



ISLE OF ELY ROWING CLUB

HANDBOOK

www.elyrowingclub.org.uk

Version 2016.2

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INTRODUCTION

The Isle of Ely Rowing Club was born out of the Diamond44 celebrations in February 2004 which marked the 60th anniversary of the 1944 University Boat Race rowed at Ely. The Club colours, dark blue for Oxford and light blue for Cambridge, symbolise this connection.

For many years rowing at Ely was restricted to closed clubs. IoERC was established with the aim of opening up the sport to the whole community. From the beginning fees were set at a low level so that cost should be less of a barrier to membership. A consequence of this and our relatively short period of existence is that we cannot yet provide the amenities associated with older and more expensive clubs. Any improvement in facilities depends on self-help and a willingness to work together in the interests of the whole club. The Isle of Ely Rowing Club is entirely dependent on unpaid help and all members are asked to assist in some way from time to time. Depending on experience, this may include helping with organisation, cleaning, tidying, coxing, coaching or routine maintenance and repairs.

The management of club is overseen by an elected committee assisted by other members who have volunteered to supervise particular aspects of its activities. See Appendix 4 and the Club website.

MEMBERSHIP

Club membership runs from 1st January to 31st December. The latest annual subscriptions and monthly payments can be found on our website at <http://www.elyrowingclub.org.uk/index.php/rowing-at-ely/membership>.

Subscriptions are collected by direct debit on a monthly basis. We therefore require members to set up a direct debit mandate. A member may nominate another person to be responsible for payment of direct debits. In this case, the nominated person must be named on this form, and that person must complete the direct debit mandate. The club will deal with the nominated person regarding matters to do with direct debits; and with the member regarding all other matters.

If you would prefer to pay the full subscription due for the year in advance (again using direct debit), please contact the Treasurer.

New members joining part way through the year will be charged at the monthly direct debit rate from the time they join. Members may leave at any time, and cancel their direct debit; however any member who leaves and then wishes to re-join within 12 months of leaving will only be permitted to re-join on full payment of subs which would have been paid if they had not left.

We will also use direct debits to collect racking fees for those who keep private boats at the club, and race fees for those entering races, together with a small charge for taking boats to the race (trailing). Racking will be collected monthly with subs, and race fees and trailing will be collected shortly after each race.

Direct debits may only be used for any other payments after prior agreement with the member.

Direct debits are operated on our behalf by an organisation called GoCardless. They are regulated by the Financial Conduct Authority and subject to the normal Direct Debit Guarantee. <https://dashboard.gocardless.com/api/paylinks/106YH0RTMF>

Any queries or problems, please contact the Treasurer at treasurer@elyrowingclub.org.uk

Note for **FAMILIES**: A parent paying a full adult subscription is entitled to a 25% discount on one child's fee. If both parents are members this will apply to 2 children. Children are defined as under 18 and in full time education.

GENERAL ROWING ORGANISATION

The Captain, on the advice of the coaching team, decides which boats you are eligible to use. This information is recorded on the so-called 'Competency List' (see Appendix 1). The Captain and Vice-Captain are in overall charge of the boat allocation.

It may appear harsh that some people are told they are not ready to go into a particular boat, but this is done because the finer the boat the more difficult it becomes to control thus increasing the risk of injury to joints and damage to boats.

The Captain and coaches are there to help you find your feet within the club and to assist you in your rowing. Please do not expect them to organise everything for you. Talk to other club members to organise outings.

RULES

A copy of the club rules is on the notice board and in a later section (pages 7 to 10) of this booklet. Please familiarise yourself with them.

CLUB TIMES

Saturday morning is a general time. On Sundays juniors are given priority on boats and use of landing stages from 8.45am to 11.30am. The times for evening outings and gym sessions are shown on the online calendar at <http://www.my.calendars.net/ioerc>

SOCIAL

Social events are regularly organised by club members. Please feel free to suggest an activity.

AGM

An Annual General Meeting at which your Committee is elected is held in November or December.

FRIENDS & PARENTS

Friends and parents of members help the Club in numerous ways. Anyone wishing to assist them in their endeavours should contact a member of the committee.

KIT

Club tech-tops, leggings, one-pieces, splash tops etc., may be ordered via the Captain. Please remember that when entering CRA events you are expected to wear standard club racing kit. In the case of BRITISH ROWING events this is mandatory.

BOAT NUMBERS

Boats entered in all BRITISH ROWING events must bear a 3 digit identification number prefixed by the BRITISH ROWING Club code. Our code is **IEL** and the numbering system for Club boats is **1**** for singles, **2**** for doubles and pairs, **4**** for fours and quads and **8**** for eights. All privately owned boats start with **3** and launches with **5**.

JUNIOR BOATS & BLADES

Certain equipment has been bought with grants intended specifically for juniors. It should not be used by others without the express permission of the Captain or Vice-Captain.

PAYMENT PROCEDURE FOR RACES

Entry fees, including trailerage will be collected by direct debits shortly after each race.

BRITISH ROWING 'START'

The Club is a host for the British Rowing Start scheme which aims to identify and develop potential Olympic rowers. 'Start' athletes are Club members and, where possible, unless representing GB or using a boat provided by another club, shall row

under IoERC colours. Occasionally, for training purposes, *designated* high performance athletes from outside the Club shall be permitted to row with 'Start' members.

PARKING

During working hours the maximum number of vehicles allowed to use the Hydro car is 4. Only the spaces in the corner of the car park furthest from the Hydro offices may be used. At other times there is no restriction but bear in mind that the top gate may be locked. (A strict requirement of our arrangement with Hydro-International is that keys shall not be available for general circulation.)

DEVELOPMENT PLAN

- Maintain ClubMark status for both recreational and junior rowing.
- Increase the number of trained coaches.
- Increase the involvement of parents and other volunteers.
- Continue to develop links with local schools.
- Explore opportunities for external funding and sponsorship.
- Seek tenure arrangements for the existing or an alternative site which will allow us to apply for the additional funding necessary to build a boathouse.
- Develop the Ely Head Race and Marathon as flagship events and source of income.
- Foster success by IoERC crews in external events.

SAFETY

Anything you do at the club you do at your own risk, but you must never knowingly leave any piece of equipment in a dangerous place or position or in a state that could cause injury when next used. If any part of the site or structure thereon is damaged or could be a hazard, do not ignore it, make it known to other people and either try to fix it or report it to a committee member.

The safety of the members is paramount. The river is a great place to be, but has lots of hidden dangers. Please always follow the safety guidelines.

If In Doubt Don't Go Out

There is a guide on the notice board in the container. Please read all the information regularly.

Club 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.
- Abide by the 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.
- All crews **MUST** sign themselves out with the time of going out on the water in the **BOAT-USE LOG BOOK** placed by the notice board in the container. On return the entry should be crossed out. This is for your safety. If you do not sign out no one will know you are on the river and to watch out for you. At best you could get back to the club to find everything locked up; at worst, if you do not return, no one would know to come and look for you. Always let someone know that you are going out on the river and when you expect to return home.

No crew is to go out after dark.

No inexperienced crew or oars-person is to go out on the water unsupervised.

FIRST AID

There are first-aid boxes around the club, if you require them. They are:

- In the green box hanging in container.
- In the red bag in the clubroom portakabin.
- In the centre seat locker of the safety launch.

- On the cockpit shelf of the catamaran.

Please be aware of the potential risks of being in and around river water. Keep any cuts covered and if flu like symptoms develop after a wound has come in contact with river water seek medical advice.

For more information, including a list of qualified first-aiders, see the emergency procedure flow chart in Appendix 3.

