incident Report Form and post to the Club Welfare Officer. This form can be found on the notice board in the Ergo training room at the Club. If you have any concerns at the club and want to speak to someone in confidence then contact the Club Welfare Officer. Child Protection Policy

CLSARC is committed to implementing policies so that everyone involved with the club accepts their responsibilities to safeguard children from harm and abuse. This means following procedures to protect children and to report any concerns about their welfare to appropriate authorities.

The effectiveness of the policy depends on everyone who is involved with rowing being aware of what is good practice and current procedures. This applies particularly to those working directly with young people, but an awareness of child protection issues is also needed by others who may be involved more indirectly. The club strongly recommends that all members, volunteers and parents familiarise themselves with the guidelines set down by BRITISH ROWING. These can be found on the BRITISH ROWING website. Vetting/Criminal

#### Records Bureau Checks

All personnel who will have significant access to young people will first be vetted to establish whether they have any criminal convictions or other past behaviour that suggests they are unsuitable to work with children. This is done by obtaining a Disclosure about the individual from the Criminal Records Bureau (CRB). The Clubs Welfare Officer is responsible for ensuring all members/volunteers who have regular access to junior rowers are vetted.

#### Photography and Filming Guidance notes

This is a very difficult subject in a sport where competition is almost exclusively carried out in large open public spaces where it is not possible to control admission. The club will however encourage members, and request parents, to adhere to the following guidelines:

**Identification** - You must ensure that the visual contents or captions cannot be used as means of identifying juniors. This includes names, addresses or any other unnecessary information, which could be used to trace the individual. Ensure that this information is withheld in all reproductions.

**Dress** - Juniors should be photographed or filmed in suitable dress. Some sporting activities have a higher risk for potential misuse of imagery than others, such as swimming and athletics, but the clothing worn in rowing could be seen to have a number of similarities with



these sports. Make sure that the footage or photographs focus on the activity, rather than a full body shot.

Safety gear - It is important that Juniors are not featured wearing jewellery, body piercing or clothing that could cause safety issues. Subject(s) should be

photographed in the appropriate safety equipment. E.g. lifejackets.

If the club is planning to use specially commissioned photography for a specific publicity purpose such as a brochure, we will ask permission from the juniors' parents.

If you suspect someone of taking photographs for an inappropriate use you should report them to the Club Welfare Officer, Police or Social Services.

## **27. Personal Health**

### Water-borne Disease

The use of inland water will never be risk free and it is essential that users are aware of the risks involved in using a particular stretch of water. The water we row upon is not always as clean as we would choose and certainly is not pure enough to be swallowed without giving more than a passing thought to the possible effects it will have upon our internal systems.

There is a risk of contracting Leptospirosis (Weill's Disease), Cyanobacteria or Gastrointestinal illness from immersion in river water.

To reduce the risk of infection:

- Never drink river water.
- Cuts and abrasions (including blisters) should be covered with waterproof dressings.
- Wear footwear to avoid cuts and protect feet when paddling in the water.
- Shower after contact with the water.
- Wash hands thoroughly before eating or drinking.
- If 'flu like symptoms develop shortly after contact with the water (1-3 weeks) then your doctor should be contacted and advised of the circumstances of exposure.
- After any contact hose down all equipment to avoid contact with residual scum.
- All clothing should be washed and thoroughly dried on returning home.
- Should you develop any unusual symptoms then report them to a doctor as soon as possible

## **28. Code Of Conduct - Members**



CLSARC is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Members are encouraged to be open at all times and to share any concerns or complaints that they may have with the Club Captain, Junior Coordinator or Welfare Officer.

