

Safety Management Plan

Brisbane and GPS Rowing Club



**98-108 Hill End Terrace,
(The river end of Forbes Street)
PO Box 5246,
West End.
Brisbane, Queensland, 4101**

(UBD Directory - Page 21 F 17)

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Table of Contents

1.0	Scope.....	4
2.0	Definitions.....	4
3.0	Acknowledgements.....	4
4.0	Introduction	4
5.0	Governance.....	6
6.0	Overview of Safety Management Plan.....	6
7.0	Brisbane and GPS Rowing Club Details	6
7.1.	Observance and Review	7
8.0	Marine Act and Regulations	8
8.1.	Exemption from wearing of Personal Flotation Device (PFD) while rowing.....	8
8.2.	Lights and Signaling Devices	8
9.0	Responsibilities for Safe Rowing	8
9.1.	Rowing Queensland's Responsibilities	9
9.2.	Brisbane and GPS Rowing Club's Responsibilities.....	9
9.3.	Regatta Hosts/Organisers Responsibilities	10
9.4.	Individual Participant's and Parent's or Guardian's Responsibilities	10
10.0	Safety Officer	10
10.1.	Safety Officer Checklist.....	10
10.2.	Safety Briefings.....	11
10.3.	RQ Safety Advisor	11
10.4.	Breaches of SMP	11
11.0	Safety Audit	12
11.1.	Safety Audit Form	12
11.2.	RQ Inspections	12
12.0	Risk Assessment.....	12
12.1.	What is Risk Assessment?.....	12
12.2.	Risk Assessor	13
12.3.	Risk Assessment for a Rowing Activity	13
12.3.1.	History – Brisbane and GPS Rowing Club Rowing Program Incident Log Book.....	13
	Environmental Considerations	14
	Access to Water Considerations	14
	Visibility Consideration	14
	Damaged equipment Is a hazard to everyone, the user in the first instance and to those around who may be affected by it or who have been forced into a dangerous rescue.	14
12.4.	The Participants	14
12.4.1.	Assessing Prior to Rowing	14
13.0	Safety Resources	15
13.1.	Safety Aids and Rescue Devices	15
13.2.	Personal Flotation Device (PFD).....	15
13.2.1.	Lifejacket	15
13.2.2.	Buoyancy Aid.....	15
13.3.	First Aid Kit.....	16
13.4.	Emergency Services Information	16
13.5.	Map/Signboard of Local Waterways Plan	16
13.6.	Emergency Plan.....	17
13.7.	Risk Assessment Advisory Board	17
13.8.	Visual Aids on Safe Practice	17
14.0	Boats and Equipment	17
14.1.	Boat Buoyancy	17
14.2.	Boat Equipment	18
14.2.1.	Bow Balls	18
14.2.2.	Fitted Shoes	18
14.2.3.	Oar & Scull Buttons	18
14.2.4.	Lights in Poor Visibility	18
14.3.	Boat and Equipment Usage – Checklist.....	18
14.4.	Boat and Equipment – Storage	19
14.5.	Boat and Equipment Usage – Maintenance.....	19
14.6.	Boat and Equipment – Transportation	19



15.0	Incident Reporting	19
15.1.	When Incidents Occur	19
15.2.	Content of Reports	20
15.3.	If First Aid is Rendered	20
16.0	Competency	20
16.1.	Competency Assessor	21
16.2.	Physical Condition & Medical Considerations	21
16.3.	Participants, Parents and Guardians	21
16.3.1.	Participation Declaration/Agreement	21
16.3.2.	Single Scull Participants	21
16.3.3.	Supervision and Rescue Support	21
16.4.	Coxswains	22
16.4.1.	Steering the Boat	22
16.4.2.	Communication	22
16.5.	Coaches	22
16.5.1.	Coaching Equipment Requirements	22
16.5.2.	Coaching from a Boat	23
16.6.	Trailer Drivers	23
17.0	Safety at Regattas and other Organised Water Activities	23
17.1.	Medical Requirements	23
17.2.	Regatta Safety Officer	23
17.3.	Regatta Consultation	23
17.3.1.	Medical Officer	24
17.3.2.	Rescue	24
17.3.3.	Regatta Course	24
17.3.4.	Suspending Racing	24
18.0	Navigation, Sounds and Signals	24
18.1.	Sound Signals	24
19.0	Rescue Boats and Drivers	25
19.1.	Rescue Boat Drivers	25
19.1.1.	Communications	25
19.1.2.	Boat Handling Skills	25
19.2.	Rescue Boats	26
19.3.	Boat and Driver Checklist	26
19.3.1.	Before going afloat check:	26
19.3.2.	When afloat:	26
19.4.	Recovering Rowers from Water	26
20.0	Appendices	27



1.0 Scope

This Safety Management Plan (SMP) applies to Brisbane and GPS Rowing Club's Rowing Program and it is expected that the Safety Officer, all program staff, coaches and participants will be familiar with the SMP.

Under the overarching direction of Rowing Queensland it is Brisbane and GPS Rowing and its members' responsibility to establish and maintain safety systems and to continually improve the management of hazards and safety issues.

This SMP is to be used in concert with the waterway authority requirements such as Marine Safety Queensland, Local Government laws, Water Police and Harbour Masters.

