

Swanage Sea Rowing Club

2025 Rowers Handbook



Issue : v 6.0 April 2025



Swanagesearowingclub.org.uk



Swanage Sea
Rowing Club





Welcome to the sixth issue of the Swanage Sea Rowing Club (SSRC) Rowers Handbook. The intention is to update this Handbook as a PDF document on an annual basis.

The current Trustees Committee have approved the contents of this handbook and hope it is a useful reference to new and existing rowers in terms of contacts, general rowing information, policies, health & safety, club rules, charitable aims etc.

If you have any comments or suggestions regarding this handbook please contact the Club Secretary at SSRC.sec@outlook.com



SSRC is a registered charity. In February 2014 it became a Charitable Incorporated Organisation (CIO – 1155689), registered with the Charity Commission as number 1155689.

SSRC Stated Charitable Aim:

"The promotion of community participation in healthy recreation for the benefit of the inhabitants of Swanage by the provision of facilities for sea rowing".



CONTENTS

1 CONTACTS	1
2 SCHEDULED ROWING TIMES.....	4
2.1 Scheduled Times.....	4
3 WEBSITE & SOCIAL MEDIA	5
4 TRAINING, COACHING AND TEAM SELECTION	6
4.1 Training Sessions	6
4.2 Coaching	6
4.3 Racing Team Selection.....	7
5 JUNIOR ROWING	9
5.1 Junior Rowing(Monday evenings 3.30-7.30pm).....	9
6 BOAT NOMENCLATURE, BOATHANDLING AND ROWING TECHNIQUE	10
6.1 Nomenclature	10
6.2 The Rowing Stroke.....	12
6.3 Rowing Commands	15
6.4 Boat Handling.....	16
6.5 Six Essential Knots for Gig Rowers	18
6.6 Marine Map of Swanage Bay, Features and Hazards	21
6.7 Coxswain Competency and Definition of 'In' and 'Out' of Bay Rows.....	22

APPENDICIES

- 1. SSRC Data Policy**
- 2. SSRC Social Media Policy**
- 3. SSRC Equality & Diversity Policy**
- 4. Environmental Policy**
- 5. CPGA Code of Conduct**
- 6. Coaches Code of Conduct**
- 7. Juniors Code of Conduct**
- 8. Parents and Guardians Code of Conduct**
- 9. Disciplinary Procedure**
- 10. Risk Assessments and Method Statements**



1 CONTACTS

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	<p>Club Secretary & Trustee Club Committee</p>	<p>Mobile: 07792 810811</p> <p>Email: SSRC.sec@outlook.com</p>
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	<p>Trustee</p> <p>Robyn Fitzharris</p>	<p>See details in the Gigshed</p> <hr/>
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	<p>Facilities Club Committee</p> <p>Ian Welsh</p>	<p>Mobile: 07512 807158</p> <p>Email: ianwelsh62@icloud.com</p>
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	<p>Coach</p> <p>Simon Fenech</p>	<p>Mobile: 07920 713040</p> <p>Email: simonfenech@yahoo.co.uk</p>



2 SCHEDULED ROWING TIMES

2.1 Scheduled Times

Mondays:	Juniors	3.30pm-7.00pm
Tuesdays:	Social /Community Open Learn to Row Training	5.00pm-8.00pm ^{Note 1}
Wednesdays:	Women’s Training	6.00pm-8.00pm
Thursdays:	Men’s Training	6.00pm-8.00pm
Saturdays:	Social Rowers	8.00am-12.00am
Sundays:	Men’s Training	7.30am-10.00am
	Women’s Training	10.00am-12.30pm

Note 1: Tuesday evening rows on the water will be during summer daylight hours, the sessions will switch to ‘Boathouse Sessions’ (enjoyable technique sessions, ergs and floor exercises) during winter daylight hours.

2.1.1 Outside of these scheduled times any SSRC Rower can organise a rowing session as long as a qualified cox is in attendance, the SSRC Boat Safety Log is completed and the Crew are capable of rowing in the prevailing sea conditions.

Please note: it is always the cox’s final decision whether a row can proceed on their assessment of the crew’s capabilities, to launch, row and recover the gig and the prevailing and potential future sea conditions and weather during a row.



3 WEBSITE & SOCIAL MEDIA

3.1.1 SSRC has dedicated websites and Facebook groups as their official method of contacting SSRC rowers.

Website:	www.ssrc.org.uk/
Gig Rota	https://www.rowter.co.uk/ New website to book Gig and add a crew and cox, register online to use. Please note all boats must be booked out using Rowter
Facebook (Public Grp):	Swanage Sea Rowing Club
Facebook (Closed Grp):	Swanage Sea Rowing Club Crews & Gigs
Facebook (Closed Grp):	Swanage Sea Rowing Club Coxes & Prospective Coxes
Facebook (Closed Grp):	Swanage Sea Rowing Club Juniors
WhatsApp Groups	Various WhatsApp groups have been setup for: SSRC Announcements * SSRC Women's Training * SSRC Mens Training * SSRC Trustees SSRC Committee
Telegram Group	Saturday Social Rowers

* New members will be added to SSRC Announcements WhatsApp Group when joining SSRC and the Mens or Women's Training Group if they wish.

- 3.1.2 If you want to join a men's or women's training, please contact the men's and women's Training Captains.
- 3.1.3 SSRC members are asked to be respectful and polite when using Social Media and comply with SSRC's Social Media Policy (given in Appendix 1).
- 3.1.4 Please refrain from sharing drinking celebratory photos on the Facebook Swanage Sea Rowing Club Public Group, these photos are better suited to the Closed Group "Swanage Sea Rowing Club Crews & Gigs" !!



4 TRAINING, COACHING AND TEAM SELECTION

4.1 Training Sessions

- 4.1.1 Longer training sessions for general fitness and racing crews are organised by the Women' and Men's Training Captains. If any rower would like to join these sessions, please contact the male and female Training Captains who will include you in either an informal SMS text or 'WhatsApp' group to organise the training.
- 4.1.2 Rowers who wish to partake in Training Sessions must be able to row competently and able to sustain at least 30 minutes of continuous rowing. It is the responsibility of each rower to inform the Training Captains of any injury or preference as to what side they row (bow or stroke).
- 4.1.3 Rowers must conduct a familiarization with the club equipment in the gigshed and confirm to the respective Captains that they are competent to use the equipment, including the ERGs. Any rowers who have not used an ERG in the recent past must undertake a suitable on line training session, which can be recommended by their Captain.
- 4.1.4 Ahead of each session the Captains will ask who is available and you should ensure you reply before the stated cut-off time to ensure a training place. It is the decision of the Captains who rows in which boat. If you cannot make a session please inform the Training Captain and crew in a timely manner, so a replacement can be found.

4.2 Coaching

- 4.2.1 Where possible each training session will be taken by a recognised club rowing coach/Coxswain. However, stand-in coaches/coxes may have to be used at busy times who can provide technique instruction where necessary. Currently three members have recognised British Rowing Coaching Certificates:
 - Mark Blanchard- Level 2 Coach (British Rowing Fixed Seat)
 - Brian Norman - Level 2 Coach (British Rowing Fixed Seat)
 - Paul Meacham - Level 2 Coach (British Rowing Fixed Seat)
 - Holly Phillips - Level 2 Coach (British Rowing Fixed Seat)
 - Simon Fenech - Level 2 Coach (British Rowing Fixed Seat)
 - Dan Bennett - Level 2 Coach (British Rowing Fixed Seat)



4.3 Racing Team Selection

4.3.1 If a rower wants to be considered for a Racing Team they must submit their name on the appropriate signup sheet on the Boathouse notice board.

4.3.2 Team selection is the decision of the selection committees and the Club Coaches. The selection will be based on technique, overall fitness, training attendance and boat balance.

4.3.3 Wherever possible, each person who has signed up for a racing crew will be given a row at a Regatta in any of the recognised categories: Women' and Men's A, Women' and Men's B, Women' and Men's C, Mixed, Women' Vets (+40), Men's Vets (+40), Supervets (+50) Juniors under 14 & Juniors under 16.



4.3.4 SSRC takes part in all the local Dorset, and some Devon and Cornish Regattas (to CPGA Rules) throughout the racing year and include most of the following events:

- 3 Rivers Race (Caradon Saltash) Early March
- IOS World Championships (Scilly Isles) Late April – Early May
- Weymouth Regatta Late May
- SSRC Regatta Early June
- Ilfracombe Regatta Mid June
- Langstone Regatta Late June
- Bridport Regatta Early July
- Rame Regatta Mid July
- Lyme Regis Regatta August
- Newquay Women' & Men's Champs September
- The Jurassic League (inter Hampshire & Dorset competition through the summer)

4.3.5 In addition to the Cornish Pilot Gig Association (CPGA) events SSRC also takes part in other non-CPGA races and rowing festivals. As with CPGA events members who are interested in attendance must use the signup sheet on the Boathouse notice board. These are usually selected on a first come first served basis to complete a crew. If required, allocation of boats and rowing places will be by drawn lots.

These events may include:

- Carpenter's Cup (friendly in-house SSRC races)
- Swanage Carnival and RNLI Team Rows
- The Great River Race (21.6 miles on the Thames in early September)



4.3.6 **The following SSRC rules apply to participation in rowing events away from Swanage:**

- 1) All rowers at CPGA and non-CPGA events must contribute to cover the cost of the towing and entry fees to get the boats to the event, these are currently set as follows:
 - Within Dorset £7.50
 - Outside Dorset to the Cornish border within Devon £10.00
 - Inside Cornwall £12.50
- 2) Additional race entry and transportation fees may be required to be covered by the crew for events such as the 3 Rivers Race, Great River Race and attendance at the World Championships in the Scilly Isles.
- 3) **All events** must be posted well ahead of the date on the Boathouse noticeboard to allow all rowers the chance to participate.
- 4) Equipment cannot be loaned to other clubs without prior permission being granted at the monthly SSRC Trustees Management Meeting.
- 5) If boats are approved to be loaned to other clubs it may be stipulated that rowers from SSRC who didn't make SSRC team selection should be included in the borrowing club's crews (particularly at the Scillies Championships).
- 6) It must be agreed in writing that any damages to SSRC equipment must be paid for by the club borrowing the equipment.
- 7) All events requiring SSRC equipment occurring outside of England, Wales or Scotland (i.e. requiring ferry travel) will require approval at the monthly SSRC Trustees Management Meeting. These trips may also require an additional indemnity/damage insurance to be purchased by the participating crews.
- 8) Only experienced towers with the requisite licence categories can tow SSRC boats/trailers (Category C1E and D1E). All towers will be reimbursed for mileage by the Club Treasurer at the current HMRC mileage rate of 65p per mile.



5 JUNIOR ROWING

5.1 Junior Rowing(Monday evenings 3.30-7.30pm)

- 5.1.1 The vibrant Junior Rowing section of SSRC has gone from strength to strength over the last few years. Encouragement of our local young people to take up the sport of rowing is an important part of our Club ethos and of course supplies the next generation of rowers to replace those of us of older years!
- 5.1.2 Over the past two years a relationship with the Swanage School has offered rowing as an after school sporting activity.
- 5.1.3 The Junior Section is open to all 12-16 year olds with their parent's/guardian's permission. All coaches and volunteer helpers are DBS (Disclosure and Barring Service) checked to work with Juniors. Currently our Junior teaching team consists of:
- Martin Steeden
 - Kathy Hardy
 - Lou Sanford
- 5.1.4 Parents/Carers should join the closed page for Juniors for all the up-to-date information.
- 5.1.5 Lifejackets must always be worn by Junior rowers and will be provided by the club. Lifejackets are required for all under 18 rowers. A Junior rower can join SSRC from the age of 12.

