



CYGNET ROWING CLUB (FOUNDED 1890)

Affiliated to B.R. & C.S.S.A.

Application for Membership

NAME (in full): _____
 ADDRESS (in full): _____
 _____ Post Code _____

 TELEPHONE HOME: _____ MOBILE _____
 E:MAIL ADDRESS: _____
 DATE OF BIRTH: _____
 OCCUPATION: _____
 PREVIOUS ROWING CLUB: _____
 PROPOSED BY: _____
 SECONDED BY: _____

I hereby make application to be elected Active/Honorary member of Cygnet Rowing Club, and I declare that I am eligible to become a member under the Rules of British Rowing Ltd.

ACTIVE MEMBERS:

- My CSSC membership Number is: _____
 I have applied for CSSC membership and will advise the Hon. Secretary of my membership number.

BRITISH ROWING MEMBERS¹:

My British Rowing membership number: _____
 Number of Rowing Points: _____ Number of Sculling Points: _____

By signing this application, I confirm that:

- I have received a copy of the Cygnet Safety Rules as outlined in the Code of Conduct, and that I have read and understood these rules, also outlined overleaf
- I have paid my subscription fee
- I can swim
- as far as I am aware, I am in a fit state to row²

.....
SIGNATURE

.....
DATE

! Rowing is a strenuous sport - if you are in any doubt about your fitness to row, we recommend you contact your doctor.

EMERGENCY CONTACT NAME _____
 TELEPHONE HOME: _____ MOBILE _____
 RELATIONSHIP: _____

¹ It is Cygnet policy that any member who goes out on the water, whether it is for pleasure or as part of the racing squad has to carry valid membership of British Rowing Ltd.

² If you have a medical condition that requires special assistance from our first aiders, please let the Captain know so that you can discuss these requirements with him and the Club First Aider.

Subs payment received

Date accepted at Management Meeting



CYGNET ROWING CLUB CODE OF CONDUCT

For further information about Cygnet Rowing club, including the constitution, rules, racing, training, safety and social events please check the website at www.cygnet-rc.org.uk and the club notice boards.

CYGNET ROWING CLUB
Civil Service Boathouse, Dukes Meadows, Chiswick, London W4 2SH.
Telephone: 020 8994 0025

1 Introduction

Purpose

We, the Management Committee of Cygnet Rowing Club, are very pleased to welcome you as a member of Cygnet - whether you are a complete newcomer to rowing, someone with experience elsewhere in the rowing fraternity, or one of our existing members extending your years or even decades with the club. Our goal is to provide you with the up-to-date equipment, crew mates, coaching and a framework of advice that will enable you to get the most out of our sport. This Code of Conduct sets out what we expect of you by way of common sense, adult behaviour towards other members, the equipment we provide, and other users of the rivers and lakes we row on, especially our normal home waters, the tidal Thames between Richmond and Putney or beyond (as outlined in the "Rules of Navigation on the Tideway" laid down by the PLA, see the map and guidelines on the notice board).

The code has been compiled in accordance with the Water Safety Code 2003 of British Rowing ("the BR Code") and the example of similar codes at other rowing clubs. If you follow its provisions and those in related, detailed documents prepared under it and displayed in the boathouse, you will get the most out of rowing while minimising the risks inherent in a strenuous water sport by:

- giving priority to the safety of yourself, your crew and other river users
- looking after equipment properly, so that it is available for use and it lasts
- ensuring that membership of this club is a pleasant and rewarding experience.

Status and Effect

We have prepared the Code in friendly accessible language, and do not want to take the pleasure away from rowing by setting restrictive rules. However, boats, oars and training equipment are expensive, and injuries to other people or damage to their equipment could be not only costly but also dangerous to life and limb. Our money is far better spent on additional or improved facilities and equipment than on repairs, increased insurance premiums, or lawyers' fees, court costs and compensation. So a breach of any of the requirements set out in or under the Code could become a formal disciplinary matter.

The Code applies to anyone using the Club's equipment, and to any Club member boating from the Civil Service Boathouse, the Cygnet Bungalow, Emanuel Boathouse, or Dacre (including responsibility for their guests). All clubs have a similar code - they can reasonably expect you to follow its letter and spirit wherever you may be training or competing.

