



DELL QUAY SAILING CLUB

Club Rowing Boat Operating Policy

The following guidance is provided to ensure the safe use of the club's rowing boat and to provide a basis for a consistent approach to terms used and adopted by the club when operating the rowing boat. It should be read in conjunction with other club policies to include but not limited to the Safety on the Water Policy and the Child Protection Policy.

Checking equipment before launching

- No splits in hull or deep scratches penetrating into the foam layer of hull
- Buoyancy Chamber free of water & external bung Securely fitted before launching
- Buoyancy Chamber hatches at Bow and Stern securely fastened
- Internal drain plug fitted and tight
- Oars - Four to be collected from the sail loft. Crews containing novices should use the practice oars.
- Stretchers: One stretcher per thwart should be fitted & adjusted
- Rudder and Tiller assembly: this should be shipped (put into place) and secured with the split
- Bow line: this should be secured to the bow fitting
- Stern line: this should be secured to the stern cleat
- Bailer
- Anchor and warp if operating outside of the harbour
- Fenders
- Spare warp / cordage
- Handheld VHF radio – Before a radio check with the Duty Officer or DQ Patrol Boat if present.
- Small first aid kit
- Survival bag
- If operating outside the harbour a laminated chart and tide timetable for the area of operations and small handheld compass should also be carried
- Always launch from and return to the slipway to the north of the quay.
- Always use the launching trolley provided and return the launching trolley to the quay space before you go out. Do not leave the launching trolley on the gravel or where it could possibly be in the way.

Before Departure

Before going afloat there needs to be a degree of planning and preparation, which then leads to enjoyable and safe boating. A risk assessment (Appendix A) must be completed and handed to the Duty Officer. If no Duty Officer on duty then risk assessment should be left in the race box and will be collected by the next Duty Officer and added to the retained assessments, Prior to coxswains leaving with their crews, it must be ensured that a briefing has taken place, which must include the following:

- A recent weather forecast – consider wind speed and direction, visibility and general weather conditions
- The time of sunset if operating within 3 hours of sunset



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- Tidal information to include the time of HW, LW and the time the tidal ebb will reach 3 metres (the minimum amount of water needed to safely recover the rowing boat).
- Dressed appropriately for weather conditions.
- Buoyancy aid/lifejacket to be worn at all times by the cox and by the crew only if desired or at the discretion of the cox based on weather conditions and plan for outing.
- Any local rules or restrictions on the day
- A full brief of the task or evolution
- Any jetties or landing areas to be used
- Any specific boat traffic operating locally
- Method of communication – signal or radio with an abort signal
- Define the area of operations
- Ensure the anchor is securely fastened to the boat if operating outside of the harbour
- Never stand behind the trailer when on a gradient.

The following information must be recorded on the club noticeboard.

- Time of departure
- Expected time of return
- The area of operations
- Mobile number of coxswain or a member of the crew on club notice board
- The name of the coxswain and crew members

Crew

The crew are named and numbered from forward to aft to identify them.



The crew should all be fit and well - any relevant medical conditions declared to the coxswain before the session. Before they leave the crew should be correctly dressed for the conditions and for safety, including the provision of sun cream, hats, drinks, spare clothing etc... What will be needed will depend on the time to be spent on the water and time of the year.

All should be briefed on appropriate orders and basic safety precautions, including how to right the boat in case of capsize, which is unlikely.

Boarding the boat and making adjustments

The crew should board the boat one at a time under the direction of the coxswain. A preferred method is to step onto a thwart, as close to the centreline as possible, then step down into the



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boat. You should be aware that the boat may tip as you get in, it will however quickly stabilise. Ease of boarding the boat will of course differ according to weather and local circumstances.

Once the crew are in their rowing positions the stretchers should be adjusted to suit the individual, so that they can sit comfortably on the thwart with their feet against the stretcher and their legs roughly 45 degrees to the bottom of the boat.

Coxswain

The coxswain is in charge of the boat and its crew and has responsibility for identifying and correcting faults with the crew and the equipment. The coxswain performs their duties sat aft of the boat facing forward.



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ROWING ORDERS

“READY TO ROW?”

Is the crew ready – footrests, gloves, oars etc. Coxes can ask for a verbal ‘yes’ from each crew.

“OARS OUT”

Push yours out over the water ready to row.

“COME FORWARD”

Lean forward, arms stretched out, blades over the water - ready to take a stroke.

“ROW” or “GO” (ALL; BOW SIDE: STROKE SIDE)

Make-way by rowing in time with the stroke, purposefully and strong ...

“MAKE WAY”

An alternative instruction to start – suggests rowing lighter – if you need to move slowly at first.

“ROW FIRM”

Increase pressure through the stroke to make the boat go faster.

“ROW LIGHT”

Reduce pressure through the stroke to make the boat slow down but keep moving.

“EASY OARS” (ALL; BOW SIDE; STROKE SIDE)

Stop rowing (but keep oars ready to row again when asked). Can also apply to individual or pairs of oars.

“BACK DOWN (ALL; BOW SIDE or STROKE SIDE)

Using the back of the blade to make the boat go backwards; all or just one side if turning around.