2.0 Definitions

"RQ"	Rowing Queensland Inc.
"RA"	Rowing Australia Ltd
"MSQ"	Marine Safety Queensland
"FISA"	Fédération International des Sociétés d'Aviron (or International Rowing Federation)
"Rowing"	sweep and sculling. Where either sweep or sculling is specifically mentioned, the point of reference will be exclusive to that rowing type/discipline.
"SMP"	Safety Management Plan

3.0 Acknowledgements

Brisbane and GPS Rowing Club acknowledges use of the template developed by Rowing Queensland on behalf its affiliated Clubs, Schools, Associations, Colleges or Universities and any Regatta Organising Committee of a regatta approved by RQ (CSAR) to assist in the creation of this Safety Management Plans specific to its operations, location, waterways and general environment.

Brisbane and GPS Rowing Club also acknowledges the role of Rowing Queensland in establishing formal Safety Management Plans.

RQ acknowledges the FISA document 'Minimum guidelines for the safe practice of rowing' as the basis for this SMP. For details visit FISA's website (www.worldrowing.com).

4.0 Introduction

The Brisbane & GPS Rowing Club traces its origins back to 1885, when the Brisbane River was the transport hub for the fledgling capital. As the name implies the club is an amalgamation of two clubs, both of which have had long and proud histories in the sport - the Brisbane Rowing Club and the GPS Old Boys Rowing Club.



The Brisbane Rowing Club was founded as the Breakfast Creek Rowing Club in 1885; the GPS Old Boys Rowing Club was founded in 1925. The two clubs merged in 1947 amid the consequences of World War II. The Brisbane Rowing Club emerged from the war years with its membership depleted. The GPS boatshed had been commandeered by the US Navy and the club had dispersed its fleet during the hiatus. However, GPS retained a strong membership base and turned to Brisbane with a boatshed and good fleet but down on members to merge.

The club has rowed out of a number of facilities over the years. In the early 1970's following the devastating 1972 flood the Club acquired use of an old house on the riverbank at West End as a temporary base, boating from a sandy beach at the foot of a backyard that opened onto the Toowong reach of the river. The property became the site for the present boatshed that was opened in 1977.

Over the three and a half decades following the disruption caused by fire and floods, the club continued to develop competitive crews at the highest level, winning a series of national championships and producing international representatives who have in turn won world championships. The Club caters for a full cross section of rowing activity from learn to row through recreational rowing, competitive masters to the high performance crews which have established the Club's reputation on the Australian scene.

The club's activities are focused out of its boathouse in West End with direct access onto the Milton reach of the Brisbane River. Rowing largely occurs on the Milton, Toowong, St Lucia and Yeronga reaches of the river, all recognized as busy reaches of the river shared in part by commercial ferry traffic (City Cats) recreational power boats, sailing boat, canoes and seventeen registered rowing clubs. To ensure the continued safe enjoyment of the sport Brisbane and GPS rowers are required to exercise the highest operational standards of safety and courtesy when on the water and around the shed

Rowing in Queensland is co-ordinated by Rowing Queensland. Which has a proud history dating back to the 1800's. It is the peak body for the administration of rowing activities in Queensland and conducts, encourages, promotes, advances, controls and administers rowing activities throughout the State via a number of distinct functions, including:

- Administering the rules of rowing
- Registering members
- Educating and developing athletes, Coaches and Boat Race Officials
- Administering the sport's funding
- Representing Queensland Rowing at the national level and with Government
- Conducting and coordinating rowing competition
- Formulating and implementing policies and programs
- Acquiring and managing sponsorship

Over time RQ and its member clubs have developed in such a manner that they have either formally or informally assessed the local risks involved in their activities and have evolved rules and safeguards in an attempt to reduce or eliminate these risks. Generally this has worked well.

However the growth of the sport, which is not risk free, greater usage of waterways by other users, government regulation and community expectations have led to the need for a more formal approach to safety in the sport.



To deal with these changes, RQ has requested Rowing Clubs to develop SMPs with consideration to their local surroundings. The SMP considers the following in its design:

- Boats and oars are well-maintained and buoyant;
- Training and racing traffic patterns are established and documented;

5.0 Governance

RQ is recognised as the peak body for the administration and management of rowing throughout Queensland. As the peak body RQ undertakes the liaison role with other peak bodies such as Maritime Safety Queensland, Queensland Transport, Brisbane City Council etc. This liaison is undertaken to represent the interests of the members of RQ (that being all affiliated clubs, schools, associations, regatta committees, individuals).

In the role as the peak body, RQ approves policy that governs the operations of the sport. These policies work in concert with any legislative requirements for the activities of RQ and its members.

6.0 Overview of Safety Management Plan

Following is a step by steps summary of what Brisbane and GPS Rowing Club has done to do to comply with this Safety Management Plan (SMP). The details of each step are contained through this document.

1. Appoint a Safety Officer (**page 11**)
2. Conduct a Safety Audit of operations, facilities & equipment (**page 13**)
3. Conduct a Risk Assessment of the Brisbane and GPS Rowing Club Rowing Program operations and environment (**appendix 2**)
4. Comply with the requirements of this document.
5. Complete pages 7 and 8 of this template which outlines the operation, environment and requirements
6. Ensure members are affiliated and registered

7.0 Brisbane and GPS Rowing Club Details

Nothing in these notes shall in any way limit the individual's responsibility for the outcome of their own actions.