CAPSIZE

- Some boats are more prone to capsize than others. Nearly everyone who has ventured out in a scull has fallen in. The larger boats such as 4's, quads and eights are more difficult to capsize, but for your safety you will be asked to do a capsize drill at a local swimming pool and to read this chapter carefully.
- If you capsize the first thing to remember is DON'T PANIC. Boat shoes are fitted with heel restraints and Velcro straps with cord on them. This makes releasing your feet a quick process. Once your feet are free the first thing to do is to swim back to the boat. STAYING WITH THE BOAT IS VITAL. Unless holed, a rowing boat will not sink (a single scull can support the weight of 4 oarsmen). Swim with the boat back to the bank and try to get back in so that you can row back to the club. Once you are back at the club it is recommended that you change into some warm dry clothes.

You must then report any capsize by informing the Club Water Safety Adviser (see Appendix 3) and filling in (or getting someone to do it for you) a BRITISH ROWING Incident Report Form (website or <http://incidentreporting.britishrowing.org>)

- Capsizes can happen to anyone. This is a reason why YOU MUST SIGN OUT IN THE BOAT USE LOG and remember to cross the entry out when you get off the water. It is also essential that you take a mobile phone in a water-tight case with you. If you come down to the club outside of normal club hours let someone know where you are going and how long you intend to be. On a practical note remember to bring a spare set of clothes and towel with you. In an emergency there is a selection of spare clothing in the yellow (middle) portakabin.
- It is a good idea to take a thermal blanket with you on outings. They may be bought from a committee member, price £2.

BOAT HANDLING

Boats are expensive. Your membership subscriptions provide only a tiny fraction of their cost and much time and effort is put into finding supplementary funding. Please be careful handling these valuable items. They are designed for speed in the water and are very cumbersome yet delicate on dry land. Please ask to be shown how to handle singles and other coxless boats. Any experienced oarsmen at the club would be happy to help. With the bigger coxed boats it is important to listen to the cox who will tell you what to do.

Remember your backs. Never lift a boat with your back. Always lift boats with your legs and arms, keeping your back straight and the core muscles strong.

Watch out for hazards. The club site is a crowded space with other boats and their riggers, and trestles. Move slowly, watching for anything that you could catch yourself or the boat on. A rigger can hole a boat and your skin.

Be aware. There will be other people around the club and on the landing stage. Make sure that you do not hit them with any part of your boat. If the landing stage is full of boats wait patiently before removing yours from the racking.

Getting the boat into the water. Again keep your back straight and lower the boat gently in to the water making sure that it is clear of the landing stage.

Getting in and out. Rowing and sculling boats are fragile things so the designers have made certain areas of each boat stronger so that you can stand on them. AT NO POINT SHOULD YOU PUT YOUR FEET IN THE BOTTOM OF THE BOAT. Getting into a sculling boat is an art that you need to practise, getting into a rowing boat is a simpler affair because

there is always someone else there to hold the boat on to the bank and keep it steady. Position yourself so that you are beside your seat, place the foot nearest the river on the strengthened standing point (if in doubt ask) then bring the remaining foot on to the shoes in the foot stretcher and sit down on the seat. Once your oar is secured in the swivel and fully extended and flat on the water put your feet in the shoes and secure. To get out release the feet from the shoes and place on top, place the foot furthest away from the bank on the strengthened standing point and stand up moving the foot from the shoe and on to the bank. To remove the boat from the water remember to lift with the legs and not with the back.

Before you go out on the water always check the boat for loose rigger and swivel nuts, missing or worn heel restraints, missing or damaged bow-balls, hatch covers and bungs, and any other obvious defects. If there is any damage please take action as described later in this booklet in Section 5 of the Rules for Outings.

Before putting the boat away after an outing give it a wash down and check. The boats are designed to be hydrodynamic and a thick layer of scum will do nothing for your speed! Equipment lasts longer if it is looked after.

CODE OF CONDUCT

1. OTHER RIVER USERS

- a) Be courteous. Do not overtake in dangerous places and always give another crew room.
- b) Coaches are asked to ensure that they do not halt crews for instruction purposes immediately adjacent to anglers.
- c) Subject to the river conditions and being clear of obstructions, crews are asked not to turn boats immediately opposite anglers.
- d) We have good relations with fishing and boating groups. Should you be on the receiving end of inconsiderate behaviour please do not imitate it in return, get involved in an argument or use bad language. Note down the place, time and date together any identifying information and pass it on to the IoERC Chairman who will deal with it through the links we have with the Environment Agency, Ely Beet Fishing Club and the Great Ouse Boating Association

2. BOAT AND EQUIPMENT MOVEMENTS

- a) Always give priority to crews coming off the water.
- b) As crews reach the end of their outing and prepare to approach the landing stage, those that arrived first should land first. If in doubt, the largest crews should be given priority so that the fewest people are left waiting on the water.
- c) During junior coaching sessions when the landing stage is busy wait for instructions from the coach in charge before attempting to land.
- d) Use the full length of the landing stage so that multiple boats can boat/land at the same time.
- e) Always ensure that blades and trestles are already nearby so that boating and landing can be done as quickly as possible.
- f) Do not place blades in the middle of the landing stage or steps.
- g) Wash the boats quickly and return the equipment efficiently back to the racks. Crew chats should take place afterwards.
- h) Boats left on outside racks shall be tied down. This is a requirement of our insurance.

3. CLEANING

- a) If you notice that an area is looking untidy please run the broom around. A brush, dustpan, mop and bucket are in the portakabins. A litter picker is available on the shelves in the clubroom portakabin.
- b) A rota for cleaning and restocking the loo will be placed on the notice-board in the container.

4. RUBBISH

Put all your rubbish and **used water bottles** in a rubbish bin and not on the floor. If the bin is full please remove the plastic bag and take to a rubbish dump.

5. THE BOATS.

Wipe down boats after use. Ensure that the boats are put back in the correct place tucked in on the shelves as far as possible.

6. SUMMER ROWING.

In hot weather please try to stay in a reasonable state of dress. The Club relies on the good will of the community to support us at events and with grant applications. The last thing we want to do is to give offence - even if you think folk are being hypersensitive.

7. CHILDREN

Please do not leave children unsupervised on the site.

RULES FOR OUTINGS

1. ADULT MEMBERS. (Members aged 18 and above.)

Adult Members are entitled to use club equipment provided:

- a) They have sufficient ability as indicated by the Competency Classification List (See below).
- b) They have completed a Capsize and Swim Test or are expected to attend the next arranged test.
- c) They are aware of and understand the Site Safety Rules.
- d) They are aware of and understand the Navigation Rules.
- e) They are aware of and understand the Outing Advisory Statement.
- f) They have completed a Membership Form and paid the appropriate subscription.
- g) The equipment has been booked out on the **online calendar** and is serviceable.

Competency Classification List.

- a) In consultation with the relevant coach/es, the captains shall:
 - i. Establish the competency of individuals in activities including sweep rowing, sculling and coxing, through interview and observation. (See Appendix 1)
 - ii. Use the information to compile a Competency Classification List which shall be posted on the notice board at the club.
 - iii. Inform individuals of their Competency Classification.
 - iv. Advise individuals which equipment they can use without supervision or additional scrutiny.
- b) Adult rowers not on the Competency Classification List for a particular type of boat or activity may only use the equipment when accompanied or supervised as set out on the competency list for that type of boat or activity.
- c) Adult rowers may apply to the appropriate captain to be assessed as competent in any type of boat or activity.
- d) Lone scullers should not proceed past the **Stuntney (A142) Road Bridge** or the **Queen Adelaide Road Bridge** unless they have been approved competent by either captain. Before going past these points they should make another person aware that they are doing so. **N.B.** All crews and scullers going past these points shall be in possession of a mobile phone. If you are uncertain of these locations please see the map in Appendix 2.

2. JUNIOR MEMBERS

- a) Junior Members may only boat under the supervision of a BRITISH ROWING Qualified Coach with the minimum level of Instructor Award or UKCC Level-2 (Rowing) certificate.

