

ST GEORGES ROWING CLUB Inc



MEMBERS HANDBOOK

September 2011

Index

Introduction	2
History of St Georges Rowing Club	3
Personal Clothing and Equipment	4
The Boats	5
Getting the boat ready	7
Layout of the Boat and Oar	6
Rowing Terminology	9
The Rowing Action	14
The Cox	14
What to wear	15
Getting Ready	17
Who makes the decisions	18
Bow vs Stern Coxed boats	20
Navigating the Boats	22
Safety	28
Coach Boats	28
Rowing Boats	29
Incidents and Reporting	30
Fire	30
St Georges Club Rules	31
The Club House	33

Introduction:

Welcome to St Georges Rowing Club and to the sport of rowing. We trust that you will enjoy the great sport of rowing, which has a long and successful history at all levels, and the camaraderie from being a member of our club.

The club membership is currently made up of the Masters group (founded in 1987) and four secondary schools – Dilworth School, Edgewater College, Glendowie College and MacLeans College. The schools all have a number of boats of their own and all members share the club boats.

The St George colours are red on a white background.

The club exists to cater for all levels of rowing ability and aspiration. While the club enters a number of rowing regattas each year, there is no compulsion to attend regattas. Some Regattas are just for the Masters or School groups and some as St Georges Rowing Club.

The club buildings consist of a large boat shed with showers and toilets and a small kitchen and lounge attached. The lounge area is also where the rowing machines are kept and used.

The club very much relies on its membership volunteering their time to maintain the boats (rowing and coach) and keeping the boat shed and club rooms and facilities neat and tidy.

This members' Handbook contains important information about the club, explanations of the boats and associated equipment as well as safety requirements, including the Maritime Safety requirements.

Enjoy your rowing.

Brian Clarke
President

August 2011

History:

St Georges Rowing club is one of the oldest rowing clubs in Auckland and was established in 1883. The club is named after the initial location of the club at St Georges Bay in Parnell. St Georges Bay no longer exists (although the road is still there) as it was filled in as part of the reclamation for what is now the Strand area of Parnell.

The club has, over the years, had a number of locations as it moved east along Tamaki Drive. In 1894 the club rooms burnt down for the second time and the club moved to Judges Bay. When the main trunk railway was built through Judges Bay in the late 1920s, causing Judges Bay to become land-locked, the club was forced to move to a single story building in Mechanics Bay. In 1949 notice was received from the Auckland Harbour Board to quit the site at Mechanics Bay. A 21 year lease was negotiated with the then Panmure Town Board for the use of some land on the Tamaki River and the decision was made to relocate the club to Panmure. The current club buildings were then removed from Mechanics Bay and rebuilt at the present location on the reserve adjacent to the Panmure wharf on the Tamaki River (in 1949 – 1950).

Clothing and Equipment

The club, especially the Masters, row throughout the year and in many different weather conditions. Suggested clothing and equipment for rowing is:

- Fitting T Shirt
- Fitted Shorts or ¾ pants
- Adjustable hat
- Socks for use in the rowing shoes in the boats
- Reef shoes for carrying the boat to and from the water over mud and stones
- A light second layer
- Spanners size 10mm and 11mm
- Drink Bottle

Layering of clothing is the best rather than bulky items of clothing. The clothing should be loose enough to not restrict your movement, but not too baggy that it gets in the way while rowing. In winter you may require an addition layer or two plus a light parka or jacket.

You also need a water bottle, sun block & sunglasses (wrap around with a polarized lens are definitely better).

You need to store all this equipment in the boat while you are rowing – so don't take too much. Anything you take in the boat has the possibility of getting wet with salt water.

Bring spare clothing to change into after rowing (especially if you get wet and cold out on the water), which can be left in the club rooms. There are showers in the club rooms.

The Boats:

There are two ways that the rowing boats (skiffs) can be rowed; a single oar per rower called sweep rowing or two oars per rower called sculling. The combinations that are used and what they are called are illustrated in the following table.