Training Times

Mondays Summer 3.30pm to 7.30pm, Winter: 3.30pm to 7.00pm

Thursday (ergs and gym work) 5.00 -6.00pm

Saturday Mornings – Times to tbc by coaches

- 5.1.6 During winter Monday evening sessions, Junior Rowing will consist of technique, ergs, floor exercises and nautically related teaching in the Boathouse. Additional gig rowing sessions between 10.00-11.00 am on Saturday mornings are sometimes arranged by the coaches.



Two Junior crews preparing to row in the GRP training pilot gigs Dancing Ledge and Tilly Whim



6 BOAT NOMENCLATURE, BOATHANDLING AND ROWING TECHNIQUE

6.1 Nomenclature

6.1.1 As a new rower, you may feel overwhelmed with all the nautical names used by coxes during a row. The aim of this section of the Handbook is to summarise the main parts of a pilot gig and explain some of the commands used.

6.1.2 Traditional wooden (elm) Cornish Pilot Gigs are all built to the same specification 32ft/9.8m long, 4ft 10" wide (beam). They were originally used to ferry a 'Pilot' out to tall masted ships in the spare pilot seat (thwart) at the bow of the boat. The sport of racing gigs came from the fact that the first crew to reach the ships won the piloting commission!

Swanage Sea Rowing Club currently has two traditional wooden pilot gigs:

- Peveril (built 2003 by Steve Keats) *
- Winspit (built 2012 by Maurice Hunkin) *

* purchased with the assistance of charitable trust funding

SSRC have placed an order for a new racing gig to be delivered by June 2026

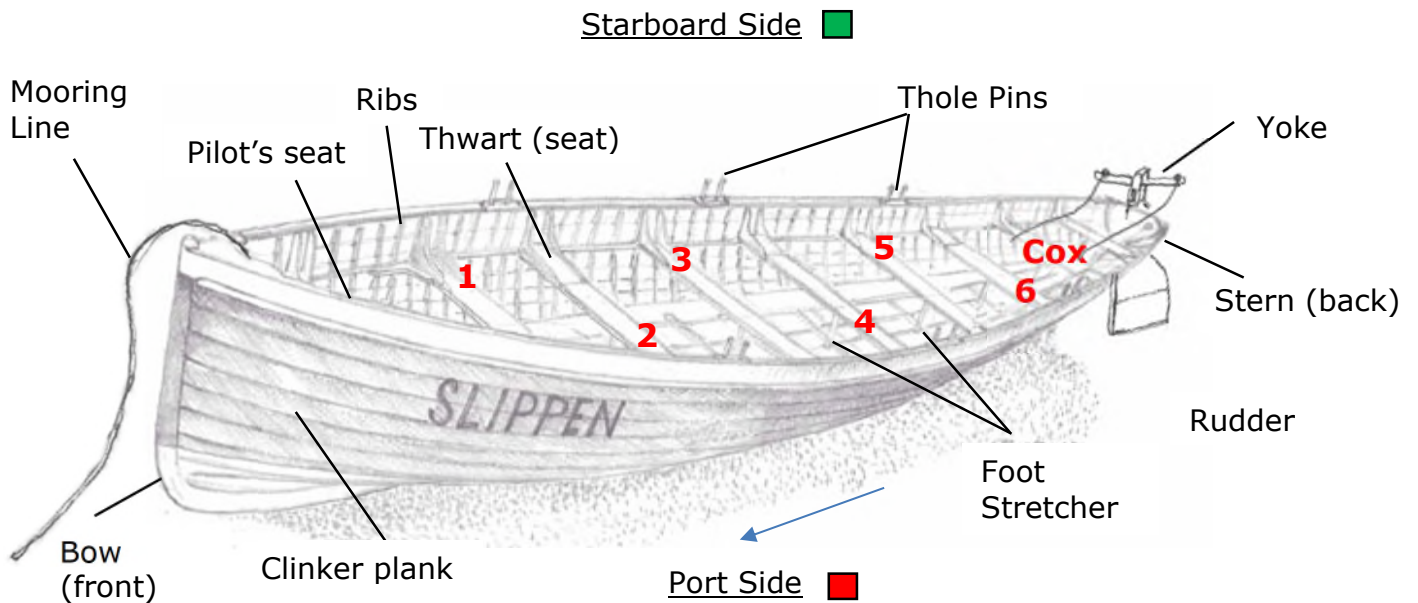


6.1.3 SSRC also has three fibreglass gig style training boats Dancing Ledge, Tilly Whim and Ballard.

6.1.4 All of SSRC's gigs have been named after local headlands and coastal features.



6.1.5 Gig Nomenclature



**Bow Side Rower
Seat Number**

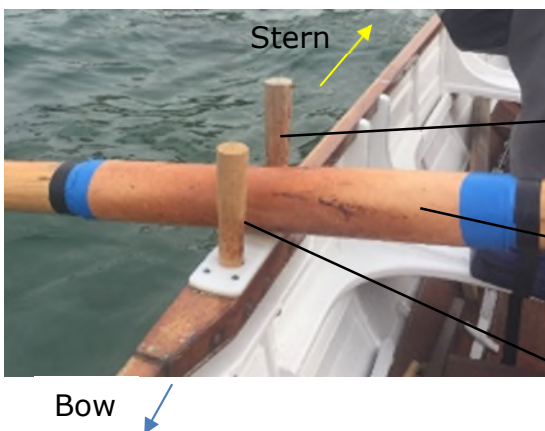
Sits on Starboard Side

- 1**
- 3**
- 5**

**Stroke Side Rower
Seat Number**

Sits on Port Side

- 2**
- 4**
- 6** - called the 'Stroke', keeps rowing timing (cadence)



Softwood thole pin - designed to break (faces the cox in the stern)

Oar leather protects the oar. The leather should be kept centrally between the thole pins. Leathers are frequently rubbed with dubbin to maintain the suppleness of the leather and extend their life.

Hardwood thole pin (faces the bow)



6.2 The Rowing Stroke

6.2.1 The Grip



Correct oar grip, hand on inside of boat under the handle with thumb over end of oar, other hand over the handle. Hands should be a minimum of one fist width apart.



On the stroke the wider scoop part of the oar blade should be just be under the water at the point where it meets the oar shaft (see above)

6.2.2 The Reach and Ready to Row



When the coxswain gives the command "ready to row" the rower leans forward with straight extended arms, straight back, knees bent and feet firmly placed on the stretcher with the oar blade just off the water. The head is up and looking back at the cox.



6.2.3 The Catch



When the coxswain gives the command "row together now" the rower dips the blade into the water, to a depth that covers the blade but no deeper than the connection with the shaft.

6.2.4 The Stroke



Following the catch the feet are pushed against the stretcher, the legs begin to straighten, the arms pulled back but kept locked straight to about the 11 o'clock position. The back tilts back to the 10 o'clock position rotating from the pelvis and is kept straight. The head should be kept up to ensure a clear airway.

6.2.5 The Finish



From the 11 o'clock position, the elbows are bent and the hands are pulled into the chest to complete the stroke. From this position, the hands are pushed away first before the body starts to rotate forward from the hips back into the full reach forward. The oar blade is lifted above the water surface ready for the next catch.



6.2.6 The Recovery



The recovery is the process where the oar blade is recovered above the water to the starting catch position. Recovery should start by pushing the “hands away” before the back begins to come up and rotate forward from the hips. The back should be kept straight and head up and recovery timing kept with the number 5 & 6 rowers. The blade should be clear of the water and at the same level as the rest of the rower’s blades.

6.2.7 Feathering



Feathering is a more advanced rowing technique which can be learnt after the basic rowing stroke is mastered. Following the Finish, the blade is recovered in a vertical position and once clear of the water is rotated to a maximum of 45 degrees towards the bow. Once the body during the recovery reaches 12 o’clock the blade rotation is bought back to vertical ready for the next catch. Care must be taken not to feather whilst the blade is under the water as this slows the boat and can cause a crab.

6.2.8 Catching a crab& recovering the oar



‘Catching a crab’ is the term given to the rower losing control of the oar, often by the blade diving too deep and can even result in the rower falling off the seat and breaking a thole pin! The simplest way to get control back of the oar is to simply lift the oar out of the thole pins by lifting the oar handle above the rower’s head. The oar will then sweep to the side of the boat and can be easily recovered by the rower.



6.3 Rowing Commands

The coxswain will give a series of standard commands:

- "Ready to Row / Ready to make way" Lean forward with blade above the surface ready to start the catch.
- "Row together now / Make way together now" The oar blade is engaged in the water and stroke started.
- "STOP THE BOAT" The boat is stopped quickly by all rowers digging in the blades.
- "Back Water" The oar blade is reversed, and the stroke is pushed backwards.
- "Hold Water" The oar blade is dipped into to stop movement. The cox may call for bow or stroke side only to hold water.
- "Oars" Command to stop rowing
- "Ship & boat/stow the oars" The cox will tell rowers numbers say 1&2, 3&4 to ship (stop rowing and lift oars vertically with oar handle placed between the legs) and boat/stow the oar (the blade is lowered towards the bow and the handle pushed forward towards the stern and laid on top of the thwarts at the side of the boat. Bow side rowers store oars on the bow side and stroke side on stroke side.



Stowed oars 2,4,6 on bow and 1,3,5 on stroke sides



6.4 Boat Handling

6.4.1 As you become a more experienced rower at SSRC we would like rowers to become more confident in basic boat handling techniques. This encompasses all handling of the boats whether in the water or on land. The most important thing is to handle all boats and equipment in a safe and responsible manner to minimise risk to Club Members and members of the public. If in doubt about any instruction, please ask first before attempting to undertake a misunderstood instruction!

6.4.2 When carrying oars it is important to carry the blades forward and be aware of people around you and within the turning arc of the oar!

6.4.3 Boat Preparation

It is the responsibility of the coxswain to ensure a boat is fully prepared before launch and use at sea. However, he / she will delegate some of the preparation tasks to crew members and a typical row will require the following preparation procedure:

Boat stored in the boatshed

1. Load six oars (appropriate oars for open rowing, men's, Women' or junior rowers). Oars must be carried blade first so it can be seen to reduce damage. When carrying oars please be aware of other people particularly around the Quay and Pontoon.
2. Fit pins to each rowing position, put spare hard/soft pins in bucket in the bow. (remember soft to stern S to S).
3. Boat hook
4. Load anchor in bow and tie to the front mooring line ring (using a bowline knot or spring shackle)
5. Load safety box for boat (contains flares, first aid kit, knife, throwing rope)
6. Ensure working and fully charged marine VHF radio
7. Place a minimum of 3 plastic fenders in the boat
8. Ensure bailer is onboard (wooden boats only, GRP boats have pumps)
9. Check there are six foot stretchers in the boat and not broken
10. Check bung is present and done up!
11. Check front and back mooring lines are in place
12. Place appropriate rudder inside floor of boat
13. Ensure life jacket for the cox and any other rowers who want them are put into the gig. Lifejackets are compulsory for all rowers for out of Swanage Bay rows and for all Junior Rowers or Junior passengers.
14. Complete rowers' safety log in the diary to record boat, rowers' names, destination, weather, tides, membership category etc.