2 Safety

General

Safety is an issue involving everybody in the club irrespective of their activities. Safety consciousness will help to prevent accidents, injuries and damage. Any disregard for the safety of others is inexcusable and a breach of the legal "duty of care" each of us owes to all others affected by our actions or omissions. Any act that endangers others, including interfering with safety equipment, may be an infringement of the law. There are therefore clear moral, legal, and financial obligations, which make due regard to safety essential.

Under the BR Code, the club appoints a Water Safety Adviser and adheres to certain practices to mitigate the inherent risks. The Water Safety Adviser's tasks are to understand the BR Code, to advise the Management Committee on ways of improving our conformity with it, and to promote awareness and safe practices.

He or she is neither the club policeman nor the person on whom responsibility for safety is dumped so that other members can ignore it. It is your responsibility to understand the risks and to apply the necessary best practices so that we can all row, cox, coach or steer without accidents or disruption. If we do not take effective action ourselves, we might find that more restrictive requirements are imposed on us.

The BR Code is displayed prominently on the notice board in the boathouse. You must follow its recommendations. The following points are worthy of particular emphasis:

Risk Assessment

The BR Code requires us to undertake collective and individual risk assessments before each activity. Fast stream, high winds, fog, very high or very low water levels, excessive flotsam, or excessive traffic are common conditions on the Tideway. The club, or the Port of London Authority (the "PLA" or "Harbourmaster") may prohibit certain activities and those prohibitions must be observed.

In addition, do not persist with an outing if one or a combination of the considerations is likely to cause an unacceptable risk. Caution is not only to be preferred, but is essential under such circumstances.

On any particular occasion, the Captain, a committee member, or other senior, experienced member may take a view on whether or not the activity should take place, and, if so, on what terms (for example, boating only with an experienced coxswain).

Personal Assessment: Each individual must consider positively whether he or she is fit, healthy, experienced, or well-clothed enough for the intended activity, taking into account the level of experience of crew mates. The criteria for that assessment will be set out by the Management Committee and displayed prominently in the changing room. If in doubt, do not go out on the water.

Navigation on the Thames Tideway

For extensive instructions and guidelines, refer to the legal "Rules of Navigation on the Tideway" laid down by the PLA, refer to the map and guidelines on the notice board and to the Cygnet Guide to "Steering and Navigation".

You must follow the correct course on whatever river, lake or rowing trench you find yourself. You must not steer, cox, or scull in a club boat until you are familiar with the Tideway rules, and have had a briefing from the Captain or an appropriately experienced club member on the salient features of the river including accident black spots and areas where hazards may arise;

these might include strong winds and currents, shoals, boats with inexperienced crews etc. **An inexperienced coxswain, as well as inexperienced steersmen or scullers, should be accompanied by a launch or one crew member must take responsibility for guidance.**

Other River Users

For specific details of how to steer on the river taking into account other river users, refer to the Cygnet Guide to "Steering and Navigation" document. You must follow the correct course for your own safety and that of other river users.

Have respect for other river users who have an equal right to be there and to enjoy the amenities. Such users include anglers whose lines may be snagged by boats too close to the bank, other rowing craft, sailing boats, pleasure cruisers and small motor boats which are often driven by the inexperienced. Visitors to the Tideway may not know where there is water deep enough for them to navigate.

Remember that the larger boats have a restricted channel of deep water, and may have restricted headroom at certain bridges.

Do not force them into shallower water or under the low parts of arches by thoughtless steering.

Coxswains (coxes)

For extensive instructions and guidelines, refer to the Cygnet Guide to "Steering and Navigation". You must follow the correct course for your own safety and that of other river users.

A coxswain is regarded in any claim, litigation, inquest or criminal prosecution as the "master" of the boat. Therefore, a boat should be steered by a competent coxswain who is familiar with the Cygnet Guide to "Steering and Navigation" issued by the club. An exception may be when a launch is used for coaching as the coxswain can also be under instruction. However, if the launch has to retire owing to a malfunction the coxswain will have to bring the boat back alone. A minimum level of competence should therefore be achieved before a cox goes out in a crew boat. Age and maturity will play a part and judgement should be exercised accordingly when selecting a cox.