No. of Rowers	Sweep	Sculling	Comment
1	--	Single	
2	Pair	Double	
4	Four	Quad	Coxed or uncoxed
8	Eight	Octuple	Coxed

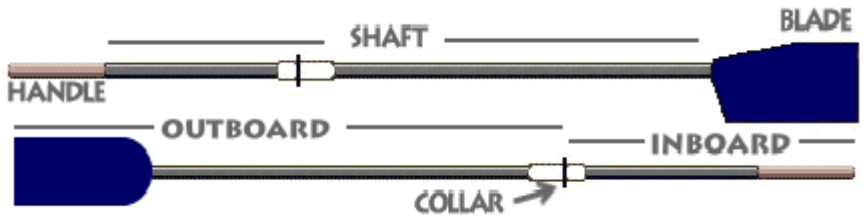
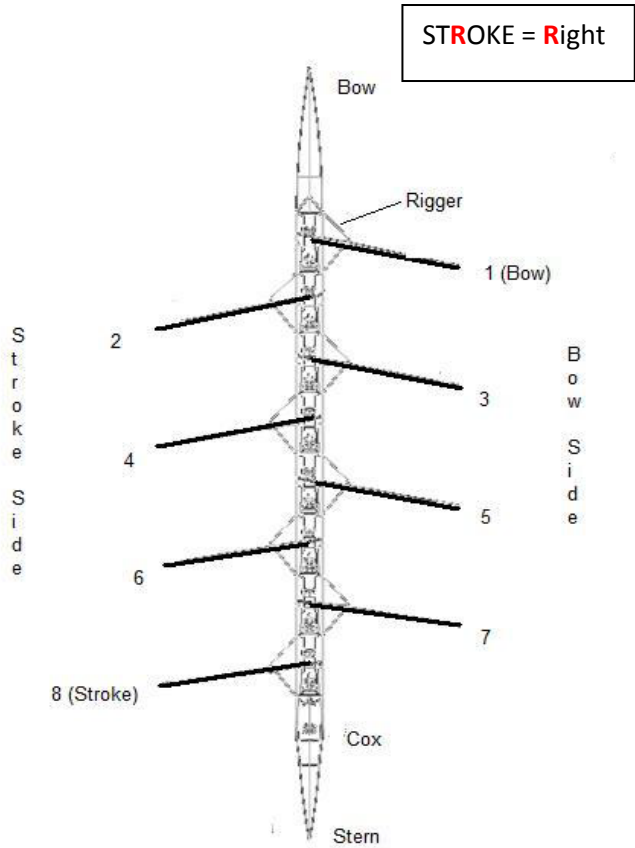
Fours and quads can be either coxed or uncoxed. The coxswain's position can be either at the rear (stern) or the front (bow) of the boat. Eights are always coxed with the cox in the stern. Each of the above are also rowed as a light weight division at schools' level.

The rowers are seated facing the stern of the boat, or facing backwards

Set up of the boat:

The rowing positions in a boat are numbered from the bow (front of the boat) to the stern (rear of the boat). Number One rower in sweep rowing has the oar on the left (port) side of the boat. Thus the rower nearest the stern has their oar on the right (starboard) side of the boat. This rower is referred to as the 'stroke' and is the person who controls the rowing of the boat as the other rowers can see and follow the stroke. The terms 'bow side' and 'stroke side' are then used to define each side of the boat, rather than port and starboard.

Layout of the Boat and Oars:



Getting the boat ready:

The boats are stored upside down on racks in the boat shed. The number of people required to move a boat in and out of the racks and onto the dumps is equal to the number of rowers in the boat, i.e. a four or quad requires four people, an eight requires eight people. The person responsible for controlling the moving of the boat from the rack to the dumps and then to the water (and vice versa) is the person who will be the stroke or is positioned opposite the stroke rigger. This person makes the calls when moving the boat. These are:-

'Hands On'	Hands on the boat and get ready to lift the boat
'Lift'	Lift and remove the boat from the rack or dump
'To Waist'	Move to carrying the boat at waist height
'To Shoulders'	Move to carrying the boat at shoulder height
'Roll towards ...'	Rolling the boat over while carrying high enough to clear the ground. The call also includes the direction that the boat will be rolled.

The boat can be carried either upside down (as it is on the racks) or turned over and carried right side up. Once the boat has been put on the dumps each rower adjusts the foot stretcher for the seat they are rowing in to suit their leg length. At the same time they check that the nuts on the rigger(s) and oarlock(s) for their oar(s) are tight, and the rails on which the seat moves are tight and evenly positioned.

Make sure that the intention of your crew regarding direction and duration of row is logged on the Rowing Intention Board in the club rooms. When all the adjustments have been made to the boat then the call 'Hands On' is made by the stroke and the boat is carried down

to the water. Once the boat is in the water the oars are put into the oarlocks and the gates tightened. No one is to get into the boat until the oars have been locked in place.

The stroke also controls the rowers getting into the boat when it is on the water. The rowers stand on their nominated side, i.e. bow or stroke and in the case of sweep oar rowing opposite their rigger. One side gets in first – for the Tamaki this will depend on the way the boat is facing on the river. Holding their oar(s) firmly to balance the boat, the rowers standing on the river side of the boat get in first. Those on the shore side of the boat will then put one foot in the boat and push off from the shore with their other foot until there is sufficient water under the boat to ensure the skeg and rudder are clear of the bottom. Often the person closest to the bow on that side will get in last.