Pilot Gig fully prepared for a row

Boat stored on the running lines (plastic gigs during the summer months May end September)

15. A gig moored on the water requires the same equipment as a boatshed launch with the exception of the bung which will be already in the boat!
16. Normally the gig will be removed from the running line and brought to the side of the pontoon for preparation.



6.5 Six Essential Knots for Gig Rowers

Gig rowing is synonymous with knots. Types of knots fall into three general categories. The first are those tied on the end of a line and are commonly called "knots," such as the bowline knot and the stopper knot. The second category are those used to join two lines together. They may have "bend" in their name, as in a sheet bend, because to bend, in sailor talk, means to join. The last group are those which secure a line to a cleat, ring or stanchion, and they are known as "hitches." An excellent source on how to tie these knots and many others can be found at the Animated Knots website, see:

<https://www.animatedknots.com/indexboating.php>

1. Bowline:



The most useful knot aboard a gig is the bowline. It forms a fixed noose at the end of a line that cannot run or slip and can be used to fasten a mooring line to a ring or a post. Two bowlines can also be used to connect two lines. The great advantage of a bowline is that no matter how tight it becomes after being loaded for a while, it can always be easily untied.

2. Stopper Knot:



To keep a line from pulling through a block or rope clutch, a knot should be tied in the end of it. The most secure knot for doing this is the double overhand stopper knot, known as the stopper knot for short. Unlike a simple overhand knot or a figure eight knot, this knot does not come loose easily. The easiest way to tie a true stopper knot is by using your hand as a form. Just loop the end of the line twice around the palm of your hand, tuck the working end under the two loops, and then pull the loops off your hand.



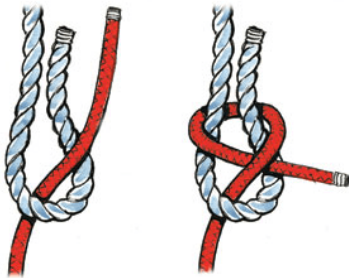
3. Clove Hitch:



This is a handy knot because it can be tied very quickly. On gigs its usual use is for securing fenders to a thwart (seat). It can be easily adjusted to raise or lower a fender as needed. The clove hitch can also be used to temporarily secure a dock line to a ring, but be aware that the hitch can unexpectedly work free as the boat moves around at the dock.

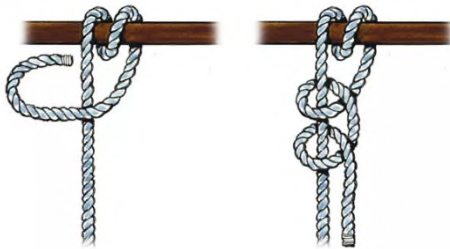


4. Sheet Bend



Many rowers use a square knot when tying two lines together, but these often come loose when not under load. The sheet bend is more secure, is easy to untie and works much better when two lines of unequal diameter need to be tied together. A Double Sheet Bend can be tied which is even more secure by looping the rope twice before passing the end through

5. Round Turn and Two Half Hitches



This knot has a self-explanatory name: one half hitch, followed by another half hitch. It is easy to tie and forms a running noose that can be made larger or smaller. This is the perfect hitch to use to tie a line tightly around an object. Combined with a round turn, it is an excellent way to secure a dock line to a piling or ring. Tying two half hitches on top of a clove hitch is also the best way to keep a fender line from slipping.

6. Cleat Hitch

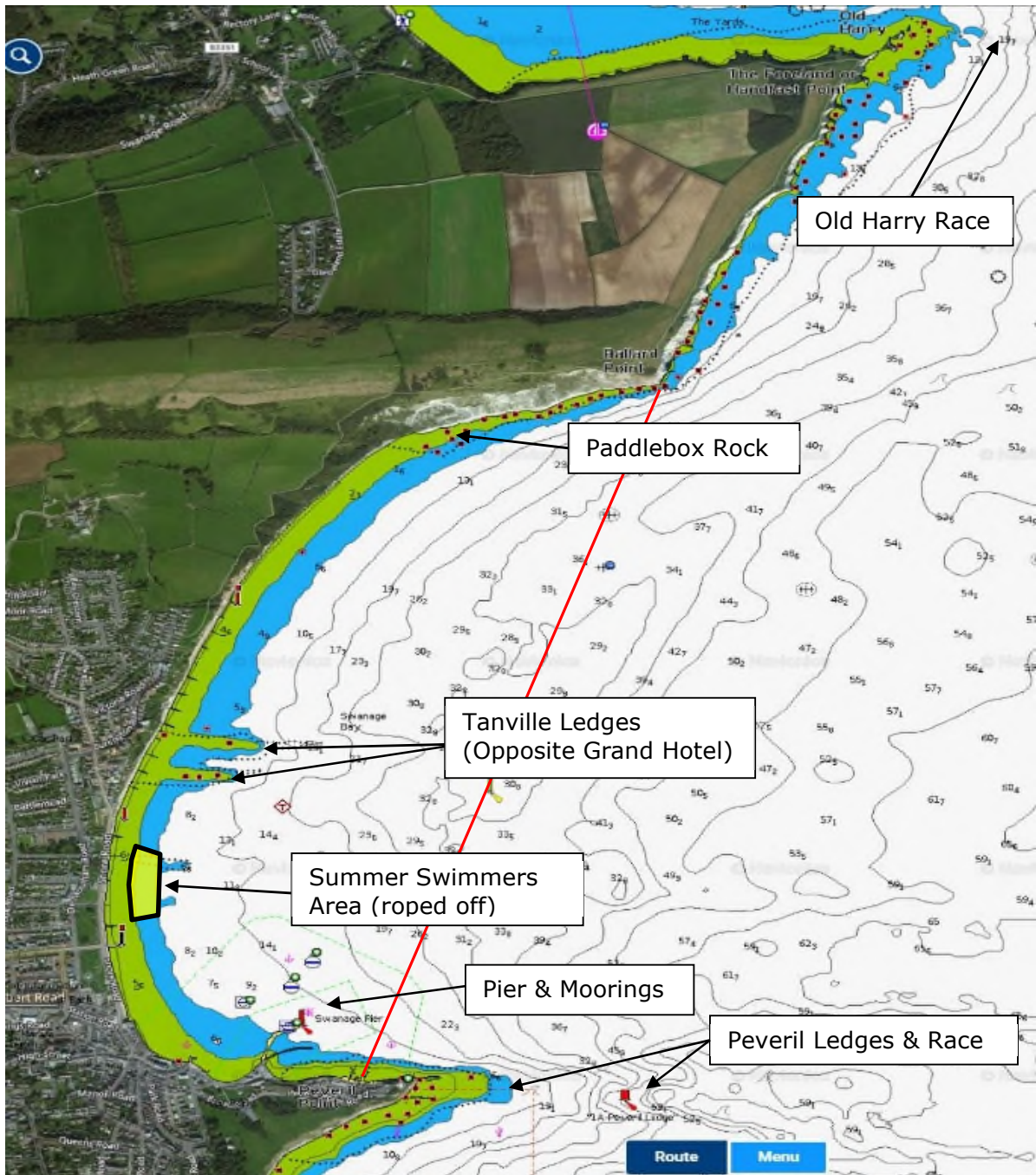


A proper cleat hitch is easy to tie, very effective and it can be released under load without worrying about losing a finger in the process. Any time you make off a line on a cleat on a dock or deck, this is the knot to use. Take one full turn around the base of the cleat, leading the line so that its standing part runs clear of the cleat. Then take a figure-eight turn around first one horn of the cleat, then the other. On the final turn pass the line under itself and pull it tight.



6.6 Marine Map of Swanage Bay, Features and Hazards

Although it is the coxes' duty to be aware of all navigational hazards it is useful for all SSRC rowers to be aware of the main features within Swanage Bay. Marine Map extract from 2018 Navionics ChartViewer (<https://webapp.navionics.com>).



— Red line denotes 'In' and 'Out' of Swanage Bay Rows, line taken from the RNL Slipway to Ballard Head. Depths are in feet.



6.7 Coxswain Competency and Definition of 'In' and 'Out' of Bay Rows

All SSRC rows must have a suitably qualified and approved Club Coxswain. At present there are four levels of recognised coxes in SSRC:

- **Trainee Level 0 Cox** A cox that is currently undergoing SSRC cox training and will have at least one other approved Level 1 or 2 Coxes (rowing in position 5 or 6) in the boat during the training process. If the wind is greater than Force 5 on the Beaufort Scale (Fresh Breeze, 8-10.1 m/s) the cox must keep the boat south and west of a line from the end of Swanage Pier to the Grand Hotel (see orange shaded map over)
- **Level 1 Cox** A level 1 Cox can cox rowers for an "In" Swanage Bay row. An "In" Swanage Bay row is taken west of a line from the Lifeboat Launch Ramp to Ballard Point (see red line on map over). If a Level 2 Cox is in the crew but not coxing at the time, a Level 1 cox can undertake a 'Out' of Swanage Bay Row under the Level 2 coxes supervision as long it is not within the area requiring a passage plan and crew lifejackets to be carried. During Training to become a Level 2 Cox, a Level 1 cox can undertake an out of Swanage Bay row using Passage Planning with a Level 2 cox on board.
- **Level 1A Cox** (Under Development)
- **Level 2 Cox** A level 2 Cox can cox rowers for 'In 'and 'Out' of Swanage Bay rows. An "Out" of Swanage Bay row is taken east of a line from the Lifeboat Launch Ramp to Ballard Point (see map over).

Any row south of the Peveril Ledges out to the Peveril Ledge Buoy into Durlston Bay and north and east of Handfast Point is deemed a "Out" of Swanage Bay row that requires a passage plan approved by another Level 2 Cox and lifejackets for all crew members as well as the Cox must be carried (see yellow shaded map over).
- **Racing Cox** There are different risks associated with racing at regattas with the races typically being close inshore, with safety boats and first aiders in attendance and a Coxes briefing at the start of each regatta.