Coxswains need authorisation from the Club Captain, another member of the captaincy, or a senior club member before going out on the water unaccompanied.

In any urgent need, the coxswain's instructions immediately override those of any crew member, coach or, if necessary, race official.

Coxes must always wear lifejackets when on the water, without exception. These are kept in the men's changing room within the boathouse. Coxes should know how to don, adjust and operate the lifejacket. Young coxes may not know or forget. They should demonstrate their knowledge occasionally and ensure the inflation toggle is accessible - groping feverishly when it is needed is too late.

Capsizing Drill

There is a risk of capsizing even for the most experienced oarsmen, and knowledge of the remedial steps is essential.

In the event of the boat capsizing or sinking, individuals should first free themselves and then ensure the safety of crewmates. A "buddy system" should be adopted, whereby each pair in the boat (e.g. bow and 2) ensures that one another is safe. Stern pair and Cox should be responsible for one another. The crew should then "number off" as when adjusting, starting with bow and including the Cox, to ensure everyone is safe. Where possible, individuals should remain with the boat, both to make use of its buoyancy and to aid location.

The crew should normally hold on to the boat and await a rescue boat, or try to swim the boat to part of the shore where a landing is safe and practicable.

Boat Log

A whiteboard is positioned within the boatshop on which the details of each boat must be entered when that boat goes afloat on the water, whether launch, crew-boat or single scull. The driver of the launch, the stroke of a crew boat, or the sculler as appropriate, shall ensure that this is done.

When going out in the launch, a coxed four or eight, please fill in the number of the life jacket when entering the boat details.

After the outing the return of the craft has to be indicated by the person who made the entry. This is an important precaution, which must be observed. At this time, use the comments box for damages done to the boat, or if the life jacket is not in good order or has been inflated.

Emergency Stop

All crews should regularly practice the emergency stop so that it is applied effectively when it is needed. If all members of an VIII do the same thing, the boat can be stopped within its own length from racing speed; if they do not, embarrassing chaos will ensue.

Pollution

Risks of contact with river water include Weil's disease and the effects of green algae. Anybody falling into the river or having prolonged contact with the water should wash or shower thoroughly, immediately afterwards. Green algae can cause skin irritations. Weil's disease can show "flu-like symptoms some time later, which can be the precursor to serious organ damage. Take medical advice if such symptoms occur.

Rowing in the Dark

Under general circumstances, rowing after sunset (or before sunrise) shall not take place. Potentially, rowing in the dark is hazardous and the Amateur Rowing Association believes that it should not be encouraged. However, under special circumstances, and with the Captain's personal consent on each and every occasion rowing in the dark is allowed, as long as the crew strictly adheres to the Cygnet "Rowing in the Dark" guidelines, to reduce the risks to an acceptable level. These guidelines are displayed in the changing rooms.

3 Club Equipment

The allocation of club boats to the various activities, crews, squads etc. is the responsibility of the Captain, or the senior Club officer present. Do not use equipment without the express authority of the Captain or his nominee. For specific details, see the Cygnet "Use of Club Equipment" document. In general coaches will be aware of which boats are available for use by their respective squad or crews. Where boats have to be shared, coaches will arrange mutually convenient schedules. Any conflict will be resolved by the Captain.

Some private equipment is available for club use. Again, such equipment may only be used with the express agreement of the owner, which the Captain will obtain.

Please treat all equipment with respect (e.g. boats, trailers, blades, launch, tools etc.)

Always check a boat before leaving the boathouse and again before leaving the landing stage. Ensure that there is no damage to the hull, that the bow-ball and heel restraints are in place, that stretchers are properly and symmetrically secured in their slots, that nuts are tight and there is no damage to fittings such as rudder controls. Having bits of the boat drop off midstream can be a nuisance as well as hazardous. **At the end of the outing, undo the hatches where fitted to enable the boat to dry out.**

IF YOU TAKE SOMETHING OUT MAKE IT YOUR RESPONSIBILITY TO ENSURE THAT IT IS PUT AWAY AGAIN.

It happens repeatedly that those who are at the boathouse at the end of a session and are closing up are left with the task of clearing up. This includes putting away odd treasures and the hose but also the launch, forgotten blades, seats etc. which have been overlooked by crew members.