Once everyone is in the boat then the cox, if there is one, will take over the control and navigation of the boat. If there is no cox then the navigation of the boat is done by the rower in the bow seat and the rowing control is done by the stroke.

The boat is taken a short distance off shore to ensure that there is sufficient clearance under the boat and that the boat is clear of other rowing boats and obstructions (wharf, moored boats, etc) and the crew gets ready to row by being asked to 'Sock Up' whereby they fix their feet into the boat's shoes. If the boat is drifting towards an obstruction it needs to be moved to a safe place before this call is given.

Rowing Terminology

Parts of the boat:

Bow	Front of the boat, with bow ball
Bow side	Starboard or right side of the boat (looking from the stern/to the front). Seat numbers 1, 3, 5 & 7
Stern	Back of the boat
Stroke side	Port or left side of the boat (looking from the stern/to the front). Seat numbers 2, 4, 6 & 8
Slides/Rails	The tracks that the rowing seat runs along
Foot Stretcher	Part of the boat where the shoes are attached and where the rower pushes their feet against to provide the drive
Gunwale	Top edge of the side of the boat
Rigger	The metal frame affixed to the side of the boat that holds the oarlock and provides the fulcrum for the oar.
Gate	Square latch that holds the oar in the oarlock on the end of the rigger and provides the fulcrum.
Blade	Face of the oar that pushes against the water
Collar	The ring on the oar that rests against the gate
Bow Pair	Seat Numbers 1 and 2
Bow Four	Seat Numbers 1,2,3,4
Stroke	Seat Number 2, 4, or 8, depending on the boat.
Stern Four	Seat Numbers 5, 6, 7 & 8

The rowing action terms are:

Stroke	This is the full motion to move the boat through the water and consists of the 'catch', 'drive', 'finish' and 'recovery'.
Catch	The rower is at the front of the slide with the oar square in the water ready to take a stroke
Drive	The legs are pushed against the foot stretcher causing the oar to move through the water and the body is moving along the slide
Finish	When the rower has finished the drive, i.e. at the back of the slide and hands at their chest.
Hands Away	From the finish push the hands and the oar away from the body.
Recovery	When the oar is out of the water and the body is moving back up the slide to the catch position

Getting ready to row the following calls are used:

Sock Up / Set Up (once boat is in the water and rowers seated)
Put on socks, stow water bottles, fix feet into shoes and get ready to row.

Number from bow when ready

Each rower calls out their seat number, in sequence, when they are ready to row, starting from the bow.

To start rowing the following calls are used:

Back of the slide Rowers push back with their legs so their seat is at the bow end (back) of the slide and legs flat

Roll up	Rowers bend their legs and, together, move their seat up to slide towards the stern of the boat.
Blades in the water	Rowers put the blade of their oar in the water with the blade square. The rowers' arms are fully extended and the legs are bent with the shins vertical.
Attention	Get ready to row
Row	Commence rowing by pushing back with the legs in time with the rower in front of you.

The following calls are used while rowing:

Airshot	When the blade of the oar hardly enters or completely misses the water.
Balance	If the boat is leaning more on one side or is rocking from side to side, lift or lower hands to achieve balance.
Backstops	The end of the slide(s) nearest the bow
Check	Turn the oar square (90 degrees) in the water to stop the boat. Can be general or for one side only, eg Check on Bow.
Cox Box	Device that amplifies the cox's voice throughout the boat via speakers
Coxswain (Cox)	Person steering the boat and who also motivates the crew and helps them with their technique and pace.
Crab	When the blade of the oar gets caught in the water and the handle of the oar hits the mid-section of the rower. This can result in the rower getting tossed out of

	the boat. It is caused by the blade not entering the water fully square and when pressure is applied to the blade it digs deeper into the water.
Down on Bow side	The boat is leaning over on Bow side. The rowers have to correct this by raising or lowering their hands. Similarly for stroke side.
Drop Out 1 & 2	Rowers in seats 1 & 2 stop rowing, etc
Easy or Easy Oar Feathering	Stop rowing. On the Recovery the oar is turned so the blade is parallel to the water.
Light check	Turn the oar square in the water to slow the boat.
Light/gentle pressure	Very low power
Power On	Full drive of the legs, i.e. using all the strength in your legs that you can.
Pressure on bow side	Increase effort/pressure on bow side oar. This will cause the boat to turn in the opposite direction. Similarly for the stroke side.
Puddles	A measure of the crew's power and the boat's run. The shape of the puddles and the distance past the bow puddle the boat travels.
Pull round	Full stroke on one side
Pyramid:	Strength/endurance building drill where the cox calls a series of either power strokes (eg 10 On, 10 Off, 20 On, 20 Off) or faster and faster stroke rate
Rate/Stroke rate	The number of strokes per minute