A Racing Cox is:

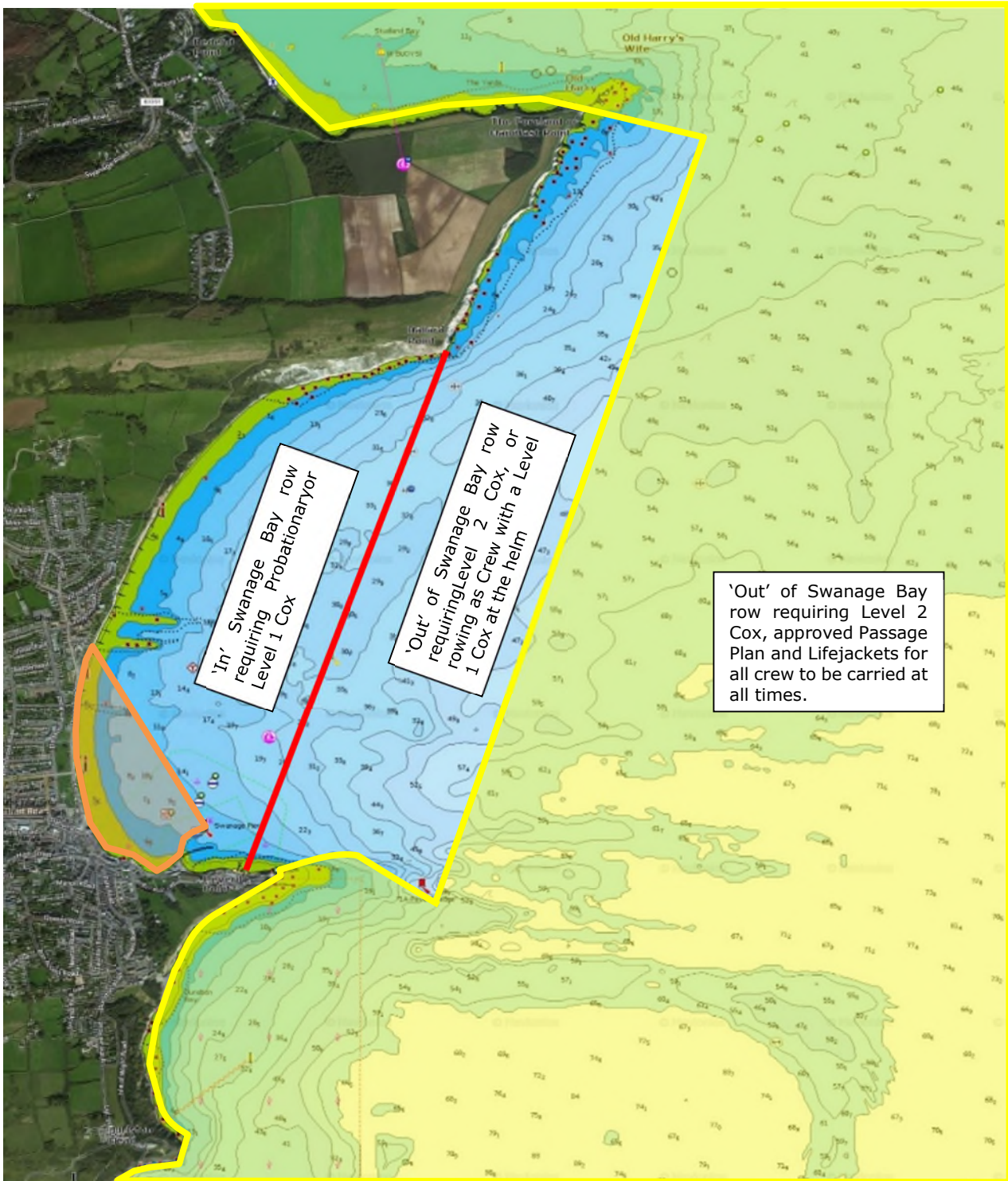
 - permitted to cox in CPGA events and other races/regattas
 - Must already be a passed out as a Level 1 cox



- Progression to Racing Cox requires
- specific knowledge of buoy turn rules
- Knowledge of what other info needed if racing in unfamiliar area (e.g. local hazards, tides etc.)
- Must have coxed in a number of 'soft' events (such as Carpenter's Cup) that incorporates buoy turns and / or low attendance regattas with squad captains and coxswain's Trustees approval.
- Pass a Practical and Theory Test
- Signed off by Trustee for Coxing & another Racing Cox

It should also be noted that all coxes from Level 1 onwards must have:

- An in date First Aid Certificate (SSRC will arrange this training when required).
- Be DBS cleared
- All Level 2 coxes are required to also have a valid Marine VHF Radio Certificate.
- Level 2 Coxswains with at least 1 years' experience are allowed to sign-off and approve passage plans for Out of Bay Rows.



'In' Swanage Bay row requiring Probationary or Level 1 Cox

'Out' of Swanage Bay row requiring Level 2 Cox, or 1 Cox at the helm

'Out' of Swanage Bay row requiring Level 2 Cox, approved Passage Plan and Lifejackets for all crew to be carried at all times.



Restricted row area for trainee Coxes when the wind is greater than Force 5 (Fresh Breeze)



'Out' of Swanage Bay row, requiring a Level 2 Cox, approved Passage Plan and lifejackets for all crew



'Boundary' of 'In' and 'Out' of Swanage Bay rows. From Ballard Point to the RNLI Slipway



6.8 Man Overboard Recovery – Guidance Notes

Although this is an unlikely situation to have to deal with, it is important that all club members have an understanding of how to recover a Man Overboard (MOB). It is essential to try and recover the MOB as soon as possible to reduce the risk of hypothermia and/or drowning and injury.

- Assess the situation & consider putting out a 'MAYDAY' call on VHF Channel 16
- Anyone witnessing a MOB should shout 'Man Overboard' and keep the person in sight
- Try to remain calm
- The Cox (or stroke/other rower if it is the Cox who has fallen overboard) should take control
- Manoeuvre the boat as quickly as possible to the MOB and stop the gig, giving clear commands to the crew
- Grab hold of/throw a rope to the MOB
- Encourage/help the MOB toward the Cox/stroke thwart (oars may need to be tossed)
- REPEAT STEP: Assess the conditions and the ability to safely recover the MOB. If in doubt, call the Coastguard for assistance on VHF Channel 16 ensuring you give your position and number of persons involved
- Consider releasing emergency flares if deemed appropriate to do so or if instructed to by the Coastguard or Lifeboat
- If safe to do so, with all the other oars in the water to help maintain stability, the Cox (or number 5 rower) and stroke rower should assist the MOB by 'bouncing' them 3 times before bringing inboard over the gunwhale (other rowers may need to slide across their thwarts to help balance the gig)
- Once the person has been recovered, they should be assessed and given first aid as necessary. Request medical attention via VHF Channel 16 if necessary or return to usual launch site e.g. Stone Quay/beach as soon as possible whilst continuing to monitor the condition of the recovered person
- If it is not safe to recover the MOB:
 - Remain in direct contact with the person by rope or by holding on to them. Keep them calm and talking
 - If safe to do so, consider rowing with 1 to 4 rowers slowly towards shallow water
 - Call the Coastguard on VHF Channel 16
 - If safe to do so, consider raising a single oar vertically (recognised emergency signal) to help identify your position
 - Keep a look out for the Lifeboat / Rescue Services (if you have called them) IF THE MOB CANNOT BE LOCATED IMMEDIATELY AFTER FALLING OVERBOARD, IT IS NOT SAFE TO RECOVER THE MOB OR IF THERE ARE ANY MEDICAL CONCERNS THEN A 'MAYDAY' CALL SHOULD BE MADE ON VHF CHANNEL 16





7 GENERAL HEALTH AND SAFETY

7.1.1 Rowers with SSRC primarily want to participate in a healthy sport and have a safe and fun row or use of the exercise equipment in the Boathouse. It is the responsibility of all SSRC Rowers to:

- Co-operate with the Trustees and nominated Coxes of SSRC in all matters relating to health and safety during use of the SSRC facilities and equipment.
- Take all reasonable care for the health and safety of themselves and of those persons who could be affected by their actions or errors.
- Be familiar with the Risk Assessments of SSRC activities-included at Appendix 3 and available on the SSRC Website
- Not misuse any items of equipment and in all circumstances, operate any equipment within the SSRC guidelines or the Coxes' instructions.
- Be aware of changing weather conditions and ensure they have sufficient warm clothing during cold and inclement weather or alternatively sun cream and hats for shade during summer rows.
- Suitable footwear is required, i.e. trainers, deck shoes, crocs. Flip flops are not recommended. During launch and recovery of the gigs down the seawall no bare feet are allowed. All rowers must be prepared to get wet feet and legs during the launch and recovery; it is not fair or safe to expect a few rowers to get wet so others can remain dry.
- Use all protective clothing and/or equipment provided whenever necessary or when instructed to do so by the Cox or Trustees. Examples of this include all Juniors under 16 being required to wear a lifejacket and when the leaving Swanage Bay the Cox must ensure a lifejacket is available in the boat for every crew member.
- It is every rower's responsibility to ask the nominated cox or available trustee about the use of appropriate clothing whilst rowing to reduce the effects of heat or cold exposure whilst rowing. Similarly, it is the rower's responsibility to also ask for guidance in the use of any unfamiliar equipment utilised by SSRC.
- Leave the Boathouse, Gigs and all associated rowing and exercise equipment in a clean, tidy and safe state. (particularly weight training equipment and oars).
- Report immediately any damage to lifejackets, marine radios, flare sets, first aid kits, gigs and other miscellaneous equipment etc.
- By order of the Trustees no rower can use the gym equipment (weights etc) or the Concept Rowers without at least one other rower being present in the Boathouse at the same time. This is in case of a medical emergency.
- Used food wrappers and empty drinks containers must be disposed of into the waste bins or containers. Scraps of food must not be left to encourage the presence of rodents.
- Report all accidents and dangerous occurrences to the nominated cox, and if he/she deems it necessary to the Trustees and SSRC Health and Safety Officer.



7.1.2 Currently SSRC are undertaking a review of the risks associated with SSRC Rowing and Exercise activities. Activities are being assessed against a Hazard Assessment and Risk Assessment System (HIRA). The latest version of the HIRA is given in Appendix 3 of this Handbook. At present this covers the following activities:

SSRC HIRA-001 For the Safe Launch and Recovery of Pilot Gigs from the Swanage Sea Front or alternative launch and recovery sites.

7.1.3 Further HIRA's will be compiled on the following activities and will be emailed to all rowers when completed and approved by the H&S Officer and Trustees.

- Inspection and maintenance of lifejackets
- Inspection and maintenance of trailers
- Use of Concept rowers, weights and exercise equipment
- Ensuring safe transit of gigs and oars 'away from home'
- Boathouse - H&S poster, storage of flammables, removal of waste
- Food hygiene
- Separate RA's for our Regatta and 10K Fun Run

7.1.4 Before undertaking any activity, think, assess the risk involved and identify the controls and operational practices that need to be adopted to carry out the activity safely and efficiently. If in any doubt seek advice before commencement. If the risks are deemed to be substantial and outside the scope of activities covered in the SSRC HIRA documents, then a written Risk Assessment must be completed and passed to the designated SSRC Health & Safety Officer for review and approval.





Appendices



Appendix 1

SSRC Data Policy



Swanage Sea Rowing Club Data Policy

New General Data Protection Regulations (GDPR) came into force in the UK on 25th May 2018. We value your privacy and want you to understand the choices and control you have over the information provided to SSRC.

We process personal information to help with administration purposes and the running of the club. The information you provide us, namely on the membership form, is stored on our database in accordance with the Data Protection Act, 1998.

Who is responsible for managing my information?

SSRC Trustees but mainly the Membership Secretary have access to the membership database. We keep this limited to only those who really need to view it.

What Information do we collect?

We store your name, address, phone number, email address, DOB, Postcode and ethnicity along with any relevant health issues you have declared on your membership form. We also store the type of membership, the payment option you have chosen, and if you are eligible for Gift Aid. We will make note of your consent requirements with regards to Data Protection and sharing of your information. We will store the information on your insurance disclaimer, including the emergency contact details. Our Juniors' database is only accessible by the Welfare Officer, Chairperson, Membership Secretary and DBS checked Junior Officers.

How do we use your information?

We use your information in a number of ways:-

- To enable us to see the different age groups of our members
- To allow us to see the demographic of our type of rowers
- For statistical purposes to meet CPGA membership requirements



- To send you updates on club business and events
- To make contact with a relative in case of emergency

Who will we share your information with?