- b) A second adult **MUST** be present during the session though need not hold a coaching qualification.
- c) At any session, the Coach or Junior Member must be in possession of their Rowing Club Log to permit inspection or update as required.
- d) All Junior crews going past the **Footbridge** or the **1st Ely Railway Bridge** **MUST** be accompanied by a coach who **MUST** be in possession of a mobile phone.
- e) Until a swim test has been passed a lifejacket or buoyancy aid must be worn.

3. PREVAILING CONDITIONS

- a) Crews and lone scullers must assess the weather and prevailing conditions before boating. Crews must not boat when forecasted conditions are beyond their ability.
- b) Crews are to be dressed and equipped appropriately for the prevailing conditions.
- c) Thunderstorms. Many parts of a boat will conduct electricity and unsafe situations are open spaces like fields, lakes and rivers. In accordance with BRITISH ROWING guidelines members should not boat when thunder is heard and those already on the water should use the "30 - 30 Rule":
 - i. When you see lightning, count the time until you hear the thunder - if it is 30 seconds (approx. 10 km away) or less, seek 'proper shelter'. If you can't see the lightning, just hearing the thunder is a good back-up rule for it being time to seek 'proper shelter'.
 - ii. Wait a minimum of 30 minutes after the last lightning or thunder before leaving shelter.
- d) Fog/mist. In conditions of poor visibility when sound may be muffled, boating can be hazardous. Remember that the driver of a motorised boat is unlikely to be able to hear a rowing boat. Remember that at water level the visibility may be much less than on land. If in doubt don't go out.
- e) The Captain or, in their absence, a recognised deputy, can suspend waterborne activities until such time that the conditions are acceptable for specific crews or individual ability.

4. SIGNING OUT AND IN OF BOATS

- a) All boats must be signed OUT and IN (by crossing through) in the Boat-Use Log.
- b) The Log shall include the boat name, crew details as well as OUT and IN times.

5. DAMAGE

Damaged equipment shall be noted on the damage log-book and the faulty item(s) quarantined in such a way as to prevent its further use until a repair is completed. The Club Water Safety Adviser shall be notified to establish whether a BRITISH ROWING Incident Report Form shall be completed **online**. The Captain shall be informed of any damage.

6. UNSAFE INCIDENTS / ACTS / CONDITIONS

In the event of any unsafe incidents, acts or conditions the Club Water Safety Adviser shall be notified and a BRITISH ROWING Incident Report Form completed **online**.

A BRITISH ROWING reportable incident is one resulting in personal injury or equipment damage. However, a form should always be completed if a safety issue is apparent, even if the incident is a near miss. Capsizes, which have no pre or post event complications, are to be notified to the Club Water Safety Adviser and a BRITISH ROWING Incident Report Form completed **online**. Go to the front page of the Club website or follow:

<http://incidentreporting.britishrowing.org> and follow the instructions to complete a report. This can be done anonymously.

7. NIGHT ROWING

Rowing outside the times of 30 minutes after sunset or 30 minutes before sunrise is forbidden. Outing times are posted in calendar format on the notice-board in the container.

8. COACHING BOATS

- a) Drivers must hold a RYA Powerboat Level-2 or BSAC Boat Handling certificate.
- b) Buoyancy aids must be worn at all times.
- c) The driver shall assume Captaincy of the boat and cannot be overruled by a passenger. A qualified 'driver' may allow the helm to be taken by a non-qualified person for training purposes but shall still retain captaincy of the boat.
- d) Before use:
 - Open vent on fuel tank.
 - Check fuel level.
- e) During use:
 - Check cooling water flow.
 - Throttle back to slow speed past landing stage and moored boats.
- f) After use:
 - Close and lock gate.
 - Close vent on fuel tank.
 - Check fuel level (take action if low – please do not leave for next person).
 - Fuel: 'Green' launch and Catamaran – 95 unleaded – no oil added.
 - Lock outboard to chain.
 - Secure tarpaulins.
 - Report any damage.

9. RULES GOVERNING GUEST ROWERS

- a) Definition: A Guest Rower is an individual invited by the Chairman or Captain to participate in club activities for a short term.
- b) Reasons for the presence of a Guest Rower at the Club:
 - i. Be a prospective member of an IoERC boat crew, training for, or participating in, a specific event.
 - ii. Be in short term attendance.
- c) The Guest Rower shall:
 - i. Have read and understood the Club Rules and agreed to abide by them.
 - ii. Not use their own single scull without proof of public liability insurance.
 - iii. Only participate in specific activities at the discretion of the Chairman or the Captain.
 - iv. Provide a contact address and telephone number.
 - v. Sign & date the Guest Book signifying acceptance of the conditions i, ii, iii, and iv above.
- d) Guest Membership Fee:

The Club Chairman or Captain may request a donation to be paid to the Club.

OUTING ADVISORY STATEMENT

- Crews and lone scullers are advised to notify an appropriate contactable individual of their intended launch and return time. On completion of the outing, the crew or sculler should notify the contactable individual accordingly.
- It is advisable to stow a Mobile Phone in a waterproof cover such that it can be retrieved without opening a buoyancy compartment hatch.
- For small boats in particular, members are advised to stow foil type thermal blankets that can be retrieved without opening a buoyancy compartment hatch. These may be bought from a committee member at a cost of £2.

NAVIGATION RULES FOR ALL ROWING AND SCULLING BOATS

1. GENERAL NATIONAL NAVIGATION RULE

- a) All boats are to obey the National Rule of Navigation which states that a boat and its oars should follow a course starboard of the river centre-line, i.e. bow side nearest the bank. For rowers (not coxes) remember: 'LEFT HAND TO LAND'.
- b) The cutting of corners is prohibited unless a stationary object obstructs the course. In this case boats are to pass the obstruction at light pressure and upon completing the manoeuvre, return to a starboard course.

2. HEAD-ON MEETING

Where two boats are approaching one another head-on, each boat must steer to starboard, i.e. bow side.

3. OVERTAKING

- a) In the event of a boat wishing to pass another, the passing boat must hail the slower or stationary boat prior to any passing manoeuvre to warn of the intended action and receive acknowledgement from the other boat before passing.
- b) The passing manoeuvre shall only occur on a straight course and where an uninterrupted view forward is available. It must be undertaken as quickly and as safely as possible and, on completion, the passing boat shall return to a starboard course as soon as possible.
- c) No part of the manoeuvre shall occur on a bend such that the forward view of the waterway is lost.

4. STOPPING

- a) Boats are not to stop near obstacles such that the stream or wind force could result in impact.
- b) Should a boat need to stop it must do so in a position on a straight and as close to the bank as practicable without compromising boat safety or manoeuvrability.
- c) Forward and rear facing members of the crew must continually monitor other boats in their vicinity and hail where appropriate.

5. SPINNING

- a) All boats must come to a full stop prior to any spinning. Spinning must take place downstream of, and no nearer than one hundred metres from, a bridge or any obstacle in the water. Due allowance must be made for the effect of the wind.
- b) Spinning must be completed in one action in order to bring the boat into line with the river stream as quickly as reasonably possible. Boats must not pause unnecessarily during this manoeuvre and by so doing cause a hazard to other river traffic.

6. LOOKOUT

Coxes and steersmen must keep a good look-out at all times. More frequent look-outs are to be made near known obstacles and bends.

7. HAILINGS

Accepted hailings between all boats shall be:

- **"Ahead (eight, four, etc)"** - Meaning: Watch out and take appropriate action.
- **"Hold it up (eight, four, etc)"** - Meaning: Collision imminent, STOP.
- **"Come by (eight, four, etc.)"** - Meaning: come past when safe to do so.

8. SWANS, GEESE, DOGS, DIVERS, SWIMMERS ETC

Boats shall not row close to anything or anyone swimming in the water. Where a waterborne obstruction exists, boats are to either steer a course away or stop and let it move away. If in any doubt as the likely intentions of other river users, STOP, THINK and REACT.