Run	The distance the boat moves during recovery portion of the stroke.
Rushing the slide	Rowers moving back up the slide to the catch position too quickly, i.e. not staying in time with the stroke.
Square Blading	This is an exercise where the boat is rowed without the oars being feathered on the recovery part of the stroke, i.e. the blade stays vertical through all parts of the stroke.
Tapping	All rowers on one side tap to turn the boat around – ‘Tap on Bow’
Ten On	10 strokes at full power. Similarly for 20, 30, etc
Touch	This is a short stroke of the oar using the arms only. It is used to either get/keep the boat in position (at the start of a race) and is done by one (or two rowers) only – e.g. ‘Tap it #1 seat’
Weight or pressure	The amount of effort the rowers are putting into moving their oar through the water
Weight/pressure off	Decrease power
Weight/pressure on	Increase power

The Rowing Action

The rowing action consists of a repeating sequence of moves which propel the boat through the water. These are called the 'catch', 'drive', 'finish' and 'recovery'.

The start position is at the stern of the boat (front of the slide) with legs bent (shins no more than vertical), arms wide out in front and the blade of the oar vertical in the water. This is the 'catch'.

At the command 'Row', push back with the legs (keeping the arms straight) until the heels are down and legs are straight. This is the 'drive'.

Complete the stroke by rocking the torso backwards and pulling the hands/oar to your body, tapping them slightly downwards. This will feather the blade/s as they leave the water. This is the 'finish'. Quickly push the hands away from the body (Hands Away) until arms are straight and rock the body forward. Rotate the wrists (squaring the blades) as the hands pass the knees.

Bend the legs (keeping the arms straight) to roll up the slide back to the start position. This is the 'Recovery'.

While it sounds easy, it needs to be done in a controlled manner without tipping the boat from side to side and in time with the other rowers in the boat. Core strength and flexibility are very important.

The Cox

The cox (if there is one) is responsible for the navigation and control of the boat when it is on the water. Ultimately the coxswain is responsible for the safety of the equipment and crew. Becoming a good navigator will dramatically decrease the likelihood of damage to the boat and crew.

What makes a good coxswain?

The elements that make a good cox are a person who:

- Knows the determinants of boat movement
- Can make quick decisions, especially when under pressure
- Is calm and does not panic
- Has good peripheral vision, i.e. awareness of the surrounding environment, boats, etc.
- Good communication skills so they can relate clearly and concisely with the stroke and crew.
- Can anticipate events and take appropriate action
- Can swim

For coxing on the Tamaki, the cox needs to be very aware of the state of the tide. Is it coming in or out? What is the wind doing? Where are the other boats, etc. See under Navigation Section P22.

What to Wear

Warm weather

Similar to the rowers:

- tee shirt,
- fitted shorts,
- adjustable hat
- sun block
- sunglasses - wrap around/polarized lens are better
- lifejacket - no collar, short length, preferably with reflectors

Cold wet, windy -weather

Unlike rowers when the coxswain gets cold they can't warm up. Coxing in winter or in poor conditions can be miserable if the correct clothing is not worn. It is vital to stay well insulated. Lots of thin layers are better than a few thick layers.

- Thermal layer
- Quick dry long sleeved shirt
- Polar fleece long sleeved shirt (jersey)
- Waterproof and wind proof jacket with hood
- Life jacket
- Long pants
- Waterproof over pants
- Tramping socks
- Gloves
- Warm hat

Tramping clothes are excellent as they are lightweight, warm and quick drying. Remember to allow more time in adverse weather conditions to get ready.

- Sunglasses
- Sun Block
- Head torch / lamp
- Water Bottle
- Cell phone in water proof bag (Optional)

You need to be seen by other crews and boats on the water. To help others see you, both you and the crew should wear bright colours. Grey, white, light blue, pale yellow, brown, black are unsuitable. Remember, red is the St George's colour.