We may appoint 3rd party service providers to help us manage our membership database in the future to make it more efficient and secure. We will not disclose information to a 3rd party without your prior consent.

How long will we hold your information for?

In line with the Data Protection Act, we store all information for 6 years.

How can you access and update your information?

You have the right to request a copy of the information that we hold about you and also to have it erased. If you would like a copy of your personal information please email us at ssrc.membership@outlook.com

When can we contact you in the future?

We would like to keep you informed of club business and events, as well as those of selected third parties. We may do this by post, email, telephone or SMS unless you have told us that you do not wish to be contacted this way. You have indicated this on your membership form by opting in or out of receiving information.



Appendix 2

SSRC Social Media Policy

This policy only applies to Club related issues and is not meant to infringe upon an individual's personal activities on line.

1. SSRC ("the Club") is aware that websites and social networking sites (such as, but not limited to, Facebook and Twitter) are an extremely useful tool in terms of publicity for the Club, circulating and exchanging Club information, keeping members in touch with each other, communicating with other Clubs, and communication with members' friends and family.
2. Members should be aware however that whatever they post on Club related social networking sites or web pages may be seen by many people across various networks for an extended period of time and may be shared with people other than those for whom it was originally intended.
3. Whilst the Club would not seek to unnecessarily restrict the use of social media, members should ensure that such use is appropriate and sensible with regard to the nature of the Club and its members. It is therefore expected that members conduct themselves in such a way that is not detrimental to the Club or its interests and does not cause any upset or distress to any other Club member or any member of the public able to access our websites or social networking pages.
4. Members must not post or display any offensive, explicit or inappropriate images or make offensive, explicit or inappropriate comments on any websites or social networking sites connected to or managed by or on behalf the Club. Further in this regard, members must not, in any way, harass, intimidate or discriminate against any other Club member or member of the public.
5. Members are expected to respect and maintain Club confidentiality. Members should not divulge or circulate any information which is confidential to the



Club and which is not otherwise available in the public domain. Members should take care when discussing information relating to the Club's affairs as discussions can sometimes be misinterpreted and could potentially damage the Club and its reputation.

6. Members should not set up, write or participate in a web based "blog" or similar web publication for or on behalf of the Club without the permission of the Trustees. If any such "blog" or publication contains an expression of personal opinion, it should be made clear that that opinion is the view of the individual and does not necessarily represent the official view of the Club. The author of any such "blog" or article should have regard to the contents of this social media policy. Furthermore, members should not set up a public Facebook page or Twitter feed (or any similar public site) using the Club name or referring to the Club without permission of the Trustees.
7. If a member is uncertain about the appropriateness of any material to be posted or publicised on any form of social media, it should be referred to the Trustees prior to publication.
8. If a member considers they are being victimised, harassed or bullied as a result of material posted on a Club related social media site or website, they should contact the Club's Welfare Officer or Chairman for advice and guidance on the nature of any action which can be taken.
9. All Trustees have a duty to implement this policy and take action if they become aware of any breach of this policy and should explain the club's policy on the use of social media and networking sites and take steps to promote awareness of this policy.
10. Any member found to be in breach of this policy may be subject to the Club's disciplinary procedure (which may result in expulsion from the Club) and/or, in extreme cases, it could lead to criminal or civil proceedings and prosecution.

SSRC Trustees
March 2015



SWANAGE Sea Rowing Club

Registered Charity CIO: 1155689

Equality and Diversity Policy

Adopted February 2025

Introduction

Swanage Sea Rowing Club (SSRC) is responsible for ensuring that all those who wish to participate in gig rowing in Swanage are treated fairly.

All participants should be given equal opportunity irrespective of age, ethnicity, disability, sex, gender reassignment, religion or belief, sexual orientation, marriage & civil partnership or pregnancy, maternity, and paternity. SSRC fully supports this principle and is committed to satisfying these principles in all its activities.

The aim, for our governing body (the CPGA) and our club is for gig rowing to be truly representative of all sections of society.

Diversity and Inclusion

The term 'diversity' refers to a varied community of people who are reflective of the society in which it exists and operates. 'Inclusion' is the practice of including people in a way that is fair for all, values everyone's differences, and empowers and enables each person to be themselves.

The rights and obligations set out in this policy apply equally to all members, Trustees, and volunteers of SSRC. SSRC is fully committed to the principles of equality of opportunity and is responsible for ensuring that none of its members, Trustees, and volunteers receives less favourable treatment, intimidation, or discrimination on the grounds of age, gender, gender reassignment, disability, race, ethnic origin, nationality, marriage or civil partnership, pregnancy, maternity or parental, religion or belief, socio-economic status, sex, sexual orientation, or political belief.

SSRC will make every effort to ensure that everyone, who wishes to, has an equal opportunity to participate in the sport of gig rowing, whether as a beginner, participant, or as a coach, member, Trustee, or volunteer.

Our Commitment

SSRC will display its commitment to inclusivity by:

- Maintaining our representation where we are doing well and improving representation in areas where we could improve.
- Creating an environment free of bullying, harassment, victimisation, and discrimination, promoting dignity and respect for all, and where individual differences and the contribution of all staff, volunteers, and members are recognised and valued.

Discrimination

Discrimination can take the following forms:

Direct Discrimination

when someone is treated unfairly because of a protected characteristic, or someone thinks you have that protected characteristic* (known as discrimination by perception) or you are connected to someone with that protected characteristic (known as discrimination by association). *

Protected Characteristics

are defined in the Equality Act 2010 as; age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, sexual orientation Indirect Discrimination when there is a provision, criterion or practice that applies in the same way for everybody but disadvantages a group of people or individuals with a protected characteristic.

Harassment

when an individual receives unwanted conduct related to a protected characteristic and the conduct has the purpose or effect of violating the individual's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment. It is also harassment if the unwanted conduct is sexual in nature or is related to gender reassignment or sex. Or the individual is treated less favourably because they did not submit to or reject the unwanted conduct.

Victimisation

when someone is treated badly because they complained about discrimination or helps someone else who has been discriminated against.

Within our sport, we condemn all forms of discriminatory behaviour. SSRC regards discrimination, harassment or victimisation as serious misconduct and any member, Trustee, or volunteer who discriminates against, harasses, or victimises any other person will be liable to appropriate disciplinary action.

Responsibility for Implementation

Equality, Diversity and Inclusion is everyone's responsibility: not responding to discriminatory or unacceptable language and behaviour is not an option.

All members, Trustees, and volunteers have the responsibility to respect, act in accordance with and thereby support and promote the spirit and intentions of this policy.

The SSRC Board of Trustees will oversee the implementation of this policy and monitor and evaluate its effectiveness with the support of the Club Committee. SSRC will make this policy available to all its members, Trustees, and volunteers via the website.

Disciplinary and Grievance

To safeguard an individual's rights under the policy members, Trustees, and volunteers who believe that they have suffered inequitable treatment within the scope of this policy may raise the matter through the appropriate channels for reporting of concerns,

Where an incident concerns a child, young adult, or adult with care and support needs, please refer to the Safeguarding policy.

Contact

If you have any comments on this policy or would like more information, please contact mail to: ssrc.sec@outlook.com

Policy Adoption

Policy has been drafted and submitted to Trustees for consideration and approval at the next meeting in February 2025. This policy formally documents what have been the values and standards of SSRC for some time.



SWANAGE Sea Rowing Club

Registered Charity CIO: 1155689

Environmental Policy

Adopted February 2025

Introduction

Rowing is an environmentally friendly activity. Swanage Sea Rowing Club (SSRC) is committed to environmental sustainability and to inspiring a culture of respect for the environment within rowing.

SSRC is guided by the following principles which are the principles of World Rowing:

Protection of the habitat of fauna and flora and biodiversity	Rowing provides opportunities to observe wildlife in its natural environment across thousands of miles of waterways and coastlines. With this in mind, it's important to be conscious to avoid disturbance, damage and disruption to nature.
Conservation of resources both renewable and non renewable	Consideration of how we use our resources are key to reducing our carbon footprint, or non-renewable waste. By minimising use of fossil fuels and using greener sources of energy it will make a small but vital impact.
Reduction of the production of waste and pollutants in all their forms	How boats are cleaned after use, can have an impact on our waterways and coast. Careless storage of boat fuel, for example, has the potential to pollute waters, or improper disposal of plastic waste could result in water pollution.
Recognition of the importance of heritage and indigenous cultural values	Many cultures and local communities are reliant on biodiversity and have a particular relationship with their landscapes and seascapes. If competing, running an event or travelling to row, consider the local impact to surrounding communities.

Promotion of healthy conditions for all involved in the sport of rowing	Hosting an event or providing facilities in safe and healthy conditions, is important to the wellbeing, comfort and enjoyment of all involved.
Fostering environmental awareness and education about sustainable development within the rowing community	Raise awareness and nurture an ethos where all members can contribute to and learn about environmental sustainability. Share ideas and encourage innovative approaches which can be applied in everyday life, outside of rowing, as well.
Consulting the wider community to foster positive partnerships.	By identifying local organisations who can advise you in your endeavours, it will give you all the support you need to become more environmentally sustainable

In line with World Rowing's 'Small Steps towards Environmental Sustainability', we follow the following principles and guidance during regattas, around the gig shed, and when rowing in Swanage.

Around the Boathouse

- Prevent the spread of invasive non-native species and wash and clean boats thoroughly, especially before transporting boats to a lake or river.
- Use biodegradable cleaning agents for boats and equipment, when they are required. Where possible avoid the wastewater from washing boats or equipment going directly into the sea.
- Keep hazardous goods in a secure and well-ventilated locker or room and use them with care to prevent spillages.
- Keep a record of what materials boats and other equipment are made of to enable easy and safe disposal or recycling.
- Promote recycling and reuse at events whenever possible, in the gig shed and at regattas.
- Maintain good hygiene around the boathouse to keep vermin under control.

On the Water

- Be aware of sensitive habitats and put in place measures to avoid disturbing them with noise or boat wake.
- Take extra care during nesting or spawning seasons, giving wildlife a wide berth where possible.
- Avoid contributing to shoreline erosion, and if evidence of erosion becomes apparent, report it to the appropriate authority.
- Do not discard waste into the waterway – make sure bins are clearly visible and available.
- Keep bottles and other items secured in boats to prevent their loss into the water.
- Be aware of fishermen's net lines and lobster pot buoys in the bay. If contact is made with a net, try and release without cutting the net; inform the net owner if possible

- If mooring up in Studland Bay, be aware of the no anchor zone to protect sea grass and seahorse habitat

Other Considerations

- Pledge to reduce single-use plastic; encourage the reuse of water bottles by identifying where individuals can source drinking water or use of reusable cups at events.
- Encourage carpooling and use of public or nonmotorised modes of transport such as walking and cycling.
- Consider the use of lights on timers or motion sensors and water-efficient fixtures in showers and basins.

Implementation

At the point of drafting this policy, SSRC have taken steps in recent years to already adopt these principles. We have reduced single-use plastic, and provide drinking water meaning that refillable bottles are the norm. We have a culture of carpooling well-established for regattas. SSRC will annually report to members on the ongoing commitment to these principles.