Brisbane and GPS Rowing Club is committed to fulfilling the requirements of RQ's SMP and having it endorsed by Rowing Queensland, this will become the Brisbane and GPS Rowing Club Rowing Safety Management Plan.

This SMP demonstrates how Brisbane and GPS Rowing Club is complying with the regulatory requirements and/or the conditions of any exemption that have been granted.



7.1. Observance and Review

Brisbane and GPS Rowing Club's SMP is to be provided to all members and is to be displayed at all times prominently at the boathouse and include details of such things as local risk/hazards as identified by the risk assessment convened by the Brisbane and GPS Rowing Club Committee.

Brisbane and GPS Rowing Club will review and update this SMP on a regular basis or where required.

Brisbane and GPS Rowing Club Inc.

Address: 98-108 Hill End Terrace, Brisbane, Queensland 4101

Post: PO Box 5246 West End, QLD 4101

e-mail: admin@brisbanegpsrowing.com.au

web: www.brisbanegpsrowing.com.au

Brisbane and GPS Rowing Club Inc. Rowing Program Safety Officer: Dr Gregory Cash ph 0439 838 448

Vision statement:

The Vision for Brisbane & GPS Rowing Club is: "To support the participation of recreational and competitive rowers of all levels through a professional and sustainable organisation that nurtures volunteers and develops a sense of community on and off the Water."

Boathouse Details: as above

Training Waterway Details:

Name: Brisbane River

Description (i.e. open spans, tidal): The Brisbane River is a tidal river running through the suburbs and CBD of Brisbane.

List hazards as identified by the safety audit and risk assessment process as being "significant" and "high" risk (refer to appendix 2).

- Citycat traffic and City Cat pontoons including demarcation zones
- Tidal flows
- Fog
- Powered pleasure craft
- Canoes
- Other rowing craft
- Rower's coaching craft
- Pontoons protruding into the river
- Tight bends
- Moored water craft
- Submerged and semi-submerged rocks



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- Flotsam in the river following rain
 - Boat handling onto and off racking especially high racks
 - Tripping and falling within the Boatshed and on the pontoon
 - Handling rolling trolleys
 - Lifting and placing boats of and onto the water

The following form part of this Safety Management Plan:

- Completed Safety Audit
- Completed Risk Assessment
- Copy of Incident Report Form
- Copy of Membership Application Form
- Copy of Membership Declaration and Participation Agreement
- Copy of Map waterway/s which details navigation requirements, turning zones, stopping zones, hazards etc.
- Copy of Boat Usage Log Book

8.0 Marine Act and Regulations

This section briefly outlines the Maritime Safety Queensland Act and Regulations 2002 and the Transport Operations (Marine Safety) Act and Regulation 2004 and the *Transport Operations (Marine Safety—Recreational Ships Miscellaneous Equipment) Standard 2006* that relates to the use of Personal Flotation Devices (PFD) and safety equipment required in rowing shells and coaching tinnies. Refer to www.msg.qld.gov.au for specifications.

For the purpose of the following regulations “**Formal Training or Competition**” means training or competition conducted under the direction of an incorporated club, organisation or association that is affiliated with the respective peak body where supervision of participants and appropriate rescue services are provided, or under a Safety Management Plan.

8.1. Exemption from wearing of Personal Flotation Device (PFD) while rowing

If the boat has positive flotation, and grab handles, lines or a secure hold for each person onboard, a lifejacket is not required to be worn in a river, creek or stream, or waters contained within breakwaters or revetments.

All coaching craft will carry one portable flotation device for each passenger.

8.2. Lights and Signaling Devices

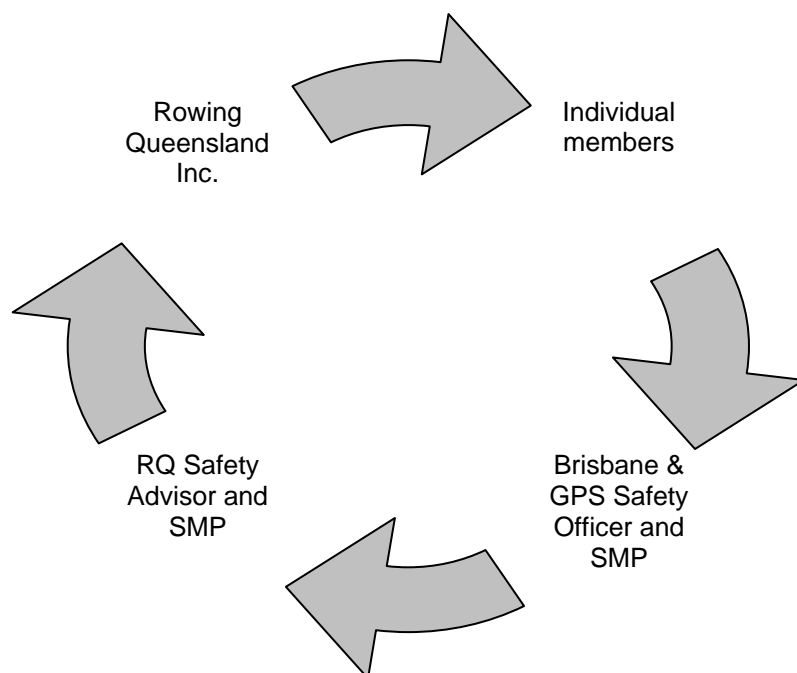
In addition to navigation lights a Signaling device for example a torch, or fluorescent light, or lantern or cyalume stick is required to be carried in all rowing shells and coaching tinnies when operating between sunset and sunrise.