As cox, you will need to carry, in a small bum bag, the following equipment so minor repairs can be made while on the water:

- Spanners
- Crescent
- Small First Aid kit (Plasters, tape, etc)
- Spare nuts and washers

- Head torch / lamp

Getting Ready

The following checks need to be done before the boat goes on the water:

- Get dressed in appropriate clothing for the weather on the day
- Put on a Life Jacket
- Get the cox box
- Check which boat you are coxing
- Assist with getting the oars out for the boat and taken down to the beach/wharf/ramp
- When boat is on the dumps and rowers have adjusted their seats check:
 - Cox box is working by plugging it into the boat
 - Check that the steering is working properly and that a wire(s) is not trapped under a seat clamp.
 - Check to see which way the steering works. Some steering systems cross the wires.
- Check that the Rowing Intention Board has been filled in for your boat.
- While the boat is being carried down to the water, carry the oars down to the boat and hand the correct oar to each crew member.
- Plug in the cox box and check it is working and adjust the sound level
- Check the steering is still running freely by pulling it backwards and forwards.

When instructed by the stroke, get into the boat.

Who makes the decisions?

Once the coxswain is in the boat, they take over from the stroke and take control of the boat. The cox is responsible for navigating the boat while it is on the water. Your number one priority is the safety of the crew, yourself and other boats and users on the water.

The second priority is to steer as straight a course as possible, especially in a race, and to avoid collisions with other boats in the race.

The cox needs to maintain a good rapport with the stroke so the crew gets the most out of the training session or race.

The calls that the cox makes need to be clear, concise and consistent (see above under rowing terminology). Good communication is important so that the appropriate message is given to the appropriate person(s). It is important to keep the calls the same so that the rowers know what is being asked of them, especially where they cannot hear the coxswain properly, or when the rowers are tired as they tend not to listen as well. Rowers may be able to pick up on enough words to work out what the call was, and therefore follow the instructions.

When transitioning from one action to another, the rowers need to be warned of the change, e.g. "in two strokes ..." Then count it "That's one, that's two, this time now". Count it after the blade has gone through the water. "Now" is said when the blade goes in the water.

You should warn the crew if boat wake is going to hit the boat. "Wake oncoming in on Bow/Stroke side ...now"

If the crew's coach is present then they determine what the crew does. However, the cox is still responsible for the navigation.

END OF THE TRAINING SESSION

Getting out of the Boat

- Unplug the Cox box from the loom before getting out of the boat.
- Don't pull the cord to unplug the cox box, instead hold the plug to detach the cox box.
- Ensure that the boat stays balanced while people are getting out of the boat, i.e. not everyone gets out at once.
- The coxswain must get out of the boat before any of the oars are taken out of the boat.

Help Carrying the Boat

Especially at regattas, the coxswain should stand at the end of the boat as the crew carries it. Rowers tend to forget about the end of the boat they can't see, especially when they are tired after a race. If they need help to carry it then they can lift that end of the boat. This helps both sides of the boat equally instead of helping just one side.

Care of the Cox Box

- It should be rinsed off after being used in salt water i.e. in the Tamaki River.
- It should be put back on charge after use (club house)
- The Cox box should be stored in its carry box when not being used (at regattas).
- You may need to get the cox box recharged overnight at regattas.

Rowing boats can have the cox at either the bow or the stern.

BOW COXED BOATS

The advantage of a bow coxed boat is:

- The coxswain's visibility is not impeded by the rowers, so it is easier to see obstacles in front of the boat and to steer a straighter course.

The disadvantages are:

- The coxswain is lying on the inside of the hull and any water in the boat will end up under them. This can be extremely cold in the winter.
- There is a tendency to forget to take into account the width of the oars and therefore a greater risk of hitting something when passing it.
- It can be boring as the crew can't be seen and therefore can't be coached by the coxswain.
- As the cox can't see the crew, he/she cannot see how they are coping with the rowing and make adjustments accordingly.
- It can be very unsettling for some coxswain's to have their body under the deck of the boat, especially if they get claustrophobic.
- It is harder to get out if the boat capsizes.

STERN COXED BOATS

The advantages are that:

- The coxswain is sitting up out of the water, so she/he will stay drier and therefore warmer.
- It is possible to see what the crew is doing and then they can be coached.
- There is better spatial judgement when passing things.
- It is easier for the crew to hear what the cox is saying.

- The cox can communicate with the stroke.
- The coxswain will be thrown clear of the boat if it capsizes.

The disadvantages are that:

- The coxswain cannot see anything directly in front of the boat.
- There is less space to sit in.
- It may not be possible to steer as straight a course compared to a bow coxed boat.

If there is no cox box the crew will struggle to hear the calls from the stroke and/or bow rower.

As a cox becomes more experienced they can assist with the coaching of the crew. This can include running the crew through the various training drills, looking at correcting the rowing techniques of the crew, correcting timing issues, etc.