Contact

If you have any comments on this policy or would like more information, please contact ssrc.sec@outlook.com

Policy Adoption

Policy has been drafted and submitted to Trustees for consideration and approval at the next meeting in February 2025. This policy formally documents what have been the values and standards of SSRC for some time.

CODE OF CONDUCT

The CPGA expects all clubs to follow these guidelines whether at regattas or at their home bases.

1. Consider the wellbeing and safety of all
2. Promote the benefits of our sport in participation, both socially and in competition
3. Adhere to guidelines / rules as set by the CPGA e.g. Welfare, Health and Safety, Sea Safety, Racing Rules and General Rules
4. Encourage all participants to value their performance and those of others not just results
5. Make sure of the appropriateness of age, ability and experience to the activity
6. Set a good example – accept the umpires decision, maintain composure at all times and not shout or ridicule rowers or officials
7. Promote the positive aspects of our sport, especially fair play, friendship and respect
8. Accept responsibility for your actions
9. Display high standards in use of language and manners



SWANAGE Sea Rowing Club

Registered Charity CIO: 1155689

Swanage Sea Rowing Club Junior Section

Code of conduct for Coaches, Officials and Volunteers

(Adopted December 2022)

For Coaches, Officials and Volunteers

All Coaches/Volunteers/Officials must:

- Respect the rights, dignity and worth of every person and will treat everyone equally within the context of them taking part in activities regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- Consider the wellbeing and safety of participants before the development of performance.
- Develop an appropriate working relationship with performers based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those participating and ensure that all those taking part are prepared physically and mentally when learning new skills.
- Display consistently high standards of behaviour and appearance dressing suitably and not using inappropriate language at any time.
- Never consume alcohol, smoke or use illegal drugs or substances immediately before, during or after activity as this portrays a negative image and could affect the health and safety of others.
- Never exert influence over participants to obtain personal benefit or reward.
- Never condone rule violations.
- Always report any incidents, referrals or disclosures immediately following appropriate guidelines set out in the CPGA Safeguarding Policy.
- Ensure that confidential information is not divulged unless with the express approval of all those concerned.
- Ensure that coach / participant ratios (as per staffing supervision / NGB ratios) for children and vulnerable adults
 - Ensure neutrality in all activities.
- Ensure that all issues/complaints go through the approved channels.

- Arrive in plenty of time to set up activities and ensure that risk assessments are undertaken.
- At the outset clarify with participants (and where appropriate) their parents/carers exactly what is expected of them of what they can expect from you.
- Never transport participants, young children or vulnerable adults in their own vehicle and will not arrange transportation for participants, young children or vulnerable adults in private vehicles.
- Never communicate directly with participants, young children or vulnerable adults by email, text, phone or social media.
- Be aware that discriminatory, offensive and violent behaviour will not be tolerated and all complaints will be acted upon.
- Build balanced relationships based on mutual trust which empowers young people and vulnerable adults to share in the decision-making process.
- Maintain a clear boundary between friendship and intimacy with participants and do not conduct inappropriate relationships with participants. A relationship must not develop with a participant aged under 18 years and it is a criminal offence to develop a relationship with a participant aged under 16 years Failure to abide by this code of conduct will result in appropriate action being taken following an initial assessment of the situation by the appropriate club or CPGA Officer. This may mean the removal of yourself from the activity for a period of time whilst the investigation is taking place and may result in disciplinary action being taken.



SWANAGE Sea Rowing Club

Registered Charity CIO: 1155689

Swanage Sea Rowing Club Junior Section Code of conduct for Children and Young People

(Adopted December 2022)

For Children and Young People

As a member of the club, you are expected to:

- Be loyal, supportive, and committed to your friends and other team members.
- Show respect to other youth members and leaders, and show team spirit.
- Be friendly and welcoming to new members.
- Not get involved in inappropriate peer pressure, bullying or use rough and dangerous play.
- Not use bad language or racist/ sexist comments, including bullying via the internet, social media, chat rooms or texting.
- Listen carefully to the rules and respect the coaches and their decisions.
- Respect opponents, not cheat or be violent or aggressive.
- Be gracious in defeat, respect officials and accept decisions.
- Behave well in public places i.e. with respect for others' needs and with use of suitable language.
- Keep to agreed timings for training and regattas or inform the coach if you are going to be late.
 - Wear suitable kit e.g. t-shirt/rugby top or sweatshirt and shorts or tracksuit bottoms and trainers + a life jacket (which is provided for the purpose) for training and regattas, as agreed with the coach.
- Take care of equipment which belongs to the club. • Not smoke on club premises or whilst representing the club at competitions.
- Not consume alcohol or drugs of any kind on the club premises or whilst representing the club.
- Keep yourself safe.
- Report inappropriate behaviour or risky situations for Junior members.
- Challenge or report the bullying of your friends or peers.

- Make your club a FUN place to be.

You have the right to:

- Be safe and happy and enjoy rowing in a protective environment.
- Join in on an equal basis, appropriate to your age, development, and ability.
- Be listened to, be believed and to ask for help.
- Privacy.
- Be protected from abuse by other members or outside sources.
- Be referred to professional help if needed.
- Experience competition and the desire to win.

Any misdemeanours and general misbehaviour will be dealt with by the immediate coach and reported verbally to the Club Welfare Officer.

Persistent misbehaviour will result in dismissal from the club. Parents will be informed at all stages. Dismissals can be appealed to the coach/ coordinator, with the final decision taken by the Club Management Committee.



SWANAGE Sea Rowing Club

Registered Charity CIO: 1155689

Swanage Sea Rowing Club Junior Section Code of conduct for Parents and Guardians

(Adopted December 2022)

For Parents/Guardians

Parents are expected to:

- Positively reinforce their child/young person and show an interest in their rowing.
- Not to place their young person under pressure or push them into activities they do not want to do.
- Complete and return the Parent's Consent Form (Appendix 1)
- Deliver and collect the child punctually to and from coaching sessions. The club is unable to deliver children home in the case of a delay.
- Ensure their child is properly and adequately dressed for the weather conditions of the time, including shorts, T-shirt, socks, tracksuit, sweat-tops, hat etc...
- Ensure that proper footwear and protective equipment (eg sun cream, life jacket) are worn at ALL times as recommended by the club. Any child not in possession of such requirements, or refusing to wear them, will not be allowed to participate.
- Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions.
- Encourage their child to play by the rules and teach them that they can only do their best.
- Behave responsibly as a spectator, not to embarrass their child.
- Show appreciation and support the coach, being realistic and supportive.
- Ensure their child's hygiene and nutritional needs are met.
- Acknowledge the importance and role of the club coaches who provide their time free to ensure children's participation in the club.
- Promote their child's participation in playing sport for fun.

Parents/Guardians have the right to:

- Know their child is safe.
- Be informed of problems or concerns relating to their children.

- Be informed if their child is injured.
- Have their consent sought for issues such as trips.
- Contribute to decisions within the club.
- Complain if they have concerns about the standard of coaching Any misdemeanours and breach of this code of conduct will be dealt with immediately by a Club official.

Persistent concerns or breaches will result in the parent/guardian being asked not to attend training sessions or competitions if their attendance is detrimental to the child's welfare. The ultimate action should a parent/guardian continue to breach the code of behaviour may mean the Club officials regrettably asking the child to leave the club.

The parent/guardian should be made aware that the club/CPGA have developed a Safeguarding policy and are committed to ensuring the safety of all children.

CPGA Disciplinary/Grievance Procedure

Why have a disciplinary/grievance procedure?

- 1..... it is a legal requirement should any legal action be taken by any individual or club
- 2..... it is necessary for promoting fairness
- 3..... it sets standards of conduct
- 4..... it provides a fair method of dealing with alleged failures to observe the standards of sportsmanship expected by the CPGA
- 5..... it ensures that member clubs know the standards expected of them
- 6..... it becomes important in disputes about the fairness or otherwise of decisions

When should the procedure be used?

The procedure should apply when misconduct\indiscipline is alleged by a club or individual and cannot be dealt with by the umpires on the day of the alleged incident.

Investigations

The aim of the investigation is to ascertain all the facts which might have a bearing on any subsequent disciplinary action. It is the responsibility of the investigating officer to establish whether or not there are any grounds for formal disciplinary action being made against the club or individual. Any investigations must be taken fairly and may take time.

Who should conduct the initial investigation?

The investigation will be undertaken by an officer appointed by the CPGA committee. It will be their responsibility to establish... 1) what specifically is the problem? 2) what are the details? 3) where did the problem occur? 4) who are the people involved? 5) were there any witnesses? On completion of the investigation the investigating officer will make their recommendation to the CPGA committee who will decide on any action deemed necessary.

The outcome

The CPGA will provide a written statement to the club/clubs or individual concerned. The CPGA can decide on three courses of action. These will be 1) an oral warning 2) a written warning or 3) suspension from racing. The club or individual involved will have the right to appeal any decision made, but the CPGA'S decision after any appeal will be final.



Swanage Sea Rowing Club

Risk Assessments
and Method Statements

April 2019
Issue Version 1.2

Table of Contents

<u>Section</u>	<u>Title</u>
----------------	--------------

- | | |
|----|---|
| 1. | Contact Details |
| 2. | Terms used within the Document |
| 3. | Hazard Identification and Risk Assessments (HIRA) |
| 4. | Method Statements |

Appendix 1 : Document Revision History

Appendix 2 : Blank HIRA Form

Contact Details

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2.0 Definitions used with the document

SSRC: refers to the abbreviation for Swanage Sea Rowing Club

Boathouse: is defined as the boat and equipment storage buildings and outdoor storage yard adjacent to Marshal Row Road,

Gig: refers to either a wooden traditionally built Cornish Pilot Gig or a fibreglass equivalent.

Cox: refers to the nominated SSRC person who will steer the Gig and will be in charge of the rowers safety during the launch, row and recovery of the Gig. Only approved Trainee, Level 1 and Level 2 Coxes can cox a SSRC gig.

Crew: refers to the 6 person rowing crew who will row the boat. At the coxes discretion, two further passengers can be carried in the Gig to act as replacement rowers.

Hazard: is anything that may cause harm (such as trip hazards, water, unwieldy equipment such as oars, slippery sea walls, etc)

Risk: is the chance, high or low, that someone could be harmed by these and other hazards, together with an indication of how serious the harm could be.

2.1 SSRC Rowers Responsibilities:

It is the responsibility of all SSRC Rowers to:

- Co-operate with the Trustees and nominated Coxes of SSRC in all matters relating to health and safety during use of the SSRC facilities and equipment.
- Take all reasonable care for the health and safety of themselves and of those persons who could be affected by their actions or errors.
- Not misuse any items of equipment and in all circumstances, operate any equipment within the SSRC guidelines.
- Use all protective clothing and/or equipment provided whenever necessary or when instructed to do so by the Cox or Trustees. Examples of this include all Juniors under 16 being required to wear a lifejacket and when leaving Swanage Bay the Cox must ensure a lifejacket is available in the boat for every crew member.
- Leave the Boathouse, Gig's and all associated rowing and exercise equipment in a clean, tidy and safe state. (particularly weight training equipment and oars).
- Report immediately any damage to lifejackets, marine radios, flare sets, first aid kits, gigs and other miscellaneous equipment etc.



- Report all accidents and dangerous occurrences to the nominated cox, and if he/she deems it necessary to the Trustees and SSRC Health and Safety Officer.
- Conform to all safety rules, instructions and procedures at all times.