9.0 Responsibilities for Safe Rowing

All involved in rowing activities, whether that be on or off the water, has a responsibility for safe rowing. This section outlines the following:

- Brisbane and GPS Rowing Club responsibilities
- RQ responsibilities

- Regatta Hosts/Organiser's responsibilities
- Individual Club Members responsibilities



9.1. Rowing Queensland's Responsibilities

RQ has a responsibility to its members to operate in accordance with the regulatory obligations and in doing so it will:

- Maintain liaison with the various regulatory authorities relevant to this SMP.
- Provide guidance and rules to promote a safe environment for rowing.
- Monitor incidents and accidents to track trends, dangerous situations and practices.
- Provide advice and rule reviews based upon its findings.
- Educate its membership to provide a safe environment.
- Assist clubs/schools to assess risk and audit their compliance with this SMP.

9.2. Brisbane and GPS Rowing Club's Responsibilities

Brisbane and GPS Rowing Club has a responsibility under this SMP to provide for the safety of their students/competitors and ensure that they comply with the laws and regulations that govern the safe operation of vessels in Queensland, and in doing so:

- Assess and reduce the risks involved in their activities to their members, participants, other water users and the general public.
- Provide safe premises and equipment (including vehicles and trailers), for their activities on both water and land.
- Actively implement the SMP and the Rules of RQ.
- Provide their members with guidance and training in safe practices.
- Review their practices and advice to members in the light of their experience and guidance and that from RQ.



9.3. Regatta Hosts/Organisers Responsibilities

Regatta/event hosts/organisers have a responsibility under this SMP to provide for the safety of competitors in their regatta and ensure that they comply with the laws and regulations that govern the safe operation of vessels in Queensland, and in doing so:

- Assess and reduce the risks involved in their activities - to their participants, other water users and to the general public.
- Actively implement the SMP and the RQ Rules.
- Review their practices and advice to members in the light of their experience and guidance and that from RQ.

9.4. Individual Participant's and Parent's or Guardian's Responsibilities

Individual Participants have a responsibility to:-

- Act in a manner that will not compromise the safety of themselves, Club members, other water users and the general public.
- Assess risks and base their decisions on such assessments.
- Actively respond to Brisbane and GPS Rowing Club's SMP.
- Inform the safety officer, coaches and other crew/Club members of any medical condition that may present a risk to themselves and/or their crew.
- In the case of juniors – parents have a duty to advise those in charge of any condition or circumstance that may impact on the safety of the junior or any club members

10.0 Safety Officer

Brisbane and GPS Rowing Club Rowing Program is required to comply with its SMP, and will review safety procedures on a continuing basis and will have the requirements of the SMP as an agenda for its meetings. Dr. Gregory Cash has been appointed as its Safety Officer.

The Rowing Program Safety Officer's primary responsibility is to advise participants of the requirements of their SMP and to observe, facilitate compliance with and implement these requirements. The Safety Officer shall advise Brisbane and GPS Rowing Club committee on matters relating to safe conduct on and around the water and the committee should consider any recommendations provided by the Rowing Program Safety Officer.

Disciplinary action will be taken in respect of any breach.

10.1. Safety Officer Checklist

Following is a checklist of the duties to be undertaken by Brisbane and GPS Rowing Club Rowing Program Safety Officer:

- Be fully conversant with the Brisbane and GPS Rowing Club Rowing Program SMP
- Conduct a safety audit (annually as a minimum) of the Brisbane and GPS Rowing Club facilities, equipment and operation, towing of boats etc using the standard audit form (**appendix 1**)



-
- Assess the risks to Brisbane and GPS Rowing Club Rowing Program both on and off the water in accordance with the SMP (**appendix 2**)
 - Implement recommendations of the risk assessment in accordance with the Brisbane and GPS Rowing Club Rowing Program SMP.
 - Maintain an incident log and complete incident forms (**appendix 5**).
 - Maintain a display of safety information prominently at the boathouse.
 - Report to the Club committee on day-to-day safety issues together with the results of a risk assessment and safety audit.
 - Develop contacts with local river users group, or similar body, to assist in understanding and resolving areas of conflict between users.
 - Establish and maintain contact with the RQ Safety Adviser.
 - Take due regard of any advice or direction provided by any relevant water authority relating to local water or weather conditions and amend risk assessments and safety plans accordingly.
 - Exercise authority, in conjunction with the Director of Rowing to suspend boating activities where the conditions are seen to be unsafe.
 - Regattas hosts are required to make available to participants safety arrangements details and medical cover of the event they are conducting.

10.2. Safety Briefings

The Safety Officer shall conduct regular safety briefings (e.g. at the commencement of the rowing season and before regattas and at the conclusion of the Rowing season) and shall ensure that new participants and coaches receive this information prior to commencing on-water activities.

10.3. RQ Safety Advisor

RQ's Safety Advisor is responsible for reviewing the SMP and for monitoring its observance. Breaches of the SMP, or unsafe practices which may bring the sport into disrepute, are to be referred to Brisbane and GPS' Safety Officer for correction and failing correction in a reasonable time period RQ's Safety Advisor to recommend appropriate sanctions, or in turn referred to the RQ CEO and/or Board.