As a member of CLSARC you are expected to abide by the following code of conduct:

- All members must comply with the rules of the club and individual competitions and respect officials and their decisions.
- All members must comply with instructions and decisions made by coaches, captains, and nominated parent helpers.
- All members must respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion.
- Members should keep to agreed timings for training and competitions or inform their coach or captain if they are going to be late.
- Members must wear suitable kit for training sessions and competitions, as agreed with the coach.
- Use correct and proper language at all times.
- Members must pay any fees for membership or events promptly.
- For health and safety reasons Members are required to support a total smoking ban in the clubhouse and boathouse.
- The Anti-Doping Rules of British Rowing are the UK Anti-Doping Rules

published by the Drug-Free Sport Directorate of UK Sport (or its successor), as amended from time to time. Such rules shall take effect and be construed as rules of Ross Rowing Club.

- Junior members are not allowed to smoke, consume alcohol, or take drugs of any kind on club premises or whilst representing the club at competitions.

In addition the BRITISH ROWING Water Safety Code states that Members have a duty to:

- Act in a manner that will not compromise the safety of themselves, Club members, other water users and the general public.
- Assess risks and base their decisions on such assessments.
- Actively respond to their Club's safety rules.
- Be proactive in warning others of impending danger.

- Inform coaches and other crew/Club members of any medical condition that may present a risk to themselves and/or their crew. In the case of juniors, parents have a duty to advise those in charge.

### **29. Code of Conduct - Parents/Guardians**

Ross Rowing Club is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others.

Parents are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the Junior coordinator or the Welfare Officer.

As a parent you are expected to abide by the following code of conduct:

- Encourage your child to learn the rules and abide by them.
- Discourage unfair tactics and arguing with officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in rowing.
- Set a good example by recognising fair play and applauding good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept the judgements of coaches and appointed helpers.
- Support your child's involvement and help them to enjoy their rowing.
- Use correct and proper language at all times.
- Encourage and guide performers to accept responsibility for their own performance and behaviour.
- For health and safety reasons Parents are required to support the smoking ban in the clubhouse and boathouse.
- The Anti-Doping Rules of British Rowing are the UK Anti-Doping Rules published by the Drug-Free Sport Directorate of UK Sport (or its successor), as amended from time to time. Such rules shall take effect and be construed as rules of Ross Rowing Club.
- Junior members are not allowed to smoke, consume alcohol, or take drugs of any kind on club premises or whilst representing the club at competitions.

In addition the BRITISH ROWING Water Safety Code states that parents have a duty to:



- Advise those in charge of any medical condition that may present a risk to their child and/or other club members.
- Act in a manner that will not compromise the safety of themselves, Club members, other water users and the general public.
- Actively respond to the Club's safety rules.

### **30. Code of Conduct - Club Officials and Volunteers**

The essence of good ethical conduct and practice is summarized below.

All volunteers/parent helpers must:

- Consider the wellbeing and safety of participants before the development of performance.
- Develop an appropriate working relationship with participants and parents, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport (e.g. fair play).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by the national governing body and the club.
- Hold appropriate valid qualifications and insurance cover (e.g. see Trailer Towing Guide).
- Never exert undue influence over participants to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibited substances.
- Use correct and proper language at all times
- Encourage participants to value their performances and not just results.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- For health and safety reasons coaches and volunteers are required to support the smoking ban in the clubhouse and boathouse.
- The Anti-Doping Rules of British Rowing are the UK Anti-Doping Rules published by the Drug-Free Sport Directorate of UK Sport (or its successor), as amended from time to time. Such rules shall take effect and be construed as rules of CLSARC.



### 31. Equity Policy Statement

This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

- Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

### 32. RRC Statement on Bullying and Intimidation

Definition:

Bullying is the abuse of power. It is deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It may be:

- physical e.g. Hitting, kicking, theft
- verbal e.g. racist or homophobic remarks, threats, name-calling, graffiti, abusive text messages by phone or internet
- emotional e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group
- sexual e.g. unwanted physical contact or abusive comments

**THE CLUB WILL NOT TOLERATE BULLYING, HARASSMENT OR INTIMIDATION OF ANY KIND.**

You are encouraged to report all cases of bullying, in the knowledge that you can do so without fear of reprisal. All reports of bullying will be taken seriously and investigated. You are reassured that confidences will be respected and information will not be passed to anyone without prior permission. However, you will appreciate, that in order to deal with the matter appropriately we will require your co-operation and that there will be some who need to be informed about the incident.

