

CURE BOATING CLUB

POLICY AND PROCEDURES

Purpose:

The purpose of this document is to define the:

- Policy for the Cure Boating Club safety management system
- Detail the documents, procedures and other material that will ensure the policy is upheld

Scheduled review date: September 2020

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.

Supporting Documentation and Procedures:

1. Cure Boating Club Rowing Safety Guidelines

Guidelines sent to all Club members at the start of each season. There is an expectation of compliance. A copy is displayed on the Club notice board.

2. Rowing considerations for the Kaiapoi & Waimakariri River Rowing Areas.

Information about river users, tide and weather considerations. A river hazard identification grid and map are included. Rowers should be familiar with this information, 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 in the Incident book held in the clubrooms and 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

An electronic registration form will be sent to all rowers at the start of each season. Registration includes:

- Administrative details
- Health/ medical information
- Emergency contact details
- Acknowledgement of having read and understood the Club Rowing Safety Guidelines

Relevant registration information is accessible to coaches and the committee.

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

To be displayed on the Club notice board.

7. Hazard identification grid and map

To be displayed in the Club.

8. Emergency Services contact numbers notice

To be displayed in the Club.

9. Coach boat maintenance and repair record

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. Maritime New Zealand

- [Reporting](#)
- [FAQs about accident reporting](#)