NAVIGATING



This is a critical function, especially on the Tamaki River where tide and wind can have a significant effect on the boat. The person navigating has to have good peripheral vision. They need to be aware of what is going on around them and react accordingly. A good navigator will dramatically decrease the likelihood of damage to the boat and crew.

As the navigator, it is your job to plot the best course available and to ensure the boat stays on this course. At the same time you must make sure you avoid other boats and objects on the river. When rowing on a river the best and safest course is to follow the channel. The channel is marked by red (port) and green (starboard) markers. The convention for these markers is that when entering a harbour or river channel the starboard (green) markers are on the right (starboard) side of the boat.

Rowing side of boat	Marine term		Colour	Marker Shape
Bow	Starboard	Right	Green	Triangle
Stroke	Port	Left	Red	Square

The rule is to always keep to the right. Therefore, when you are going up the river (towards the motorway) keep right and stay close to the green markers, i.e. the club house side of the river. When you are going down the river, (heading towards Half Moon Bay) then you keep right and stay close to the red markers.

When you can't see the colour of a marker (eg when you are heading into the sun) look at the shape of the marker to indentify it. The Green markers have a Triangle shape and the Red markers are Square - See over.

Port Marker	Starboard Marker
	

The markers can be on a pole (as illustrated) or on a buoy or can be a floating can - square or conical.

It is also important that you 'learn' the river so you have a good feel of where you are on the river at any time.

NOTE: All rowers in the boat have a responsibility to check for other boats and possible collision with boats / objects while on the water.

Design of the Skiff

The rowing skiff is designed to go forwards fast and in a straight line. Depending on the skill of the rowers it can go in reverse but certainly not at speed. It is not designed to go sideways and will only do this if caught by the wind and/or current.

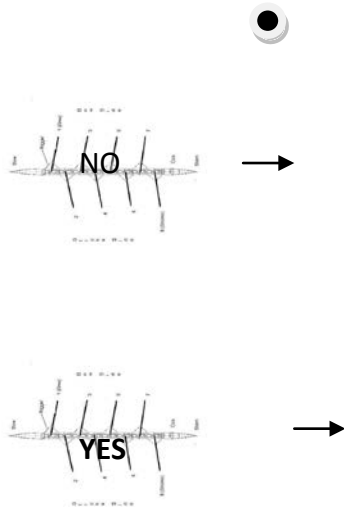
Movement of the Boat

There are a number of the factors that determine the movement of the boat on the water. These all need to be taken into consideration and include:

- Currents
- Wind
- Depth of water
- Obstacles
- Level of knowledge and skill of the rowers
- Rowers' strength
- Rowers' fitness
- Rowers' fatigue
- Size and position of the rudder
- Steering tension/stiffness
- Length of the boat
- Weight of the boat

The major factors when navigating on the Tamaki River are the **tide** and **wind**. Both of these have a significant effect on the boat. The navigator must know what the tide is doing and give themselves 'sea room' when going around another boat or obstruction on the river. For example, if the boat is going around a pole then you need to know if the tide and/or wind is pushing the boat towards or away from the

pole and select the appropriate course – Steer well away from the pole if the tide/wind is pushing the boat towards it.



If wind and tide pushing boat towards pole then keep well away from the pole.

Wind and Tide
↑

General Navigation Rules

- If the boat is heading straight towards something and you're going to hit it **STOP!** Call 'Easy' and, if necessary, 'Check'
- If the boat is drifting sideways and going to hit something DON'T STOP the boat **instead** CHANGE what the rowers are doing to change your course.

Changing the Course of the Boat

The design of rowing skiffs is to go in a straight line and the rudder is small to reduce the drag. Consequently the rudder is not very efficient and it takes a while for the boat to change direction. The person steering the boat needs to anticipate and respond earlier rather than later.

The boat is steered by turning the rudder for small adjustments in the boat's direction and using a combination of the rudder and the rowers for larger adjustments of the direction or if there is no cox by using:

- Pressure up one side
- Pressure down one side
- pressure on/off used in combination
- Check on one side
- Check on one, pull around on the other side
- Check on one side, back on the other side
- Back on one side

The rudder control is a string or wire line which runs from the rudder to the cox position and back to the rudder. Holding a string in each hand, the boat is steered by pulling the string forwards (i.e. towards the bow) with the hand on the side you want the boat to turn to, i.e. if you want to turn to the left (Stroke side) then move the left hand forward. This is the opposite of a motor vehicle. Note: Always check at the start of the row that this is the case as some systems cross the strings over. Some bow coxed boats may have a jockey stick to steer the boat.