2.4 General Safety in the Boathouse:

Rowers must maintain satisfactory standards of housekeeping, personal hygiene and safe practice at all times.

Rowers must always use the correct and safest appropriate tools, equipment and method for the job or action to be undertaken.

If in doubt about the use of any SSRC equipment, rowers should refer to the designated cox or appropriate manual if available. If necessary, seek advice from the Trustees and SSRC Health and Safety Officer.

All protective clothing/equipment will be kept clean and functional.

Any defects in equipment, or protective clothing must be reported immediately.

Rowers must always clean up spillages immediately.

Used food wrappers and empty drinks containers must be disposed of into the waste bins or containers.

Scraps of food must not be left to encourage the presence of rodents.

All accidents or serious incidents must be reported to the designated person and recorded in the Accident Reporting Book kept on the row logging in shelves by the sliding door entrance.

Before undertaking any activity, think, assess the risk involved and identify the controls and operational practices that need to be adopted in order to carry out the job safely and efficiently. If in any doubt seek advice before commencement. If the risks are deemed to be substantial and outside the scope of activities covered in this document then a written Risk Assessment must be completed and passed to the designated SSRC Health & Safety Officer for review and approval.

3.0 Hazard Identification & Risk Assessment (HIRA)

Introduction

In order to assess the risks, the following Risk Assessment tables have been produced (some completed for routine Task Specific operations and blank templates for additional tasks to be completed as and when required).

The Risk Assessments are based upon Risk Rating Matrix where:

Severity x Probability = Risk Rating

The recorded **Severity** rating should be the likely outcome of the incidence rather than the extreme outcome (i.e. don't record fatality "5" if a twisted ankle "3" is the most likely outcome).

Severity Rating

Score	Description
1	Minor injury requiring limited medical assistance
2	Injury requiring medical assistance (first aider) but unlikely to result in absence from work and rowing.
3	Injury requiring medical assistance (first aider possibly followed up by local doctor referral) that is likely to result in absence from work and rowing.
4	Injury where professional medical treatment is required (fracture, dislocation etc by Paramedic, First Responder or Hospital)
5	Serious injury or fatality

Probability Rating

Score	Description
1	It is considered that there is little or no chance of hazard occurring (i.e. only in rare and unforeseen conditions)
2	It is considered that there is a remote chance that the hazard could occur and therefore harm, injury or ill health to the operative is unlikely
3	It is considered possible that the hazard could occur and could result in harm, injury or ill health
4	It is considered probable that the hazard could occur and is likely to result in harm, injury or ill health
5	The hazard is certain to occur resulting in harm, injury or ill health

		Probability Rating				
		1	2	3	4	5
Severity Rating	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Values of 1-9 can proceed

Values of 10-15 can only proceed after additional control measures have been completed and re-assessed.

Values of 16-20 **cannot proceed**. An alternative methodology should be sought, or additional control measures put in place to reduce the Risk Rating.

Process

Once on the Boathouse site the cox in discussion with crew members will appraise the activity to be undertaken, any site-specific details/changes to HIRA will be recorded on the individual HIRA pro forma. If any changes to the HIRA are experienced whilst undertaking sea rowing or in Boathouse exercise activities, the cox, Trustee or SSRC Health and Safety Officer, will re-appraise the task.

Current HIRA documents:

SSRC HIRA-001 For the Safe Launch and Recovery of Pilot Gigs from the Swanage Sea Front or alternative launch and recovery sites.

Hazard Identification and Risk Assessment Form



TASK :	SSRC HIRA-001 For the Safe Launch and Recovery of Pilot Gigs from the Swanage Sea Front or alternative launch and recovery sites.	REGULAR TASK? Yes
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ASSESSED BY: Adrian Charters	DATE OF ASSESSMENT : 18-04-2019	DATE APPLIED : 18-04-2019
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GENERAL COMMENTS : In summer months (1st May to end of September) the fibreglass gigs will be on mooring lines and accessed via the floating pontoon. At other times, wooden gigs or fibreglass gigs will require to be transported from the Boathouse using launch trolleys and pushed along the seafront access road to the launch point adjacent to the G. Whites restaurant and the Old Stone Pier. In all cases it is the Coxswain's final decision if it is safe to launch the Gig. The cox may also specify a different recovery point depending on sea conditions and may include the beach adjacent to the Mowlem Theatre or the Swanage Sailing Club slipway and beach.

HAZARD	S	CURRENT CONTROL MEASURES	CURRENT		ADDITIONAL CONTROL MEASURES (if required)	FINAL	
			P	RR		P	RR
Lifting injuries to back, shoulders, arms, wrists and hands	3	<p>The cox, or other nominated person will supervise the lifting process to take the gig from the storage yard or from the back of a road trailer in the Boathouse. This person and only this person will give clear and concise instructions, including a counted in lift command i.e., 1, 2, 3 "Lift"</p> <p>If possible, the person who oversees the lifting and gig manoeuvre should stand back from the process to observe and intervene if necessary.</p> <p>If the cox or nominated person deems the crew has insufficient strength to safely undertake the lift and manoeuvre the launch should not be attempted until further rowers are available.</p> <p>The cox or nominated person supervising the Gig lift and manoeuvre should ensure the crew is equally split</p>	3	9	A minimum of 7 crew members to undertake the lift and manoeuvre process.	2	6



Hazard Identification and Risk Assessment Form

		between both sides of the gig when lifting. This person should ask if any crew member has an existing injury they need to be aware of before proceeding.			Use where necessary the small 4-wheel manoeuvre dolly whilst within the Boathouse or outdoor storage yard under the bow of the gig.		
Hit by vehicle	5	Whilst manoeuvring the gig along the public road there is a risk for rowers and the cox being hit by a member of the public on a bicycle, motorbike, or in a motor vehicle or HGV. At present the construction site barrier fence severely restricts the view of the bend of the public road onto the seafront road.	3	15	It is essential that both the front and rear launch trolley operators wear Hi Viz vests when moving the gig on the public roads. If necessary, this person should stop the gig manoeuvre or the approaching vehicle. Particularly during the construction phase of the Pier Head Apartments, a nominated crew member, also in a High Viz vest, should check that there are no approaching vehicles on the seafront road.	2	10
Slips, trips and falls during movement along the public roads	3	Trips possible whilst walking and pushing the gig along the public roads. A particular hazard and past accidents associated with contact with the launch trolley tires and uneven drain covers and kerb stones.	3	9	Ensure no crew members are walking within 2 metres of the tyres of the launch trolleys and be aware of raised drain covers and kerb edges. Warn members of the public who are approaching.	2	6

Hazard Identification and Risk Assessment Form

<p>Launch procedure down sea wall, slips, trips, and muscular injuries and potential bone breakages.</p>	<p>3</p>	<p>During the launch procedure the considerable weight of the gig needs to be held against gravity on the inclined sea wall whilst the launch trolleys and rollers are manoeuvred.</p> <p>The sea wall can be very slippery due to water and slime and extreme care is required to avoid slipping into the water. Regular use of a stiff deck brush and wet sand can be used to clean the sea wall of slime. A brush is available in the Boathouse for this purpose.</p> <p>During the launch no bare feet are allowed. Appropriate footwear to be worn including trainers, deck shoes, wellies, crocks etc.</p> <p>Rogue waves can crash into sea wall and could cause loss of control of the gig, particularly when the bow of the gig is in the water and the remainder is still on the sea wall slope.</p>	<p>4</p>	<p>12</p> <p>As with the lift to place the gig on the launch trolleys, if possible the cox or nominated person for the launch control manoeuvre should stand back from the process to observe and intervene if necessary. This person, and this person alone must give clear concise commands during the lifting process.</p> <p>Tubular rollers are available to facilitate the launch of the gig down the sea wall. If possible, longer rollers should be used so the gig keel band does not slip off the roller during the manoeuvring. The roller placement should be by an experienced cox/rower to try and ensure a single manoeuvre down the sea wall.</p> <p>Launch rowers must be prepared to get wet feet and legs during the launch process. Rowers must not try and maintain dry feet and legs at the expense of a few rowers who have to complete the final launch from the base of the sea wall. Appropriate footwear to be worn at all times, no bare feet.</p> <p>Metal running ramps can be used for the drop off from the sea wall onto the beach depending on the state of the tide.</p> <p>Two experienced rowers will be required to row the gig around to the Old Stone Quay mooring area.</p>	<p>3</p>	<p>9</p>
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Hazard Identification and Risk Assessment Form

					Launch trolleys must not be left unattended during the launch process, particularly on the Promenade and Seawall where they become potential trip hazards to the Public.		
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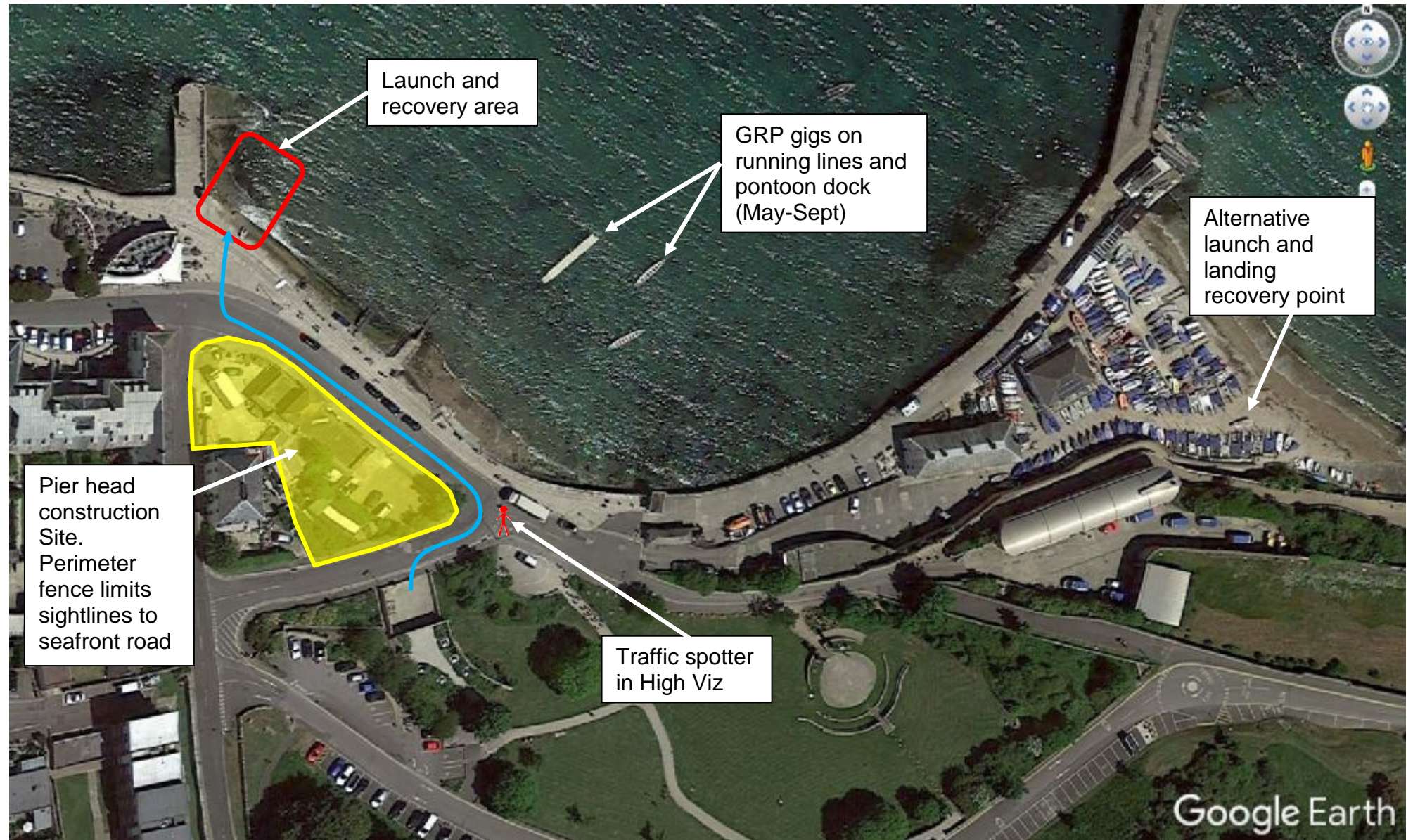
Hazard Identification and Risk Assessment Form