4 Damage & Accidents

WITHOUT EXCEPTION, ALL INCIDENTS ON THE RIVER, ACCIDENTS, NEAR MISSES AND INCIDENTS OF DAMAGE TO EQUIPMENT MUST BE REPORTED IN THE INCIDENT REPORT BOOK BY THE NOTICE BOARD.

For incidents on the water the stroke of the crew involved must ensure entry of the details in the incident report book. Other incidents must be reported by those involved. All entries should be made on the day of the incident.

Reporting is particularly important since at intervals the committee must consider the incidents that have occurred and introduce any remedial measures that are necessary. Failure to keep proper records will prevent the committee from acting appropriately. In some circumstances this might be construed as negligence and might give rise to serious consequences for the club. The maintenance of such records is also a requirement of the ARA.

Worn or damaged equipment will only deteriorate further if not repaired. This applies particularly to equipment that is still serviceable to some extent (e.g. inadequately secured stretchers, slack or frayed rudder lines etc.). By reporting such damage equipment can be repaired and returned to service quickly with benefits for all.

In general do not attempt to repair something yourself unless you are sure you are competent to do so, and you have the necessary tools and materials. Damage so repaired must still be reported. Makeshift repairs should be avoided. In particular major repairs, such as serious structural defects (e.g. broken shoulder) or hull penetrations (with the possible exception of pinholes), should be left for repair by experts. Generally speaking, repair costs are borne by the Club. However, if damage to or loss of any equipment was caused primarily by ignorance or stupidity, the Club may request (part of) the cost to be subsidised by the person(s) responsible.

5 Coaching

Coaches carry responsibilities for those in their care and coaching should not be undertaken without awareness of the extent and nature of these responsibilities. The club encourages those with sufficient experience to pass on their knowledge to other members of the club but this must be done appropriately. Begin by speaking to the Captain who will advise you. The BR runs courses in coaching and, again, you are encouraged to undertake such courses.

Those driving the coaching launch must have prior authorization from the Captain. The launch may be used for rowing related purposes only. All those in the launch will each wear a lifejacket, or buoyancy aid, without exception. The launch must be adequately equipped on the river in accordance with the BR Water Safety Code and recommendations. Equipment carried must include:

- Anchor and line
- First Aid kit (including thermal blankets)
- Sound signalling device
- Throwing rope
- Paddle
- Lifebuoy or similar device

Lifejackets are available in the men's changing room in the boathouse. Drive responsibly, keeping a good lookout.

DO NOT FILL TANKS OR TRANSFER FUEL WITHIN THE CONFINES OF THE BOATHOUSE, INCLUDING THE SURFACE IMMEDIATELY IN FRONT OF THE BOATHOUSE DOORS. THE FIRE RISK IS FAR TOO GREAT AND FUEL SPILLAGES CAN AFFECT WATER PROOFING.

6 Subscriptions

Members are not permitted to use **any** club equipment until they have paid their annual subscription or have agreed terms with the treasurer to do so.

7 Boat Transport

The transport of boats and equipment by trailer or on car roof racks is potentially hazardous. Some rowing clubs have suffered serious accidents, which have involved uninsured loss of equipment, injury and even fatalities in trailer accidents. The following applies as a minimum to trailing of boat club equipment.

_ Only approved drivers with appropriate experience and with the prior consent of the Captain may transport club boats.

_ A copy of the BR document "Trailer Towing" is attached to the notice board and all drivers must be familiar with its contents.

Spare copies are available in the Cygnet Regatta binder.

_ The towing vehicle must have suitable third party insurance, which the driver must ensure is in place.

_ The club expects crews whose equipment is being transported to ensure such equipment is stowed and secured on the trailer in a manner acceptable to the towing driver.

_ The towing driver is legally responsible for the safety of the equipment towed and must check that everything is securely fastened in accordance with good practice and conforms to all legal requirements. This will include that all lights are in working order, the loads are correctly distributed to produce the correct DOWNWARD pressure on the towing vehicle, and that projections beyond the trailer are adequately marked, especially at night.

8 Race Entries

All race entries will be handled by the Captain or his nominee. Entries must be submitted with correct details including BR numbers and the appropriate fee. NO FEE, NO ENTRY.