Don't Stop the Boat:

- Where you will drift into something e.g. markers and other boats

- Under a bridge
- Where the boat could drift under a bridge / into a wharf, etc.
- In front of a moving boat
- Across the normal direction of travel in the river or racing course
- In the middle of a channel or racing course - go to the side.

Speed

- When leaving the shore remember to "give way" to boats already on the water.
- Don't speed up going around a corner; you don't know what's around it.
- Slow down coming into the shore, never come in at speed. This can be achieved by
 - i. Asking the crew to reduce the pressure and
 - ii. Reducing the number of people rowing

SAFETY

Safety, especially on the water, is of paramount importance. The club follows the safety rules and recommendations of Rowing New Zealand [RNZ] including:

- RNZ – Water Safety Code
- RNZ – Club Safety and Responsibilities and Guidelines
- Maritime Transport Act 1994, in particular Section 65
- Health and Safety in Employment Act 1992
- RNZ and ARA Race Rules
- Auckland Harbour Master By-Laws

The club has a number of safety systems in place.

Coach Boats

A coach boat usually will accompany the rowing boats when they go out on the water. The coach boat will by choice have a driver as well as a coach. All coach boat drivers will have participated in and passed the approved course for coach boat drivers and be approved by the club to drive the coach boats. All personnel riding in a coach boat must wear a life jacket at all times while in the boat. A maximum of four people can ride in the coach boat.

Coach boats are also equipped with the following safety equipment:

- Plastic bin with 8 to 10 yellow PFDs
- Bag containing:
 - Anchor and warp
 - Knife
 - First Aid Kit (Waterproofed)
 - Throw Rope in Bag
 - Whistle
- Pair of Oars and Rowlocks

- Bailer

If the coach boat is going out at dawn or dusk, then the boat must be equipped with lights.

Coach boats are to be checked (using the check sheet in each boat) prior to going out on the water. The motor is to be started (using the water drums) and the controls checked before going on the water. Coach boat drive is to ensure sufficient fuel is carried on the boat for the duration of the rowing session.

Rowing Boats

Before a boat goes out on the water the Rowing Intention Board in the boat house must be filled in the following:

- Boat Name / Type
- Crew Type (Masters, School Name)
- Direction of travel (up or down river) and how far
- Time of Departure
- Estimated time of Return

Normally rowing crews do not wear life jackets as the rowing boat will be accompanied by one or more coach boats. The exception is the cox, who must always wear a life jacket.

If a rowing boat is going out on its own then each crew member must wear a waist life jacket.

If a rowing boat is going out at dawn or dusk, then the boat must be fitted with a white light at the bow. If it is a stern coxed boat then the cox should also wear a white head torch with the light shining to the rear of the boat.

Incidents

If an incident does occur on the water eg the boat gets swamped, the boats flips over and/or some crew get tipped out then it is essential that the crew stays with the boat. **The rowing boat will not sink.** If the boat is swamped then the crew can try to row the boat to the shore and empty the boat. If the boats has flipped over, the crew can try to swim the boat to shore with the tide if that is feasible. If not then wait for help from the coach boat or other users on the river. The river is usually quite busy and a boat in trouble is soon spotted. Inform the rescue boat when it arrives if anyone is missing.

ALL Incidents, whether it be an injury incident or not must be recorded in the club incident book and reported to the Club Captain or Deputy as soon as practicable. The Club Captain or Deputy will then decide if the incident needs to be investigated and/or reported to any authority.

The club has First Aid kits on all coach boats as well as in the club rooms.

Fire:

The club stores petrol for the coach boats in a Dangerous Goods Store. The door to the fuel store is to be kept closed. Extreme care must be taken when handling the fuel cans. Always change the fuel cans in the boats when they are outside.

If a fire does occur, then the alarm is to be raised using either voice [Shout FIRE, FIRE] and/or the air horn located in the lounge. The Fire Evacuation Procedure is the followed. All members are to immediately leave the club rooms and assemble at the Assembly Point in the main carpark between the club house and the Panmure Yacht Club. The most senior member on site becomes the Head Warden.

St George's Rowing Club Rules

Use of Row Boats

No person shall use the St George's row boats unless they are approved by St. George's Rowing Club. No person shall access the boats of another member without their express permission.