In addition to filing accident and damage logs by the Safety Officer in point 5.8 of the SMP, Brisbane and GPS Rowing Club Rowing Program or its Safety Officer and Medical Advisers are encouraged to raise with the RQ Safety Advisor any other material water safety issues.

10.4. Breaches of SMP

Breaches of the SMP are to be identified and advised to offenders:

- first instance verbally
- if no immediate corrective action is taken then in writing and specify a period for correction.

Brisbane and GPS Rowing Club maintains its own disciplinary procedures for repeated infringements of the SMP.



Penalties may be imposed, either after a hearing by the RQ Safety Advisor and CEO or, after appeal, by the RQ Board. These penalties will be outlined in the RQ Rules where appropriate.

11.0 Safety Audit

An audit to check Brisbane and GPS Rowing Club Rowing Program's level of safety in its operations, facilities, equipment etc. must be undertaken at least once a year by the Safety Officer in conjunction with a risk assessment (**appendix 1**) of the Brisbane and GPS Rowing Club Rowing Program's activities. The results and recommendations arising from an audit should be presented to the Club Committee.

Where necessary, amendments must be made to the program's SMP resulting from recommendation arising from the safety audit. These amendments should be minuted with completion dates recommended and tracked until completed.

11.1. Safety Audit Form

The safety audit form provides a simple means of checking to what degree the requirements of the SMP are being observed and determines how the risks identified in the risk assessment have been addressed. Contact the RQ Safety Adviser where clarification or advice on reducing particular risks is needed.

Safety Audit Forms are available for "self-audits" in this SMP template (**appendix 1**). Additions to the audit form can be made to meet specific issues.

11.2. RQ Inspections

Inspection of Brisbane and GPS Rowing Club Rowing Program operations, equipment, facilities etc. may be made from time to time by a representative of RQ who shall be entitled to propose in writing corrective measures or suspension of activity wherever or whenever appropriate.

12.0 Risk Assessment

'Hazards are reduced by precautions and active control measures, which when taken make the risk smaller'. Brisbane and GPS Rowing Club Rowing Program has now formally assessed the local risks involved in its program activities.

The rowing program rules and safeguards are designed to reduce or eliminate these risks.

12.1. What is Risk Assessment?

Risk assessment is a process carried out to identify potential safety hazards and to ensure that each is properly understood. Further it is to check whether existing safeguards and emergency plans are adequate to reduce risks to a tolerable level, or whether more action is needed. Finally it is to highlight intolerable risks to determine steps to overcome or eliminate them. Risk in this context arises from the likelihood of an accident occurring as a result of a hazard.



Risk assessments are only worthwhile if action is taken on the findings. Assessments need to be carried out by competent persons with knowledge of the activities, and locations, being assessed.

12.2. Risk Assessor

As an assessor ask yourself the following

- What hazards exist?
- In the course of the activity being assessed who is at risk?
- How often does the risk occur?
- Is an accident likely or unlikely?
- How serious could the consequences be?
- What steps exist to prevent accidents?
- Could more be done to reduce the risk?

12.3. Risk Assessment for a Rowing Activity

This section enables an assessor to understand the consequence of the risks that are evident during rowing activity and what measures can be taken to reduce both the likelihood of incident and thus the consequence.

When developing and reviewing the Brisbane and GPS Rowing Club Rowing Program SMP it is necessary to use the risk assessment matrix (**appendix 2**) rating. Each of the activities that is to be held against is to be assessed against the suggested hazard/risk list. It may be necessary to add to the hazard/risk depending on the local environment in which each assessment is undertaken.

As there are many different aspects of rowing, it is important to consider as many as possible, drawing in other parties with relevant knowledge to assess risks within their particular areas of expertise. Examples:

1. a **minor** event might be an incident occasioning material equipment damage.
2. a **moderate** event would be collision with minor injury to a person.
3. a **catastrophic** event could be a collision with serious injury to a person.

12.3.1. History – Brisbane and GPS Rowing Club Rowing Program Incident Log Book

The Safety Officer will have access to the Brisbane and GPS Rowing Club Rowing Program accident log book to be kept at the boathouse so they can develop an understanding of the program's incident history.

12.3.2. Brisbane and GPS Rowing Club Rowing Program Safety Officer will maintain awareness of;

- Hazards that have been encountered in the past during boating activities
- Recent changes to waterway that may add or remove hazards
- Relationship between waterways and boating activities
- Supervised levels of rowers involved
- Competency levels of the rowers involved
- Time of day and year
- Visibility



-
- Water temperature

Environmental Considerations

- Weather conditions.
- Water temperature.
- Water obstacles and pollution.
- Water depth, turbulence and currents.
- Other vessel traffic.

Access to Water Considerations

- Is the bank shelved or vertical?
- Can casualties be recovered readily?
- Does road access exist?

Visibility Consideration

- Can all the activities be clearly monitored from the bank?
- Is there any history of accidents arising from lack of visibility?

Damaged equipment Is a hazard to everyone, the user in the first instance and to those around who may be affected by it or who have been forced into a dangerous rescue.

Whilst Brisbane and GPS Rowing Club Rowing Program has developed and is implementing this SMP it is essential that risk assessment of conditions is undertaken on a daily basis before each rowing activity. What are the variables today – wind, tide, waterway activities, rainfall, participant knowledge and skill, etc?

