



# CURE BOATING CLUB

## SAFETY POLICY AND PROCEDURES

### Purpose:

The purpose of this document is to:

1. Define the Policy for the Cure Boating Club Safety Management System
2. Detail the documents, procedures and other material that will ensure the Policy is upheld

### The Policy:

The Cure Boating Club has the responsibility to develop and maintain a culture of safe practice and to support those involved with rowing at the Club.

Everyone involved has a Duty of Care to ensure their actions on and off the water are conducted in a manner which does not compromise the safety of themselves and/or others.

The Rowing Water Safety Code 2016 (Rowing New Zealand) underpins this Document.

The Cure Boating Club Policy and Procedures stands alongside a separate Cure Boating Club Member Safety Policy that supports Members to respond appropriately to potential member protection concerns, including suspected abuse or neglect. It is the Club's commitment to protect Members from abuse and to recognise the important roles all our Participants have in protecting Members.

**Scheduled review date:** October 2021

## Supporting Documentation and Procedures:

### 1. **Cure Boating Club Rowing Safety Guidelines**

A copy of these Guidelines will be sent to all Club members at the start of each season, to be read in conjunction with completion of the annual online membership registration form.

The Guidelines will be unpacked as part of induction for new rowers and revisited annually with returning rowers.

A copy will be displayed on the Club safety notice board.

### 2. **Rowing Considerations for the Kaiapoi & Waimakariri River Rowing Areas**

This document contains information about river users, tide, and weather considerations. A river hazard identification grid and map are included in this document. Rowers should be familiar with the information that is also displayed at the Club. Coaches should regularly refer to and reinforce key messages.

### 3. **Statement for Emergency Crisis Plan**

All members and rowers will have knowledge of the Club's Safety Management Processes and follow the guidelines set out therein.

In the event of an emergency the Head Coach present will control the scene. If the emergency is serious in nature such that it requires the involvement of any emergency services, the Head Coach will liaise with the emergency services attending the incident and will follow the directions of the controlling body. Any communication required with rower's next of kin will follow the direction of the controlling emergency service; i.e. Police.

At the first opportunity the Head Coach will advise the President and the Safety Officer of the incident and the Club's communication protocol will be implemented. All committee members will have access to the contact details of all rowers and members next of kin and a copy will be held in the clubrooms (updated at the beginning of every season). The committee members will liaise with the President/Club Captain as to what is required in relation to any communication with next of kin.

All incidents will be logged via the Club's Incident Reporting protocol, See Item 13. If required Maritime NZ will be notified of the incident.

### 4. **Standard Operating Procedures for Regattas attended away from the Club**

The Travelling Safety Officer will hold a current up to date contact list of all rowers and next of kin.

The Travelling Safety Officer will attend regatta safety briefings as required and will report to the Head Coach.

A First Aid kit will be available at all regattas.

### 5. **Annual Online Membership Registration Form**

An electronic registration form is sent to all rowers at the start of each season. Registration information to be provided includes administrative and contact details, health/ medical information, and emergency contact details.

In returning the form, members (or the parent/guardian of school-aged rowers) acknowledge having read and understood the Club Rowing Safety Guidelines.

Relevant registration information will be accessible to coaches and the committee. See clause 7 of the Club Member Safety Policy for details on confidentiality and information sharing.

**6. Risk Analysis Management System (RAMS) for general water training**

A site specific RAMs will be displayed on the Club safety notice board.

**7. Hazard identification grid and map**

An easy-view map that has hazard areas clearly marked will be displayed in the Club, alongside mitigations outlined in the hazard identification grid.

**8. Emergency Services contact numbers notice**

These will be displayed in the Club.

**9. Coach boat maintenance and repair record**

This record is held by the Club Captain or that person designated with overview of boat maintenance.

**10. Unaccompanied Rowing Log**

Crew composition, skiff taken, departure and return times are to be logged for all unaccompanied rowers. Observations are also recorded.

**11. Club Regatta Safety Plan**

A template is to be kept with this documentation and used to guide planning for Club regattas.

**12. [Rowing New Zealand Safety Resources:](#)**

- Water Safety Code 2016
- Online Rowing Club Safety Responsibility Audit Survey

**13. Incident Reporting**

Incident reporting is an important step in the Club's safety management process. Incident reporting informs good practice so that steps can be taken to ensure similar incidents are not repeated. There is a requirement to report incidents to Maritime New Zealand (MNZ) in some instances and therefore important to notify any incident as soon as possible after it occurs.

An online [On Water Incident Report Form](#) will be used to report all incidents to the Club Safety Officer.

1. Unaccompanied rowers have a responsibility to directly log any incident or near miss using the link. The link is located on the Cure website.
2. Incidents that occur where crews are in a coached session are to be reported by the coach.
3. Incident reporting will be included in induction sessions and seasonal safety briefings for returning rowers, conducted by the Club Safety Officer.
4. The Club Safety Officer, in consultation with the Canterbury Rowing Association, will assess the incident and progress further reporting to Maritime New Zealand (MNZ) as deemed necessary.

See MNZ information on [Reporting](#) and [FAQs about accident reporting](#).