<p>Recovery procedure up the sea wall, slips, trips, and muscular injuries and potential bone breakages.</p> <p>Slight potential for risk of drowning during high tides or rougher sea conditions.</p>	3	<p>During the recovery procedure the considerable weight of the gig needs to be held against gravity on the inclined sea wall whilst the launch trolleys and rollers are manoeuvred.</p> <p>The sea wall can be very slippery due to water and slime and extreme care is required to avoid slipping into the water or onto the concrete surface. Regular use of a stiff deck brush and wet sand can be used to clean the sea wall of slime. A brush is available in the Boathouse for this purpose.</p> <p>Rogue waves can crash into sea wall and could cause loss of control of the gig, particularly when the stern of the gig is in the water and the remainder of the gig is on the sea wall slope.</p> <p>During the recovery no bare feet are allowed. Appropriate footwear to be worn including trainers, deck shoes, wellies, crocks etc.</p> <p>Depending on the state of the tide uneven boulders and shingle or seaweed can accumulate on the beach and cause potential trip and slip hazards.</p> <p>If recovery occurs at high tide the sea may be lapping against the sea wall. This situation is potentially a higher risk manoeuvre as there is a potential for a crew member to be trapped between the sea wall and the gig, particularly if rouge waves hit the gig broadside.</p>	4	12	<p>As with the lift to place the gig on the launch trolleys, if possible the cox or nominated person for the launch control manoeuvre should stand back from the process to observe and intervene if necessary. This person, and this person alone must give clear concise commands during the lifting process.</p> <p>Tubular rollers are available to facilitate the recovery of the gig up the sea wall. If possible, longer rollers should be used so the gig keel band does not slip off the roller during the manoeuvring. The roller placement should be by an experienced cox/rower to try and ensure a single manoeuvre up the sea wall.</p> <p>Ideally, there will be more than the minimum 6 rowers and cox to facilitate the gig recovery. Suitable footwear must be worn at all times, no bare feet are allowed.</p> <p>Recovery crews must be prepared to get wet feet and legs during the recovery process.</p> <p>The gig stern should be kept facing out to sea during recovery and not be allowed to rotate sideways to be broadside to incoming swells or waves.</p> <p>Metal running ramps can be used for the drop off from the sea wall onto the</p>	3	9
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<p>Risk of tripping over launch trolleys and rollers left in the vicinity of the Old Stone Pier, Launch Beach and Sea Wall after boat launch or recovery.</p>	<p>3-4</p>	<p>Launch trolleys and rollers left on the Old Stone Pier, Launch Beach and Sea Wall are a potential risk to SSRC Members and the Public in terms of a trip hazard.</p>	<p>3</p>	<p>12</p>	<p>beach depending on the state of the tide.</p> <p>Launch trolleys must not be left unattended during the launch process, particularly on the Promenade and Seawall where they become potential trip hazards to the Public.</p> <p>After use the trolleys and rollers must be returned to the Boathouse Forecourt.</p>	<p>2</p>	<p>6</p>
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Hazard Identification and Risk Assessment Form



Swanage Sea Rowing Club



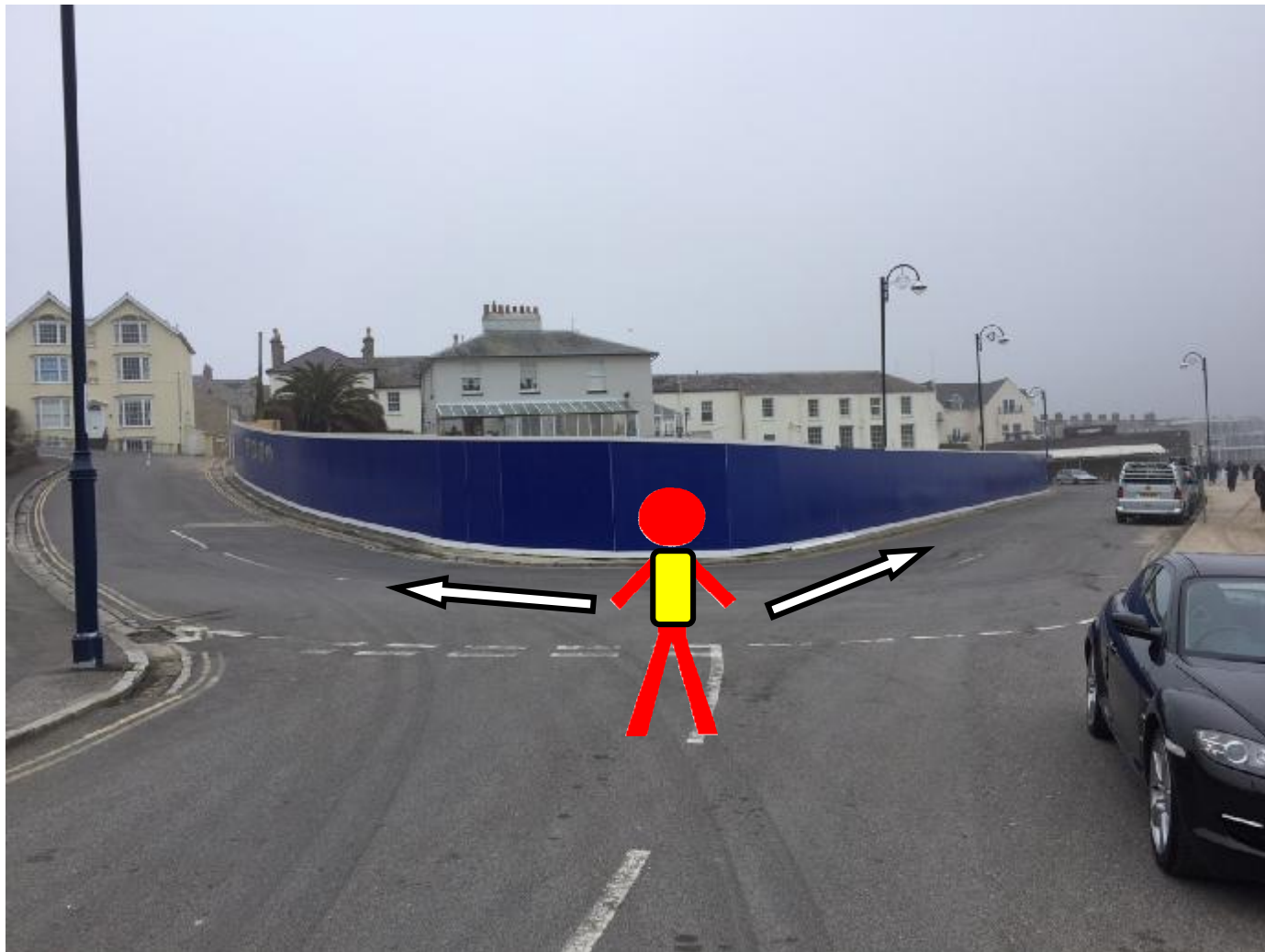
Hazard Identification and Risk Assessment Form



Launch trolleys and gig keel rollers used to assist the launch and recovery process.

After launch all trolleys must be returned to the Boathouse Forecourt and not left on the Seafront.

Hazard Identification and Risk Assessment Form



Pier Head construction fencing obscures the view of the seafront road from exiting the Boatshed Yard.

Traffic spotter in High Viz vest required to control gig manoeuvre out of Boatshed and potentially control traffic.

Hazard Identification and Risk Assessment Form



Launch and recovery area for gigs down sea wall slope.

Depending on the state of the tide, metal ramps can be used to make the step from the beach to the sea wall more manageable.

Slips and trips risk on wet slimy section of lower sea wall

Trip hazards from the launch trolley handles and rollers

SSRC Health and Safety
Officer:

Adrian Charters

17-04-2019

4.0 Method Statements for Safe Rowing and Exercise Activities at SSRC

Whilst this document seeks to identify specific hazards that may be present within the vicinity of a rower engaged in the launch and recovery of a gig, rowing at sea or the use of sports equipment in the SSRC Boatshed, it is recognised that there are a number of general safety measures that can be implemented to provide a safer rowing environment.

In order to ensure a safe working environment, the following general measures will be adopted when using SSRC Gigs or the Boatshed :

- i) All SSRC rowers shall familiarise themselves with this HIRA and Method Statement. This will be referred to in the SSRC Membership Manual to be issued to each rower (to be implemented and circulated in May 2018).
- ii) Within this document are Risk Assessments for the routinely undertaken tasks, however, if required additional task specific risk assessments may be needed and should be completed using the blank template enclosed.
- iii) By order of the Trustees no rower can use the gym equipment (weights etc) or the Concept Rowers without at least one other rower being present in the Boathouse at the same time. This is in case of a medical emergency.
- iv) It is every rower's responsibility to ask the nominated cox or available trustee about the use of appropriate clothing whilst rowing to reduce the effects of heat or cold exposure whilst rowing. Similarly, it is the rower's responsibility to also ask for guidance in the use of any unfamiliar equipment utilised by SSRC.
- v) At all times the nominated Cox will make the final decision on the safety to launch or to return to shore early due to changing sea conditions.
- ix) All accidents however minor, will be reported in both the HSE Accident Book and reported to SSRC Health and Safety Officer.

Document created by : **Adrian Charters**

Position in SSRC : Health and Safety Officer

Last review date : 17th April 2019

Appendix 1

Revision History of this Document

Revision History of this Document

1. Document Created 14-4-2018.
2. Update to include use of appropriate footwear in launch and recovery, issued 18-4-2018.
3. Update to include not leaving the launch trolley handles unattended during launch or recovery procedure and return of the launch trolleys and roller tubes to the Boathouse Forecourt after Launch or Recovery. Minimum number of seven people required for a launch (6 rowers and a cox). Issued 17-4-2019.

Appendix 2

Blank HIRA Form

Hazard Identification and Risk Assessment Form

TASK :	REGULAR TASK?
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ASSESSED BY:	DATE OF ASSESSMENT :	DATE APPLIED :
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GENERAL COMMENTS :

HAZARD	S	CURRENT CONTROL MEASURES	CURRENT		ADDITIONAL CONTROL MEASURES (if required)	FINAL	
			P	RR		P	RR

Trustee or SSRC H&S Officer's Signature :	SSRC Cox/Rower Signature :
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(End of Document)