Brisbane and GPS Rowing Club Rowing Program has identified, documented and trained in the control measures that will prevent a person drowning in the event of an unforeseen event. We are particularly aware of the turbidity of the river water and in the event of an incident in which participants end up in the water we stress competent boat handling, safety equipment in particular throw lines and lifebuoys and the need to maintain visual contact as a priority.

12.4. The Participants

Considerations as to whether rowers are a hazard to themselves include:

- Can they swim and what tests are carried out to ensure they can?
- Are they properly clothed for the conditions they will encounter?
- Is the coxswain adequately protected against the elements?

12.4.1. Assessing Prior to Rowing

Before beginning any session, water or land based, a risk assessment process relevant to the activity should be undertaken. The assessment must take into account:

- Boat type
- Ages of participants
- Abilities and limitations of participants
- Water and weather conditions prevailing
- Facilities and equipment available



Refer to section 16 on the requirements for participants and appendix 3 for details on the Competency Assessment and Rescue Support Requirements.

13.0 Safety Resources

There are a number of requirements which Brisbane and GPS Rowing Club Rowing Program has in place in order to comply with this SMP, they include:

- Safety Aids and Rescue Devices.
- Personal Floatation Devices (PFD).
- First Aid Kits.
- Emergency Services Information.
- Map/Signboard of Local Waterways Plan.
- Emergency Plan.
- Risk Assessment Advisory Board.
- Visual Aids on safe practice (where required).

13.1. Safety Aids and Rescue Devices

Where training takes place on exposed expanses of water, or where the risk assessment dictates, additional safety measures have been considered such as:

- Life-rings are installed at the launch ramp.
- Rescue lines/throw bags are provided on every coaching motor boat.
- Lifejackets/buoyancy aids.

13.2. Personal Floatation Device (PFD)

Personal Flotation Devices (PFD or Lifejackets and Buoyancy Aids) must be carried for the driver and each passenger in a non-passively operated vessel (eg. Powered coaches vessels) motor boats when operated on still water.

The PFD must be of an approved design as stipulated in the Marine Regulations 1999. Refer to the Maritime Safety Queensland website for details.

Observance of these requirements is obligatory, and notwithstanding the absence of injury or damage, the Brisbane and GPS Rowing Club Rowing Program or regatta safety officer will monitor their observance and advise on all material breaches, in writing, together with details of action to be taken, to Brisbane and GPS Rowing Club Rowing Program and the RQ Safety Advisor.

All lifejackets and buoyancy aids should be checked regularly and in accordance with the manufacturer's instructions.

13.2.1. Lifejacket

Generally speaking a Lifejacket when fully inflated contain sufficient buoyancy to turn even an unconscious person into a safe, face upwards position within five seconds.

13.2.2. Buoyancy Aid

A Buoyancy Aid is worn to provide extra buoyancy to assist a conscious person to keep themselves afloat. It is designed to give as good a floatation position as possible, but it



cannot be guaranteed to turn the body over from a face down position, because the buoyancy is less than that of a lifejacket and is distributed in a different way.

13.3. First Aid Kit

A First Aid kits is to be available in the Boat House in an easily accessible an marked location. The kit should contain at least the following items listed below.

- | | |
|---------------------------------------|--|
| ▪ 1 x Thermal exposure blanket | ▪ 1 x Roll 'Micropore' Tape 2.5cm |
| ▪ 1 x Triangular Bandage | ▪ 1 x Large Sterile Unmedicated Wound Dressing Pad |
| ▪ 1 x First Aid Leaflet or Guidelines | ▪ 1 x Medium Sterile Unmedicated Wound Dressing Pad |
| ▪ 1 x Pair Scissors | ▪ 2 x Sterile 'Melonin' Dressings 10cm x 10 cm *(or similar) |
| ▪ 4 x Safety Pins | ▪ 20 x Assorted Waterproof Plasters |
| ▪ 1 x Pair Large Latex Gloves | ▪ 4 x Alcohol-free Antiseptic Cleaning Wipes |
| ▪ 1 x Conforming Bandage 7.5cm | |

This First Aid kit should only be used for trauma only. A list of contents should be permanently fixed to the inside of the kit and it should be checked and replenished regularly.

13.4. Emergency Services Information

A list of vital telephone numbers and the location map reference is prominently displayed at various locations at Brisbane and GPS Rowing Club's boathouse and inside the Boathouse office. The vital numbers relate to emergency safety services in general and additional numbers are appropriate to Brisbane and GPS Rowing Club.

Clear directions to the nearest alternative telephone points must also be displayed and communication arrangements, internally and externally for emergency services be in place.

Call **000** for Fire, Water Police and Ambulance (112 is the international emergency number). Provide emergency service with the following schedule of information:

- Service required.
- Access and transport arrangements.
- Details to venue.
- Precise location.
- Contact name.

The boathouse emergency signage also includes telephone numbers.-

13.5. Map/Signboard of Local Waterways Plan

Brisbane and GPS Rowing Club Rowing Program displays a plan of the local waterway, drawing attention to the applicable navigation rules and any local interpretation required to accommodate particular hazards.

Instructions are also displayed to cover any variation in normal procedures necessary to combat weather, flood, wind or other climatic conditions particular to the area.



At the Boathouse there is to be a map/signboard prominently displaying waterway training and regatta day traffic rules and emergency contact numbers.