9. HOME WATER SAFETY

Within a 100 metre radius of the landing stage crews MUST paddle light and launch drivers proceed at minimum throttle. Crews and drivers must be particularly mindful of training and other slow or stationary boats in this area.

10. LANDING

The landing stage should always be approached with the bow facing upstream i.e. towards Ely.

11. CAMBRIDGE UNIVERSITY (CUBC) boats

- a) Generally, IoERC crews will ensure that when Cambridge University boats are present consideration is given to higher closing speeds and the possible presence of a coaching launch.
- b) In particular, when the Club has been notified in advance that CUBC boats are involved in seat racing, or side-by-side trials, IoERC crews will keep out of their way as far as is reasonably possible.

BRITISH ROWING SAFETY RECOMMENDATIONS

RESUSCITATION

BRITISH ROWING states that 'it is strongly recommended that all involved in the sport take time to learn the Resuscitation technique'. Therefore we advise that members of the Isle of Ely Rowing Club attend a formal course to learn and have an awareness of the techniques, and as such the following is to act purely as an *aide-mémoire* to our members.

Resuscitation, to be effective, must be started immediately, even whilst the patient is in the water otherwise irreversible damage or death may occur within a few minutes.

The saving of life during a medical emergency depends on the accurate assessment and proper management of the ABC of resuscitation:

A - Airway

B - Breathing

C - Circulation (signs of life)

On finding a person needing resuscitation:

- a) Approach - Establish there is no danger to yourself or the patient. If the person is in difficulties in the water, DO NOT go into the water to attempt a rescue - you may become a victim too.
- b) Look - Is there something to help pull the victim out - a stick, some rope, clothing?
- c) Reach - Try to reach the person, but first lie down to prevent yourself being pulled in to the water.
- d) Throw - If the victim cannot be reached, throw a throw line and tow the victim to shore. If a throw line is not available throw any floating object, football, plastic bottle for them to hold on to, and then fetch help.
- e) Tow - if in a safety launch, carefully approach the victim if it safe to do so and bring to the shore.

REACH - THROW - TOW

HAVING RESCUED THE VICTIM - SHOUT OR SEND IMMEDIATELY FOR HELP

Assess the patient - remember there may be neck or back injuries requiring extra care when moving the patient(s)

- a) Responsiveness - Establish responsiveness by shouting "Are you all right" loudly and gently shaking the shoulder.
- b) Breathing
 - o Inspect the airway - remove blood, vomit, loose teeth or broken dentures but leave well fitting dentures in place.
 - o Open the airway - the rescuer should place two fingers beneath the point of the patients chin, lift the jaw and at the same time place the palm of the hand on the patient's forehead. Tilt the head well back by pressing on the forehead and the airway will open.
 - o Check for breathing by placing your ear close to the patient's mouth, looking down along the line of the chest.

- Listen for the sound of breathing.
 - Feel for air movement indicating breathing.
 - Look for rising and falling of the chest.
- c) Circulation - Check for the presence of a pulse by feeling for the carotid artery in the neck. The artery lies along each side of the voice box (larynx). Look also for signs of life.

If the patient is unresponsive, i.e., not breathing with no pulse - leave the patient immediately and go and telephone for help (dial 999). Return to the patient and commence resuscitation. If the patient is unresponsive, not breathing but with a pulse - perform ten mouth-to-mouth (expired air resuscitation) breaths, then leave the patient and go and telephone for help (dial 999). Return to the patient, check for breathing and pulse and continue resuscitation.

If the patient is unresponsive but is breathing and has a pulse, turn on one side into the recovery position.

The Recovery Position

Kneel to one side of the patient. Take the nearest arm and place it at 90 deg. to the body, elbow bent and palm uppermost. Take the farthest arm and place it with the palm outwards held against the casualty's cheek. Bend the far knee upwards to 90 deg., keeping the foot flat on the ground. Supporting the hand on the face, pull gently but firmly on the bent-up thigh to roll the patient towards you. Rearrange the far side, now upper leg to 90 deg. and ensure the airway is still open by tilting the head and lifting the chin.

Resuscitation Procedure

This is the provision of artificial ventilation by mouth to mouth breathing, and artificial circulation by external chest compressions.

- Mouth to Mouth Breathing (Expired Air Resuscitation)

Lay the patient on his/her back. Kneel beside the head of the patient and open the airway by tilting the head and lifting the jaw. Open the patient's mouth and pinch the nostrils closed. Open your mouth, take a deep breath, seal your mouth firmly over the patient's mouth and breathe out steadily into the patient. Watch the patient's chest rise as if taking a deep breath (2 secs). Remove your mouth from the patient's mouth and allow the chest to fall (2 secs). Give two breaths.

If mouth to mouth breathing is difficult, check and reposition the airway. Vomiting may occur if breathing returns, place the patient in the recovery position to prevent choking.

- External Chest Compression

Place the patient flat on back and kneel alongside the chest. Place the heel of one hand on the lower third of the breastbone. Place the heel of the other hand on top of the first hand. With arms held straight and the hands on the chest all the time, press down on the breastbone to depress it 4-5cms., then release.

Compress the chest smoothly, 30 times at a rate of approximately 100 compressions per minute. After 30 compressions give two ventilations. Continue the compressions and the ventilations until help arrives. Do not stop to reassess the patient's pulse or breathing until help arrives.

HYPOTHERMIA.

The most serious danger in winter is Hypothermia when the body can get very cold very quickly. BRITISH ROWING has issued these guidelines: Hypothermia occurs when the body core has been chilled to lower than 35°C, and can no longer maintain its heat.

Symptoms and signs of hypothermia

The following are the most usual symptoms and signs, but not all may be present.

- a) Unexpected and unreasonable behaviour possibly accompanied by complaints of coldness and tiredness.
- b) Physical and mental lethargy with failure to understand a question or orders.
- c) Slurring of speech.
- d) Violent outburst of unexpected energy and violent language, becoming uncooperative.
- e) Failure of, or abnormality in, vision.
- f) Twitching.
- g) Lack of control of limbs, unsteadiness and complaining of numbness and cramp.
- h) General shock with pallor and blueness of lips and nails.
- i) Slow weak pulse, wheezing and coughing.

Avoidance must be the first consideration at all times. Dress to beat the cold - layers of clothing are more effective than one warm garment. The outer layer should be wind and waterproof. Look after the extremities, the head is a major source of heat loss and to reduce this loss, therefore wear some sort of head gear.

Be alert to the warning signs of cold both in yourself and others. Coaches of veterans, lightweights, beginners and young children under 16 should be particularly aware of the risks to their charges in exposure to the cold. Exposed arms legs and head heighten the risk.

Sudden immersion in cold water can have a shock effect which can disrupt normal breathing, reducing even a proficient swimmer to incompetence. Confusion and an inability to respond to simple instructions will become evident.

If a person has fallen into cold water their body will lose heat rapidly. Even in a normal summer, the water temperature is rarely sufficient to avoid hypothermic conditions applying. To reduce heat loss, keep clothes on except for heavy coats or boots which may drag the person down.

When hypothermia is suspected the aim must be to prevent the casualty losing more body heat and to re-warm the casualty.

- a) Do not take or give alcohol in cold conditions. Alcohol accelerates heat loss as well as impairing judgement.
- b) Send for help. Hypothermia is a medical emergency whether the patient is conscious or unconscious.
- c) If conscious the victim should be actively re-warmed under careful observation.
- d) If unconscious the victim must be got to medical aid as soon as possible. Follow procedure outlined in section on Resuscitation.

A very dangerous situation is still present when a person who has been in the water for some time, is taken out. Further heat loss must be prevented. The victim must be protected against wind and rain as much as possible. Re-warming can be carried out by:

- a) Wrapping the victim in a thermal/exposure blanket
- b) Others placing their warm bodies against the victim
- c) Giving warm drinks (if conscious).