In sport, bullying may arise when:



- a parent pushes a child too hard to succeed
- a coach adopts a win-at-all-costs philosophy
- a rival athlete or official uses bullying behaviour

This may be bullying of a junior by an adult or another child, or one adult by another.

Signs of bullying may include:

- Behavioural changes such as reduced concentration or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctant to go to training
- An unexplained drop-off in performance
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, and bingeing on food.
- A shortage of money or frequent loss of possessions.

#### Procedures for Dealing with Reports of Bullying

Members are to be encouraged to report cases of bullying, in the knowledge that they can do so without fear of reprisal.

All reports of bullying or suspected bullying will be treated seriously and will be followed up as a matter of urgency.

The person receiving the report must consult the Club Welfare Officer immediately.

All information should be made available by reporting verbally, then following with a written report.

The Club Welfare Officer has the responsibility to launch an immediate enquiry into the reported incident. A full report should be passed to Club Committee.

If the reported incident of bullying is substantiated the Clubs Disciplinary Procedures will be followed and where an incident has been reported, but not substantiated, the situation will be notified to all persons concerned, those involved will be advised, and warned, and their behaviour will be closely monitored.

### **33. Grievance Procedure**

If you wish to discuss any aspect of your involvement with the club please feel free to initially contact any member of the coaching team, a Captain or Welfare Officer. Please be assured that the matter will be referred to the appropriate person within the club structure.

- We ask that you please consider the appropriate time and place for discussions.



### **34. Discipline**

The Committee shall have the power to expel or suspend from membership from all or any of the privileges of membership any member, whose conduct is, in the Committee's opinion, not in keeping with traditions, objects or interests of the Club. However, such a member shall first have had reasonable opportunity of appearing before the Committee to state his/her case.

Members must obey the Rules and Bylaws of the Club with which they should be acquainted, as these regulate and control their privileges of membership.

In the event of a Junior Member being required to attend a Committee Meeting upon an issue of discipline that junior must be accompanied by a parent or other responsible adult of their choosing. In default the Chairman may, at his discretion, appoint someone to speak on the junior member's behalf.

### **35. Clubmark**

The club is Sport England Clubmark accredited. This is awarded to rowing clubs by BRITISH ROWING, the National Governing Body, when the club is able to demonstrate that it meets BRITISH ROWING's criteria as to rowing programme; child protection; sports equity and ethics; and club management. Clubmark is an acknowledgement that we take these issues seriously and that we are striving to provide a high quality and welcoming environment for young participants in the sport.

By creating a single, national standard, Clubmark helps give all kinds of sports clubs with a junior section a structure and direction that will benefit them in several ways:

Increasing membership

Being able to demonstrate that the club has addressed issues such as equality and child protection gives confidence to parents choosing a club for their children.

Developing the club

The foundation for any club is its youth structure. So, by encouraging and attracting young members, a strong future is being built for the club.

Developing our coaches and volunteers.

As part of the accreditation scheme, the club is given help and advice in developing the skills of everyone involved in your club.

Raising the club's profile

The club is listed on the national database and in other sporting directories that help to attract new members and to grow.



### 36. Communications

The club is committed to communicating in a clear and timely manner and to this end email will be the form in which most communications take place. Whenever appropriate, notices will also be placed on the Club web site and notice boards in the Club House.

When applying for Membership we request your email details, ('These details will only be held and used for the following purposes):

- Administration of your CLSARC membership and subscription
- Notification of any forthcoming events (in particular we hope to contact people by email for club newsletter and details of meetings you may wish to attend)
- Name and telephone lists of rowers and coxes for organising rowing crews distributed to other member rowers
- Emergency contact details if required.