The sign shall be a minimum of 1.0m x 1.5m and approved by RQ.

13.6. Emergency Plan

The Brisbane and GPS Rowing Club Rowing Program emergency plan distinguishes the levels of response needed for incidents. The emergency plan outlines the responsibilities and actions to be taken when an incident occurs and includes:

- Communication arrangements, internally and externally (emergency services).
- Access and transport arrangements.
- First Aid.

RQ has created a generic Emergency Management Plan template for CSARs, it is located on www.rowingQueensland.asn.au.

13.7. Risk Assessment Advisory Board

Every person has a responsibility to view the risk assessment advisory board each time they row and update it as the current conditions dictate.

13.8. Visual Aids on Safe Practice

Visual Aids on safe practice, rescue and resuscitation techniques as may be provided by RQ or by other organisations with the approval of RQ, should be displayed prominently.

14.0 Boats and Equipment

All equipment used for rowing and coaching is required to be properly and regularly maintained to ensure that it is safe and adequate for its intended purpose and to ensure that it does not expose its users to danger.

It is the responsibility of boathouse staff, coaches, individual participants and Brisbane and GPS Rowing Club Rowing Program to ensure that all equipment is safe for the purpose for which it is intended and that it complies with this SMP. Following are the areas covered in this section:

- Boat Buoyancy.
- Boat Equipment.
- Boat and Equipment Usage – Checklist.
- Boat and Equipment – Storage.
- Boat and Equipment Usage – Maintenance.
- Boat and Equipment – Transportation.

14.1. Boat Buoyancy

All new boats constructed after 1 April 2007 must carry a plate indicating the maximum average crew weight the boat can carry and support seated in the event of being swamped.

Brisbane and GPS Rowing Club Captain when purchasing a new boat must ask the manufacturer to supply this information.



Boats must have inherent buoyancy sufficient, together with their oars and sculls, to support a seated crew of the design weight in the event of being swamped with water. This means that when a boat is full of water with a crew of average weight equal to the design weight stated on the boat's production plaque, seated in the rowing position should float such that the top of the seat is a maximum of 5cm below the static waterline (*FISA Rules of Racing – Part IV - Boats & Construction - Rule 31, By-Law to rule 31 part 1.11*). Buoyancy compartments must be watertight to ensure effective operation.

14.2. Boat Equipment

14.2.1. Bow Balls

The bows of racing and training boats shall be properly protected. A solid ball of not less than 4 cm diameter made of rubber or material of similar resilience must be firmly attached to the bows.

14.2.2. Fitted Shoes

All boats where “fitted” shoes are employed must have effective heel restraints. These must be properly adjusted and in working order.

14.2.3. Oar & Scull Buttons

The “buttons” on oars and sculls must be secure and properly set.

14.2.4. Lights in Poor Visibility

At all times in poor visibility (i.e. after sunset and early morning) boats shall be fitted with white lights showing fore and aft and visible through 360 degrees, as required by law.

14.3. Boat and Equipment Usage – Checklist

Before any outing is undertaken, equipment should be checked to ensure that it is in safe working condition. Checks should include but not be limited to the following:

- Check for hull damage, leaks etc.
- Check that buoyancy compartments, seals, hatch covers and ventilation bungs are secure and watertight
- Check that the bow ball is securely fixed and fully covers the bow of the boat in order that adequate protection is given to any person or object struck by the moving boat.
- The Bow ball check should also examine any fixing screws or bolts to ensure that they do not represent a further hazard in the event of accident.
- Check that outriggers, swivels, gates, seats and stretchers are secure and operating freely.
- Check that heel restraints are adequate, secure and effective (i.e. a rower can release their feet from the shoe without using their hands).
- Check that rudder lines, steering mechanisms, rudder and fin, are secure and in good working order.
- Check oars for damage and ensure that “buttons” are secure and properly set.



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- If, after risk assessment for a planned activity, it is judged that a boat, new or old, does not have sufficient inherent buoyancy, additional buoyancy should be added.

14.4. Boat and Equipment – Storage

Boats and equipment should be stored in an orderly fashion to minimise damage to persons or equipment.

14.5. Boat and Equipment Usage – Maintenance

Maintenance procedures are in place where damage to equipment is notified to the Captain or nominated person without delay and the equipment is tagged and withdrawn until the damage can be repaired. Tagged equipment must not be used.

Damaged equipment is thus “quarantined”, with the nature of the damage clearly marked, to ensure that it is not used by others unaware of its condition.

14.6. Boat and Equipment – Transportation

Ensure that the towing of boats is undertaken in safe manner and in compliance with the current Department of Transport and Main Roads trailer regulations. The Brisbane and GPS Rowing Club Rowing Program Safety Officer shall conduct a safety audit of the towing vehicle and trailer at regular intervals considering the following points as a guide.

- Check that adequate insurance cover is in place.
- Check that the trailer has been serviced (and lubricated) on a regular basis in accordance with manufacturers’ recommendation and that the tyres are in good condition, including the spare.
- Ensure there are adequate ties and front/rear projection markers.
- Check that drivers are aware of the maximum load to be carried on the trailer together with the maximum load to be towed by their towing vehicle.

15.0 Incident Reporting

Brisbane and GPS Rowing Club Rowing Program shall maintain an incident reporting log which is available for inspection upon request. An incident report form is available in **appendix 5** and on RQ’s website.