TRAINING & RACING

ROWING EVENTS

There are 2 main types of racing events in the rowing calendar together with a highly competitive fun event in July called the bumps. The club tries to send as many crews as possible to events. Even if you are not racing come along and give your support and soak up the atmosphere.

1) REGATTA: you compete alongside another crew. The winner is the crew that crosses the finishing line first. Local regattas usually take place over 500 to 1,000m. National and international standard regattas are over 2,000m. Most two-lane regattas are run in a straight knockout format, with refinements in regattas with multiple racing lanes.

Regattas take place in late Spring and Summer. If you win a final at a regatta you will also receive BRITISH ROWING points that will move you up in the rankings.

2) HEAD OF THE RIVER or HEAD: a timed race over a set distance. Usually run over 2,000 to 5,000m, although the London tideway head, from Mortlake to Putney, is approximately 7km and the Boston Marathon 50km. Competitors are set off at intervals and race against the clock. Heads take place in the Autumn, Winter and early Spring. You will not receive BRITISH ROWING points for a win at a head.

3) THE BUMPS: Bump racing only take place in Cambridge and Oxford. In Cambridge crews of eights are lined up along the bank of The Cam with the coxswain holding on to a length of chain approximately one and a half boat lengths apart. On the bank is the all important bank party with whistles and push bikes. With about one minute to go a cannon is fired and all the boats push themselves away from the bank and ready themselves for the start, which is signalled by another shot from the cannon. When the cannon fires for the second time everyone starts racing. The whole purpose of the race is to catch the crew in front. Once the bow ball has crossed the stern of the boat in front a 'bump' has been achieved, though sometimes a crew may fail to submit and you must keep going until the coxswain of the 'bumped' boat has put their hand up to acknowledge. At this point the race is over and both crews (bumped and bumper) pull over to the side of the river to clear the way for any boats still racing. The whole course is about 2KM long, so if you do not bump you must race the whole distance hoping the crew behind you doesn't bump you. The next evening (this event runs over 4 nights) everyone heads for the Cam again, but this time if you bumped the night before you swap places with the crew that you bumped. The good news is that you are now a boat and a half length nearer the finish line, the bad news is that the crew in front was ranked higher than you at the start of this event and the crew you bumped last night is now behind you and looking for vengeance. The bank crew have a slightly easier job: their purpose is to let the crew know what is going on. As soon as you begin to gain on the crew in front they will start frantically blowing their whistles and shouting, they will also let you know if the crew behind is gaining. All of this while cycling at a fair rate of knots and trying to avoid potholes and pedestrians. If you bump the crew in front 4 nights in a row you get the right to buy a blade and have the crew names and year painted on it.

PREVENTING INJURIES

Rowing is a strenuous sport! Without adequate preparation you will suffer unwelcome aches and pains or even injury.

In the winter months there are gym sessions. Times are advised on the notice board and on the online calendar - <http://www.my.calendars.net/ioerc>.

WARM-UP

The current advice on warming up is to gently raise the heart beat whilst warming the muscles at the same time. It is unnecessary to stretch unless you feel particularly stiffer than normal. On the water or on the ergo do about 5 minutes of gentle paddling before launching in to your training.

DURING EXERCISE

Whilst exercising you must keep 'good form'. On the ergo and on the river keep your technique precise, even as you become tired don't let your back slouch or even worse start using your back to put more power into the stroke. Relax off on the work and keep your technique together - surprisingly this is also the thing to do when racing, as bad technique will upset the boat and make it run slower. When using weights build up to that half ton slowly and in a controlled manner, remembering to follow the guidelines on the side of the machines, or with free weights there are lots of books and magazines with form guides. At the end of it all you will feel better, look better and go faster if your training is injury free.

COOL DOWN

It is often tempting when you have just finished a good outing or fallen off the ergo with a good 2K score to scamper off home and get on with the rest of your life. The cool down

phase of exercising is often neglected by athletes as it has no benefits to aerobic or strength thresholds. It is during the cool down that muscle length can be increased. The men reading this will at this point be thinking that stretching is for girls and cats, but the rowing stroke is the same for everyone, and short hamstrings, stiff lower back and general muscle shortness will hamper a good long stroke. So have a gentle stretch and see what difference it makes. Some good ones to try are:

- Hamstrings - Stand facing a wall with your hands on it at shoulder height, bring the left foot forward and move the right foot back until you feel a stretch up the back of the leg. Relax and hold for a count of ten. Then repeat moving the left leg back and the right leg forward.
- Back stretch - Lie on your back with legs straight. Bring the right leg off the floor bending the knee until the thigh is at right angles to the body, keeping the shoulders flat on the floor gently let the knee roll to the left allowing the hips to raise off the floor creating a stretch in the lower back. Relax for a count of ten and return to starting position. Repeat using the left leg.

BACK STRENGTHENING

A weak back can cause all sorts of problems when rowing. But the discomfort of a sore back can make life miserable. The rowers' best weapon against back pain is prevention through specific strengthening exercise aimed at the lower back and stomach.

Laying back rises: Lying on the floor face down with the hands placed on the forehead. Now using the lower back muscles lift the feet and head off the floor. Hold for a count of 10 and relax.

THE ERGO.

Rowing ergometers are useful for improving your stamina and for working on basic technique. Keep a record of what distance and time you do each time you use the rowing machine. This gives you something to aim for and the improving scores is a real motivator. On the side of the rowing machine is a lever that opens and closes the fan. Lowest being 1, highest is 10. It is recommended that you set the lever to about 3-4 for both men and women (a drag factor of 120-125). This is the setting that the national squad use to train on, so there is no need to whack it up to 10. You will only put unnecessary strain on your back. When you get on the ergo always check the lever level.

ROWING TECHNIQUE

This is too wide a topic to be covered in this handbook. The BRITISH ROWING website provides excellent information. www.britishrowing.org/taking-part/rowing-basics/rowing-stroke

COXING

The cox's job is extremely important. This section is intended to shed light on some of its mysteries.

The cox's responsibility.

Coxswains and crew members charged with steering, regardless of gender, are collectively referred to as "steersmen".

- Any person steering a boat is responsible for the crew in their charge. Steering a boat is a highly responsible role. Steersmen must:
 - Maintain a proper look-out by sight and hearing so as to make a full appraisal of the situation and of the risk of collision.
 - Learn and use simple and concise commands for boat control both off and on the water. Be able to use them correctly, clearly and instructively.
 - Understand and observe local navigation rules, and audible and visual signals given by others with whom the water is shared.
 - When visiting unfamiliar water, take particular care to learn of local hazards, weather peculiarities, and local rules of navigation.

- Be conversant with safety and rescue arrangements available in the case of accident.
- Recognise and respect the rights and needs of other water users, especially anglers.
- Watch out for swimmers at all times and be alert to unexpected floating objects.
- Know and have practised accident and man-overboard drills.
- Coxswains shall wear an approved lifejacket or buoyancy aid when on the water, both in training and in competition. Inflatable life jackets must not be worn under other garments. In "front-loader" boats, the lifejacket/buoyancy aid must allow easy and unrestricted escape from the boat. Coxswains must fully understand and be practised in the operation of their lifejacket/buoyancy aid.
- Steersman should be able to satisfy their Safety Adviser and coach that they are in good health with adequate vision and sound hearing. Where prior evidence of epileptic fits or blackouts exists, coaches and crews must seek medical advice and be made fully aware of actions to be taken should an incident occur.
- Coxswains should wear clothing suitable for the weather conditions. Particular care should be taken to ensure warmth around the head, neck and lower back, wrists and ankles. Water resistant outer gloves are recommended but bulky and heavy clothing and "Wellington" type boots which hinder movement, are to be avoided.
- Be aware of the dangers and symptoms of hypothermia.
- Voice projection and radio communication equipment when carried in the boat, must be securely fixed to the boat, not the coxswain. Similarly, in competition, deadweight must not be attached to or carried in the clothing of the coxswain. The direction of the crew is done by commands. Once the crew have their hands on the boat they must listen to the cox at all times and be ready to do what they say.
- Pulling on the steering ropes changes the direction of the boat. When steering the boat make adjustments gradually so that you don't end up zigzagging up the river. As with everything, coxing takes practice, don't be put off by a bad outing.
- If the boat is not changing direction as quickly as required then muscle power may be required.
- To move the boat to the right call for stroke side to pull harder and bow side to lighten off.
- To move the boat to the left call for bow side to pull harder and stroke side to lighten off.