Please note that by providing your details you are agreeing for this information to be held electronically by authorised agents of CLSARC for the sole purpose of administering the affairs of the club. Your details will not be passed to other parties without your consent. You may request your details to be removed or updated by contacting the Club Secretary.'

Any member found to be abusing the availability of circulation lists will be subject to disciplinary proceedings

Please ensure that the Membership Secretary is kept informed of any changes to your email address

### 37. Other Information Sources

The CLSARC web site provides up to date information on what is happening at the club  
[www.clsarc.org](http://www.clsarc.org)

The BRITISH ROWING web site has many great resources, This is well worth taking a look around. [www.britishrowing.org](http://www.britishrowing.org)

The Junior section of the BRITISH ROWING web site has some great background information and tips, not just for juniors! [www.britishrowing.org/juniors](http://www.britishrowing.org/juniors)

A general rowing calendar is available on the BRITISH ROWING web site.

Rowing kit is available from Godfrey Sports at

<http://www.godfrey.co.uk/>



**38. Contact Details**

Emergency Telephone Numbers

Local Police #####

Community Hospital #####

General Emergency 999

British Rowing Child Protection Officer 0870 060 7100

NSPCC Helpline 0808 800 5000

Victim Support 0845 303 0900

Careline 0208 541 1177

Web site [www.clsarc.org](http://www.clsarc.org)

Contacts for Club Committee

| Position          | Name              | Telephone | Email |  |
|-------------------|-------------------|-----------|-------|--|
| Chairman          | Bob Young         |           |       |  |
| Vice Chairman     | Gordon Clark      |           |       |  |
| Captain           | Wayne Curry       |           |       |  |
| Treasurer         | Janice Herrod     |           |       |  |
| Secretary         | Carole MacMurtrie |           |       |  |
| Welfare Officer   | Angela Harrison   |           |       |  |
| Safety Officer    | Brian Webb        |           |       |  |
| Head Coach        | Steven Thopmsom   |           |       |  |
| Ladies Junior Cap | Evie Harrison     |           |       |  |
| Gents Junior Cap  | Callum Clark      |           |       |  |
|                   |                   |           |       |  |

**39. Reminder Checklist**

Please pay special attention to any item marked with a  as this indicates that action is required.

- To ensure that we can create a fun and safe environment for everyone, athletes are expected to adhere to the instructions and requests of the coaches and volunteer helpers.
- To enable everyone to get the best from the session please ensure that you arrive 15 minutes before the start time. Parents please be ready to collect your athlete no later than 5 minutes before the end time.
- If you wish to discuss any aspects of training please request a separate appointment with the coaches. This will ensure that all athletes get the best from the training sessions.



Please also remember that coaches do have other lives!

- Immediately upon arrival Juniors must register as attending training sessions or events. The Register (big red folder) will be in the clubhouse. Juniors must not leave the session early unless they have the permission of the coach and parents/carers.
- Please continually monitor the list of activities on the Squad List for new events or changes to the schedule. As a general guide the Squad List will close 2 weeks before an event.
- All payments for kit and events are now required in advance. Our preferred method of payment is by cheque however cash may be accepted by named representatives of the club.
- To take part in competitions membership of British Rowing is compulsory (it provides insurance cover).
- Club kit must be worn during racing.
- Juniors to bring trainers to every training session. Fashion trainers are not recommended for these sessions, proper running trainers are preferred
- Rowing is thirsty work – juniors must bring a water bottle with them to all sessions
- Competitors **MUST** arrive at least 90 minutes before their first race time in order to register for their race.
- There is a 15 mph speed limit along the lane leading to the club. This is to protect all our the lives– do not take that ultimate risk!
- We ask that you please consider the appropriate time and place for discussions with coaches or committee members.
- Please look out for the renewal notice and contact the Membership Secretary if in doubt.

Membership renewals are due by 1<sup>st</sup> April or monthly by direct debit