It is the duty of all coaches to make sure that their crews observe safe use and follow the river rules. Specific points to note:

- If the club captain, deputy captain or senior coaches judge the river conditions unsafe then no boats are to go out.
- No boat is to be on the river during the official hours of darkness without a visible light.
- All boats must use the right hand side of the river.
- Sufficient level of skill must be achieved to be able to use a boat without a coach. The club captain or senior coaches will supervise rowers until they reach a sufficient level of competence. These rowers will be advised when they are able to row unsupervised.
- Life jackets must be worn by coxswains at all times.
- Life jackets must be worn by crews rowing without a coach or support boat.
- Crew details must be recorded on the notice board before leaving and wiped off upon return.
- All safety measures are in place and operational e.g. navigation light if operating at night.
- Any damage is to be reported to the maintenance manager within 24 hours, phone number on white board in club house.

Stowing, Handling and Carrying of Row Boats

No person shall remove or use a St George's row boat unless trained by or under the supervision of a person approved by St. George's Rowing Club. When removing or replacing boats in rack please ensure that:

- The boat storage area is clear of obstruction.
- Clear instruction is given by one member of the crew e.g. stroke when moving boats into and from racks.
- When removing row boats from top racks, that pedestrians are kept clear and that there are sufficient people to both lift the boat and, if necessary, to pass it down to.
- There must be at least the same number of people carrying the boat as the number it seats (e.g. 8 people for an 8, four people for a quad) with the exception of singles.
- Row boats carried on shoulders must be supported by the hands of each person as well.
- Row boats are clear of dumps when being rolled.
- Row boats when being rolled over are kept up and clear of the ground.
- The correct size of dumps is used for the size of the boat being placed on them.
- Tennis balls are fitted to the gates of all boats before being returned to the racks.

Washing and Cleaning of Club Equipment

- On every Sunday after any use of St George's equipment the last user shall wash

the gear with soapy water and rinse thoroughly before returning to racks.

- After every use of St George's boats and oars/ blades, that plant shall be rinsed thoroughly inside and out before being returned to racks.

Use of Coach Boats

No person shall use a St George's coach boat unless trained by a person approved by St. George's Rowing Club. When using the coach boats please ensure that:

- The driver is certified under the Maritime NZ Chase Boat Safety for Rowing course as required by NZ Rowing.
- All refuelling of coach boats is done outside the building.
- The boat is in a seaworthy condition – steering works, controls for fore and aft power are attached and secure.
- The engine is started first in the water drums, so it will start first time when in the sea.
- Speed is to be limited to that required to coach.
- All safety features are in place and operational - life jackets/floatation devices for rowers being supervised, rope, anchor, paddle, bailer, and navigation light if operating at night
- There is sufficient fuel for the time out.
- Life jackets are worn by all people in the coach boat at all times.
- The boat and motor are cleaned after use.
- All mud is washed off the sand trailer before returning it to the shed.

Handling of the Truck

No person shall use the St George's truck and trailer unless they are approved by St. George's Rowing Club. When using the truck and /or the trailer please ensure that:

- The driver understands and complies with the licensing and road rules for this class of vehicle.
- All warrants and certificates of fitness are current and visible.
- All lights and safety equipment are in place and in working order
- The truck is returned refuelled

NB: It is the driver's responsibility to ensure that the trailer and boats are correctly secured before transporting.

Handling fuel

No person shall enter or remove fuel from this dangerous goods store unless they are trained by a person approved by St. George's Rowing Club.

When accessing the dangerous goods store please ensure that:

- The access way to the dangerous goods store is kept clear at all times.
- Safety equipment is worn at all times.
- All refuelling to be undertaken outside.
- When not accessing fuel the door is to be kept closed at all times

GENERAL REQUIREMENTS:

An elected committee looks after the running of the club. They are all volunteers and any assistance you can give to assist in the smooth running of the club is appreciated.

The Boats:

The boats and oars are to be washed with fresh water each time before they are put away in the racks. The boats are to be washed inside as well as outside.

Regular maintenance sessions are required to keep the boats in good condition. All members are expected to participate in these on a reasonably regular basis.

For regattas, the boats have to be de-rigged (riggers taken off) so the boats can be loaded onto the boat trailer along with the oars, dumps, etc. This is usually done after work on the Thursday prior to the regatta. Members participating in the regatta are expected to assist with this. Members are expected to arrive at the regatta in time to help with unloading the boats and rigging them. Some boats may have to be re-rigged during the regatta, eg changing from a Four to a Quad, etc. At the end of the regatta the boats are de-rigged, loaded onto the trailer and then unloaded when the trailer arrived at the club house.

The Club House:

The cleanliness of the club boat house, lounge and outside area is the responsibility of all members. A cleaning roster is set up on a monthly basis to keep the Kitchen, lounge, toilets and showers clean and tidy. Members are expected to wash their own dishes and to clean up after using the kitchen. Any shortages of toilet paper, soap, cleaning equipment should be noted and reported to the committee.