ROWING TERMS AND COXING COMMANDS

Arms only - row sitting up straight using arms only.

Back stops - sitting with straight legs and blade handle into the chest.

Backing down - the blade is spun so that the spoon is facing backwards and the blade is pushed away from the body to make the boat go opposite to the normal direction of travel.

Bow ball - an essential small, soft ball no smaller than 4 cm diameter securely attached to a boat's bow. Primarily intended for safety.

Bow side - from the cox's seat those with a blade sticking out to the right side of the boat - has green coloured collars on the blade.

Bow side holding - most club boats are housed so that when they are taken from the club and placed on the water the bow side riggers will be on the bank. When they have got their blades in the gates, call for them to hold the boat by the riggers securely to the landing stage.

Bow side in - the command for bow side to get in.

Catch - where the blade is placed in the water at the start of the drive phase.

Come forward – means come forward to the front stops position.

Easy oars (or **Easy all**) - stop rowing at the end of the next stroke at hands away.

Edon – a single training scull made of polyethylene. Faster than a Virus boat. Can be fitted with outrigger floats for extra stability. Made in Australia.

Feather - this is when the blade is turned from being vertical to being horizontal.

Fine boat – designed for speed at the expense of some stability.

Finish - when the blade is extracted at the end of the drive phase.

Forward to half slide - come forward on the slide to half slide and get ready to take a stroke - blades in the water squared.

Front stops - the front position at which the **rower** takes the catch. This should be with calves vertical, chest against the thighs, head up and arms straight.

Hands down and away – reminder to spin the hands down & away quickly at the finish.

Hands on - all hold onto the boat by a secure point - note that this different in each boat.

Heel Restraint – a strap connecting the heel of a rowing shoe to the stretcher. In the event of a capsize it enables the foot to naturally pop out of the shoe. Should be checked every outing.

Hold it up! - emergency stop. All crew members square their blades in the water to stop the boat.

Inside hand off - the inside hand is removed from the blade and placed behind on the hip.

Inside hands down the loom - the inside hand comes off the grip area and is placed down the loom of the blade.

Jump - a racing term - to get the crew working off the legs to pick the boat up.

Legs for 10 - during racing to keep the crew lively and awake usually followed by the command jump.

Light pressure, half pressure and firm pressure – amounts of work going through to the blade in the water.

Next stroke - the stroke after this stroke.

Numbering off from bow when ready - useful if you are all ready in the boat and can't see if everyone else is ready. The crew will call out their seat number from the bow and will finish at stroke.

Outside hand off - the outside hand is removed from the blades and placed on the hip.

Pushing off - the crew pushes away from the landing stage.

Quarter-slide, half-slide, three-quarter-slide and full slide - all progressions of the stroke gradually using more of the slide by bending the legs to the required distance.

Restricted boat – a boat for which the dimensions were restricted by BRITISH ROWING in order to provide a stable learning environment. Now quite rare!

Rigger – short for outrigger. This is the metal support for the swivel in which the oar sits.

River side/club side riggers coming over - the boat is rolled with either the riverside riggers going over the top or the club side riggers going over the top.

Rowing on - normal rowing - often used when spinning the boat for the crew members who are not backing down.

Sax board - the side of the boat above the hull.

Slide - the track on which the seats move.

Spinning the boat - turning the boat around on the river to face the other direction.

Square - this is when the blade is vertical (with both wrists flat relative to the forearms).

Stride - a racing term used for the crew to settle into their racing rhythm after the start.

Stroke side - from the cox's seat those with a blade sticking out to the left side of the boat - has red coloured collars on the blade.

Stroke side getting in - this is to command stroke side to get in. Bow side must remain holding until stroke side have got their blades in the gates and flat on the water.

Swivel - the device at the end of the rigger that holds the oar. The oar is kept in the swivel by means of the **Gate**. (These names are often mixed up)

Take a stroke - a command to get one or more oarsmen to take a stroke - either called by the number or the name if you know it.

Take the run off - gently square the blades in the water to slow the boat down.

The numbering in a boat - Bow, Two, ..., Stroke, Coxswain

Virus - a broad beam single training scull made of polyethylene. Virtually unsinkable and 95% self-bailing. Made in France.

With lean (or with body lean) - row using the arms and rock the body through the pelvis to lengthen the stroke.

Work around your rigger - the outside shoulder should be following the outside arc of the blade.

CAMBRIDGESHIRE ROWING ASSOCIATION (www.cra-online.net)

The CRA is the umbrella organisation for all local affiliated rowing Clubs in the county of Cambridgeshire. It looks after the interests of the local rowing community as well as providing facilities, events and civil-liability insurance for them. The Club pays an affiliation fee on behalf of its members.

BRITISH ROWING (www.britishrowing.org)

BRITISH ROWING is the governing body for the sport of rowing. It is responsible for the training and selection of individual rowers and crews representing Great Britain and for participation in and development of rowing and indoor rowing in England.

The membership categories and subscriptions may be found at:
<http://www.britishrowing.org/membership/types>

Here are some of the benefits of joining BRITISH ROWING, either as a competitive or a non-racing member:

- **Civil Liability (Third Party Cover) Insurance.** Covers all individual registered members whilst taking part in any activity of the Association.
- **Personal Accident Insurance.** Covers all members (except those over 75 years) taking part in rowing.
- **Membership Card** which is also, if appropriate, a racing licence. This must be renewed annually and all competitors must take their racing licence to BRITISH ROWING competitions.

- **Rowing & Regatta Magazine** which includes a wide range of articles about different aspects of rowing; from technique to coaching, recreational rowing to international competition.
- **RowHow** is BRITISH ROWING's new online learning system. This will carry interactive online courses on a variety of topics from coaching to coxing; umpiring to volunteering; water safety to trailer-driving.
- **Discounts:**
 - Discounted and pre-publication rates are available for the annual **Almanack and BRITISH ROWING Year Book** to members who apply before January 31st.
 - BRITISH ROWING members are eligible for a 50% discount on entry into the **River & Rowing Museum** in Henley.

BRITISH ROWING ADVICE ON BOAT TRAILER TOWING

www.britishrowing.org/upload/files/Association/WaterSafety/TrailerDriving.pdf

THE DRIVER

- Any driver who has taken their driving test after 1st January 1997, may not have the correct licence to tow a trailer unless they have taken at least a category 'B + E' test (Car plus Trailer), or 'D1 + E' (Minibus + Trailer), [*Holders of a full LGV C+E, or PCV D + E, will automatically have these entitlements*].
- Drivers should ensure that a second person to act as helper is always available.

THE TRAILER

- The trailer must be legally roadworthy with regard to brakes, lights and tyres. The inertia brake works on the principle that when the Prime Mover (vehicle) slows, the momentum of the trailer pushes a linkage which in turn applies the trailer brakes, this should release as the vehicle moves forward.
- There must also be a breakaway connection independently attaching the trailer brake to the vehicle so that in the event of an unplanned 'detachment', the trailer brake would be applied before the link snapped.
- The operation of the trailer brake should be checked and tested regularly, and the results recorded, (see later in Trailer maintenance).
- All lights must work and be checked before each journey and again at each time the lighting lead is connected / reconnected.
- Lenses must be clean and not be cracked or missing, remembering that it is illegal to show a white light to the rear except when reversing.
- The trailer number plate (which must match the towing vehicle), must also be illuminated, and the rear lights should be no more than 1 metre from the rearmost projection of the trailer or the load.
- Tyres must be legal with regard to structure, tread depth, and inflation pressure. Check all tyres before each journey, especially for evidence of perishing which can occur when a tyre has not been used for a period of time (*e.g. over a winter*), inflate to the manufacturers recommended pressure for the load, and re-check regularly.
- If you have a spare wheel for the trailer, ensure that this is also correctly checked and inflated.