“ROW ON” (ALL, BOW SIDE or STROKE SIDE)

After a manoeuvre, instructing rowing forward for the crew.

“HOLD WATER” (ALL, BOW SIDE or STROKE SIDE)

Putting the brakes. Oars in water and hold to stop the boat – can be LIGHT slowing under control or HARD! If an obstruction presents itself.

“BOAT OARS” “TOSS OARS”

Lift oars up to allow them to be laid down in the boat. Can be by individual oar.



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On Return to the Club

The boat should be washed down with fresh water before being stowed and the bung removed.

All oars should be returned to the sail loft and the cover placed on the boat.

The padlock and embedded chains at the end of the black shed must be secured to the boat to prevent theft and the key returned to the key storage.

In the unlikely event that an incident occurred afloat this should be recorded in the accident book or near miss book as appropriate and the Duty Officer informed.

The VHF should be returned to the sail loft and placed on charge.

Any damage or defect **MUST** be reported immediately using the reporting system on the DQSC website.



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Appendix 'A'

DELL QUAY SAILING CLUB CHECK LIST RISK ASSESSMENT

To be used for all DQSC "On the Water Activities" **EXCEPT**- RYA Training and
Youth Training.

**TO BE COMPLETED AND SIGNED BY THE ACTIVITY CO-
ORDINATOR,**

BEFORE ANY "ON-WATER-ACTIVITY" TAKES PLACE

1. **DO NOT BE AFRAID TO ASK THE ADVICE OF** other club members or racers before completing this form if you have any doubts about the prevailing and expected conditions.
2. **ASSESS LOCAL CONDITIONS, AND ALSO CHECK WEATHER FORECASTS etc. (Cambernet / Wind guru /XC weather/ etc).**
3. **DO NOT BE AFRAID TO WARN PARTICIPANTS** of their responsibility to venture out on the water if weather conditions are becoming marginal. They can be reminded to reef sails and also, they can stay safer in the Dell Quay sheltered area.
4. **DO NOT BE AFRAID TO RESTRICT the Activity if conditions are marginal by**
 - a. **Planning** the activity within the Dell Quay sheltered area.
 - b. Consider **altering the start and/ or finish times** of the activity if conditions and forecasts suggest to you that it is necessary.
 - c. **Any other measures** that you consider appropriate at the time.



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DECLARATION

I have completed TODAY the CHECK LIST of risks below and I confirm that conditions and risks were SATISFACTORY TO PROCEED both before, during, and expected at the end of the ACTIVITY. I AM SATISFIED that the ACTIVITY SHOULD TAKE PLACE.

Signature:..... Name..... Date.....
Time.....

In the event of Cancellation I consider in my opinion, that the prevailing conditions on the day for the activity (even if restrictions took place) were UNACCEPTABLEI therefore confirm that ALL "on-water activity" was CANCELLED.

Signature:..... Name..... Date.....
Time.....

THIS CHECK LIST SHOULD BE ATTACHED TO THE ACTIVITY RESULTS AND PLACED IN THE SAIL LOFT AT THE END OF THE ACTIVITY SESSION

CHECK LIST ACTIONS TO BE COMPLETED BY ACTIVITY CO-ORDINATORS

It is the ACTIVITY CO-ORDINATORS RESPONSIBILITY TO FILL IN AND SIGN THIS CHECK LIST BEFORE THE START OF THE ACTIVITY and to REVIEW THE CHECK LIST DURING THE ACTIVITY.

	<i>ACTIVITY CONDITIONS TO BE ASSESSED</i>	<i>COMMENTS</i>	<i>YES to PROCEED?</i>
1	THE WIND STRENGTH RANGE ISknts currently and the forecast isknts.		



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2	Are you SATISFIED that the visibility is acceptable for the area of activity?		
3	Are you SATISFIED that the water is deep enough for patrol boats to operate over the whole area? (Not applicable for Rowing)		
4	Are you SATISFIED that a sufficient number of patrol boats are properly manned and will be on the water at the start, and to the finish of the activity. “Water activities” over a larger area may need additional patrol boat cover - out of sight and down the harbour ?” (Not applicable to Rowing)		



Covid 19 - Precautions

Cleaning of touch points such as boats, oars, tillers etc.

General

1. ____ The Boat and shared equipment should be cleaned/sanitized before and after each use and other surfaces should be wiped down frequently. It is recommended that an anti-bacterial solution is carried in the boat.

2. ____ To wash the boat an ECO friendly detergent mixed with water should be used to wash the boat and its equipment then rinsed with fresh water, touch areas should then be wiped or sprayed with an anti-bacterial solution. If disposable paper towels/roll have been used these should be disposed of appropriately.

Launching/Recovering the boat

Social Distancing should be observed and a face covering should be worn.

Use of Personal Protective Equipment

1. ____ If members use/require gloves when cleaning or using the boat and its equipment they should not be shared.

2. ____ The cox is in close proximity to the stroke of the crew and are sat face to face. For that reason, there is an increased risk of transmission between cox and rower. Therefore, coxes should wear both a face covering and face visor (the visor protects both eyes and keeps the face covering dry) a full-face visor is available with the boat.