THE VEHICLE

- The vehicle must be capable of pulling the trailer. Check the manufacturers' specified towing capacity, which of course should be at least equal to or greater than the weight of the loaded trailer.

INSURANCE

- Whilst any trailer properly attached to a vehicle will automatically be covered under the requirements of the Road Traffic Act, it would be worth checking with your insurance company that you are covered for towing and that the insurance cover extends to the trailer, if not, you should consider insuring the trailer separately, check with the club's insurers.

LOADING THE TRAILER

- The state of the load is the legal responsibility of the **Driver**, so the final check on whether it is secure and does not exceed the permissible weight should be made by the Driver before moving off.
- Always use proprietary securing straps where possible, these should have their safe working load and breaking strain clearly identified.
- Quarantine or dispose of any straps that appear damaged or defective.
- The Load should be evenly distributed across the width and length of the trailer to ensure stability when cornering or braking.
- Keep the centre of gravity as low as is practical.
- The Trailer should be loaded slightly heavier at the tow hitch end within the dimensional restrictions of the Vehicle, the Trailer, and the load.
- Ensure that any overhang is within the legal constraints, and attach a high visibility marker (Red Flag), to the rearmost projection. If driving at night, a red lamp should be used.

ATTACHING THE TRAILER

- It is vital that the coupling of the trailer is secure.
- The tow hitch itself must be sound and properly attached / secured to the vehicle.
- There must be an emergency security device (breakaway connection) that should operate the trailer brake should the combination become accidentally detached.
- Electric / lighting cables must be connected with sufficient flexibility to enable articulation whilst at the same time not dragging on the ground or road.
- The security of the coupling **must** always be 'proved' by winding down the jockey wheel and attempting to raise the rear of the vehicle when connected, if the trailer detaches at this point start again and check all security catches / clips etcetera.
- Any 'Anti-Sway' devices must be properly fitted before the journey.
- After proving the coupling, the jockey wheel must be raised and correctly stowed so as not to affect or interfere with the operation of the trailer brake.

PLANNING

- Give yourself plenty of time, remember that driving with a trailer will always take longer than if not towing, if it is a regular journey that you are familiar with, then allow at least an additional 20% time duration.
- It would also be wise to stop after a short period of time into the journey to re-check the load which may have settled and become insecure.
- Avoid reversing wherever possible, but if there is no alternative, use another crew member to act as a guide (*remember Hi-Viz Clothing if stood in the road*).

SPEED

- Remember that towing anything incurs lower speed limits on some roads:
 - 50 mph on de-restricted single carriageways
 - 60 mph on de-restricted dual carriageways
 - 60 mph on Motorways, (also Towing vehicles may not use lane 3 on a motorway)
- Do not allow the trailer to 'push', maintain an element of torque on the drive axle by selecting the right gear.
- Be aware of the possibility of 'trailer snake', this is when the momentum of the moving trailer starts to have a pendulum effect, and has been known to flip the towing vehicle.
- Trailer snake or sway is nearly always caused by excessive speed, and once it starts it is difficult to regain control, decelerate gently and avoid braking if possible until the combination is in a straight line.

MAINTENANCE

- After each trip / use of the trailer, make a point of inspecting all items as though you were starting another journey, this way any defects that may have occurred during the journey will be identified and hopefully dealt with before the next event.
- Check tyres and lights and report any defects preferably in writing.
- Have the Secretary or other responsible Club official produce or write a check sheet for completion by the driver.
- There should be a responsible club member to take charge of the trailer and its maintenance.
- Inspect all securing straps after unloading and quarantine any defective or damaged straps.
- Remember that the trailer requires just as much maintenance as the vehicle, Service the trailer at the same time as the vehicle and keep records of each.

Notes

1. Progression depends on many factors including
 - a) existing experience
 - b) which boat you wish to progress to
 - c) whether it is a crew boat or a single scull
 - d) how much time you and your coach have available
 - e) matching the numbers of people to boat type and availability.

Criteria for progression must therefore remain flexible and it is not possible to prescribe one set of criteria for all occasions.

2. We wish rowers to progress as quickly as possible. However, progression to finer (i.e. more expensive) boats needs to be managed.
3. Your coach is the most valuable contact for progression.

Procedure

In general, you will be required to fulfil certain basic criteria for competency either in a new class of boat or in a finer boat within a class. These criteria will be largely determined by the coach(es), but will include, for example, demonstration of the ability to:

- get the boat in and out of the container/racking safely
- adjust and check fittings (if necessary)
- launch and land safely and without damage to the boat or blades
- be able to navigate safely (coxless boats).

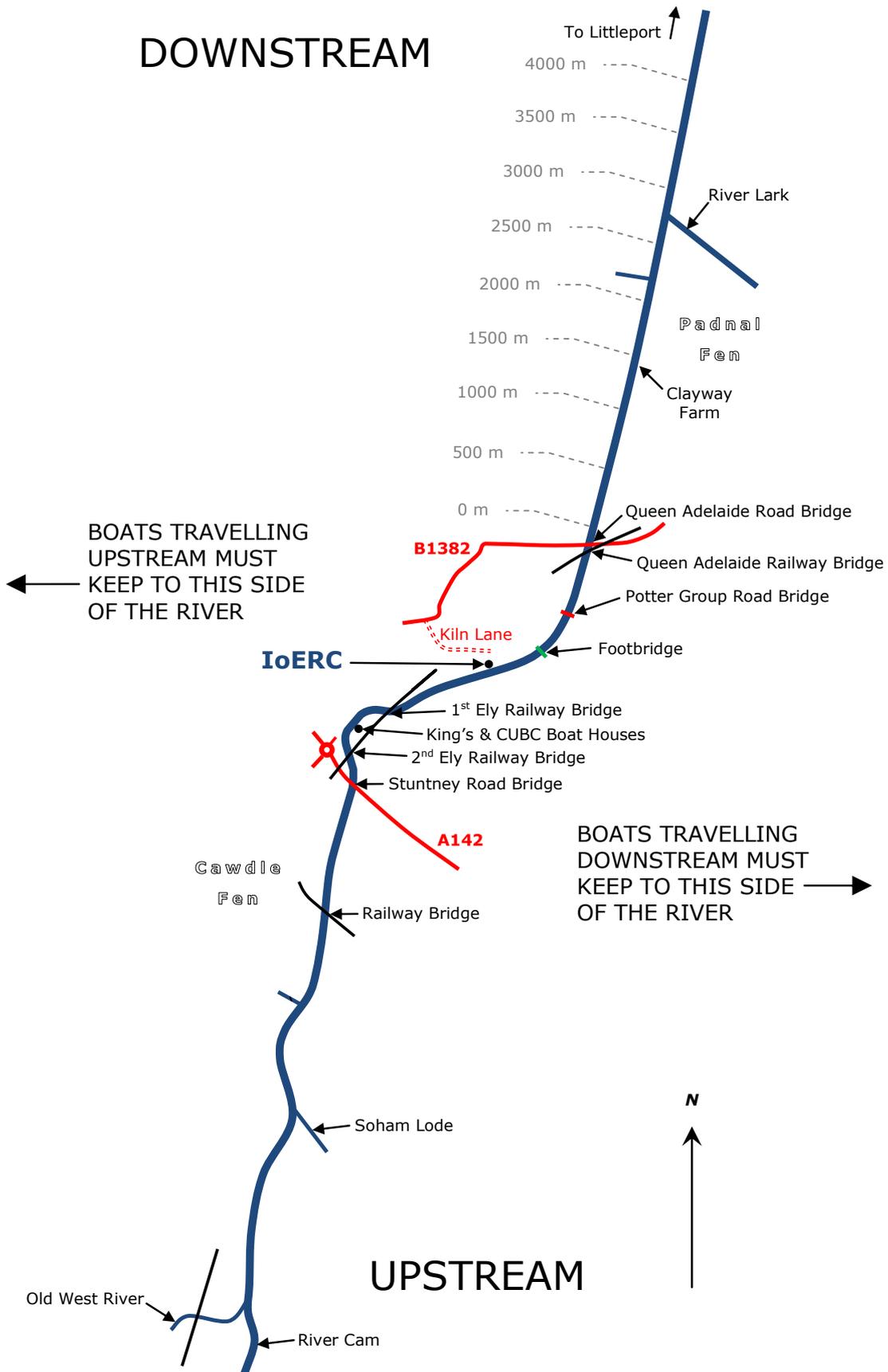
If you wish to progress to a different boat then please talk to your coach, and agree what you need to demonstrate in that boat.

The coach, if satisfied, will recommend to the club captain that you are ready to progress. The captain may wish to observe your competence before allowing such progression

If the captain is not satisfied he/she will recommend additional coaching until the required level is reached. The coach in conjunction with the captain will discuss additional coaching with you.

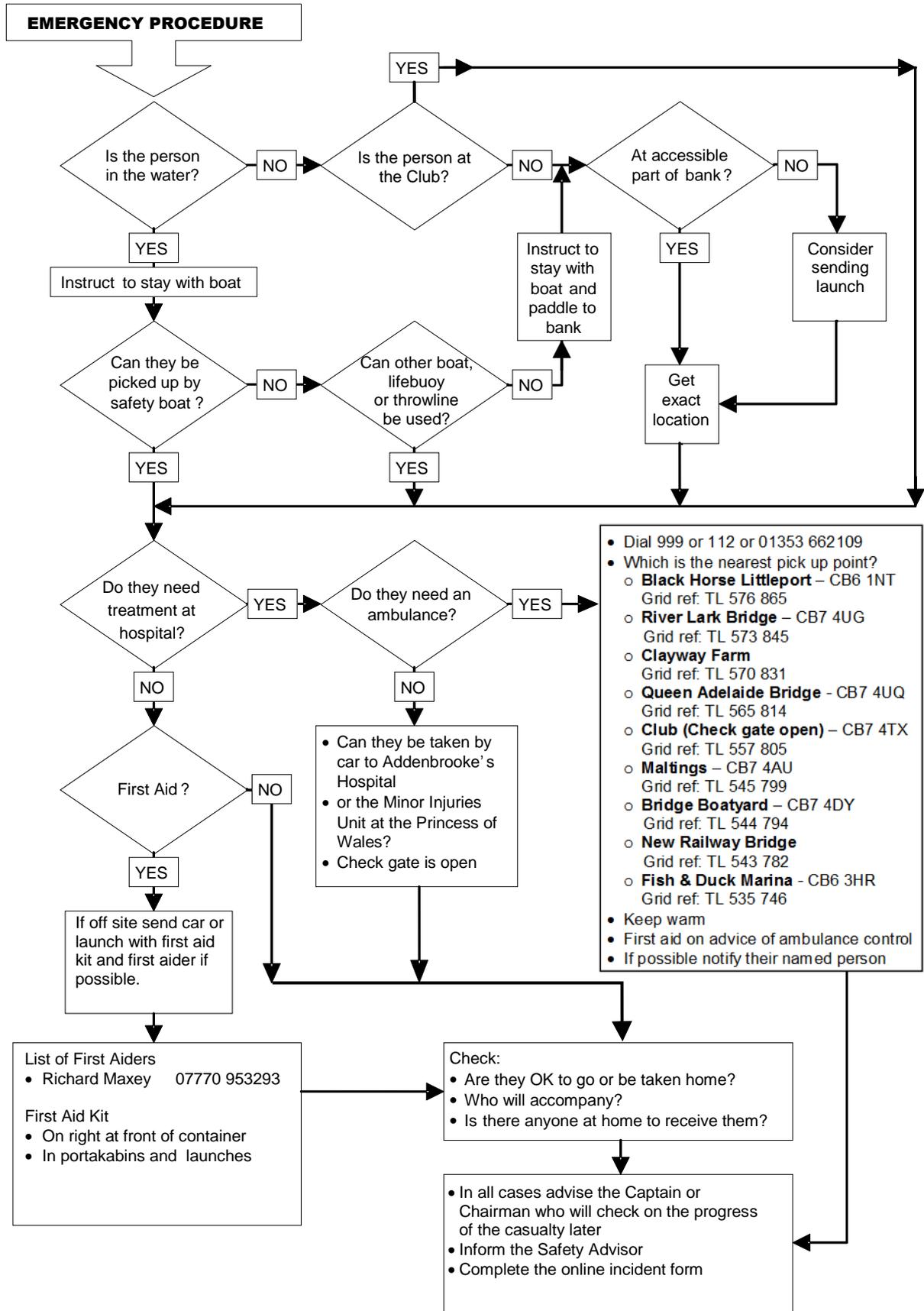
If a member is unhappy or unclear about what is required by a coach, they should discuss this first with the coach, and if necessary with the captain.

The initiative for extra coaching is best taken by the individual. The coaches will do their best to accommodate any extra instruction but please remember that they are already heavily committed both inside and outside rowing.



APPENDIX 3

EMERGENCY PROCEDURE



APPENDIX 4

ORGANISATIONAL STRUCTURE OF THE CLUB

PRESIDENT

VICE-PRESIDENTS

} *Ex-Officio members of the Committee*

COMMITTEE

- Chairman
- Vice-Chairman
- Honorary Treasurer
- Honorary Secretary
- Captain
- Vice-Captain

+

- Two ordinary members
- Representatives of the **working groups** below are entitled to attend committee meetings at any time in a non-voting capacity.

WORKING GROUPS

SAFETY & WELFARE

- The Safety Adviser shall
 - Prepare an annual Safety Audit
 - Advise on safety on and off water
 - Prepare risk assessment for events
 - Report incidents
 - Check all Club first-aid kits
- The Welfare Officer shall:
 - Have access to the Committee at all times.
 - Advise the club committee on compliance with the BRITISH ROWING Good Practice in Rowing procedures.
 - Act as a focal point for reporting any concerns.
 - Check that everyone who has significant access to young people within the club is suitable for that role and has been vetted by the Criminal Records Bureau.

COACHING GROUP & COMPETITION

This group is chaired by the Captain or their nominee and oversees:

- Junior coaching
- Senior coaching
- Learn to Row courses
- External event entries

BOATS

This group is chaired by the Captain or their nominee and oversees:

- Boat usage
- Maintenance
- Purchasing priorities

BOATHOUSE & SITE

Responsible for:

- Planning and oversight of construction projects
- Upkeep of land facilities on existing and new sites
- Organising working groups

ROWING EVENTS

Responsible for organisation of:

- Small Boats Head
- Great Ouse Marathon
- Club Regattas
- Camps

SOCIAL EVENTS

Responsible for organisation of:

- Dinners
- Dances
- Pub Evenings
- Quizzes

FUND RAISING

Oversees:

- Donations & sponsorship
- Money from events
- Identifying grant opportunities
- Writing of applications with help of Committee
- Maintaining records

WEBSITE & PUBLICITY

Comprises:

- Webmaster
- Press officer

SUBSCRIPTIONS & MEMBERSHIP

Responsible for:

- Collection of membership fees
- Maintaining records of membership
- Compiling club statistics