Keeping a log/record of incidents will assist both Brisbane and GPS Rowing Club Rowing Program and RQ to identify trends from various regatta centers. The observation of trends and unforeseen incidents form a valuable part of any future risk assessment. Completion of this form is also a requirement of RQ’s insurers.

15.1. When Incidents Occur

All incidents involving injury or significant in nature shall be reported in writing and a copy sent to the RQ (**appendix 5**).

In the first instance action should be taken at Brisbane and GPS Rowing Club Rowing Program level, more serious matters will be reviewed by the RQ Safety Adviser.



The original to be retained at the boathouse and a copy forwarded the RQ Safety Adviser. The Brisbane and GPS Rowing Club Rowing Program Safety Officer will complete and forward the Incident Report to RQ.

15.2. Content of Reports

Recording accurate information is vital and should include but not be limited to:

- Time and Location.
- Names of crew members, boats and witnesses.
- A detailed summary of the nature of accident/incident.
- Injuries sustained.
- Damage sustained.
- Day-light, wind and stream conditions.
- A sketch showing boats, obstructions, direction of travel and stream.
- Statements by those involved and witnesses in other boats and on the bank.

15.3. If First Aid is Rendered

- If the accident requires first aid treatment then the name of the first aider should also be recorded, and the treatment given.
- Details of Hospitals, doctors or any other agency, involved should be recorded.
- The report should be signed and dated by the Safety Officer and the Director of Rowing.

16.0 Competency

All those involve in rowing need to obtain a level of competency appropriate to their involvement in the sport whether that be as a participant (competitive or recreational rower), coxswain, official, coach or club/school member.

When obtaining the required competency proper instruction in the area of involvement which should be obtained. RQ conducts training and education programs for coaches, officials and coxswains. Programs cover topics such as watermanship, technique and capsize recovery.

Junior and beginners should receive particular attention. Rowers, coaches and Safety Officers should be encouraged to become conversant with lifesaving and resuscitation techniques through attending recognised training courses.

In all activities each individual must consider their own safety and the safety of those around them. Individuals must accept responsibility for their own actions.

Brisbane and GPS Rowing Club Rowing Program will implement a system which recognises those people who have not reached the level of competency required.

The section covers the following

- Competency Assessor.
- Physical Condition and Medical Consideration.
- Participants.



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- Coxswains.
 - Coaches.
 - Trailer Drivers.

16.1. Competency Assessor

Brisbane and GPS Rowing Club Rowing Program's staff or coaches can assess a rower's competency. Refer to **appendix 3** for the Competency Assessment and Supervision and Rescue Support.

16.2. Physical Condition & Medical Considerations

It is a participant's responsibility to notify the club safety officer of any condition which may affect their ability to be involved or which may increase their risk of accident/incident. This may include:

- Physical condition
- Disability
- Illness and/or medical condition

Avoidance must be the first consideration at all times in relation to potential medical issues. Brisbane and GPS Rowing Club Rowing Program and coaches must be aware of any condition of a rower which may require special risk management.

16.3. Participants, Parents and Guardians

Every rower (competitive and recreational) is required to undertake an assessment to determine their level of rowing competency. Refer to **appendix 3** for details on the Competency Assessment and Supervision and Rescue Support requirements.

From the required assessment a rower will obtain a competency rating which will in turn determine the level of supervision and rescue support required.

16.3.1. Participation Declaration/Agreement

A participation declaration/agreement must be signed upon application to Brisbane and GPS Rowing Club's Rowing Program of a club/school rowing program (refer to appendix 8 for an example).

16.3.2. Single Scull Participants

Single scullers must be supervised (both on and off the water) unless they have been assessed as being competent by their club.

16.3.3. Supervision and Rescue Support

A risk assessment by the Safety Officer will determine whether any additional measures are required (rescue, first aid, etc.) whilst this person is on the water.



16.4. Coxswains

For a coxswain to be allowed to cox a crew it is preferred that they obtain accreditation under RQ's Coxswain Education program or be participating in a dedicated learn to row program conducted by an accredited coach. As a minimum any person who undertakes coxing duties for the club must demonstrate a sufficient proficiency to the Chief Coach and / or the Safety Officer so as to be permitted to act as a coxswain in a Club boat. A coxswain must also satisfy a Safety Officer or coach that they are physically capable of coxing a boat and have adequate vision and hearing and that they meet the minimum swimming requirements.

16.4.1. Steering the Boat

Steering a boat is a highly responsible role. Coxswains must:

- Maintain a proper look-out by sight and hearing so as to make a full appraisal of the situation and of the risk of collision.
- Learn and use simple and concise commands for boat control both off and on the water. Be able to use them correctly, clearly and instructively.
- Understand and observe local navigation rules, and audible and visual signals given by others with whom the water is shared.
- When visiting unfamiliar water, take particular care to learn of local hazards, weather peculiarities, and local rules of navigation.
- Be conversant with safety and rescue arrangements available in the case of accident.
- Recognise and respect the rights and needs of other water users.
- Watch out for unexpected floating objects.
- Know and understand man-overboard drills.
- Report water hazards

16.4.2. Communication

Voice projection and radio communication equipment when carried in the boat, must be securely fixed to the boat, not the coxswain. Similarly in competition, deadweight must not be attached to or carried in the clothing of the coxswain.

16.5. Coaches

The coach has a responsibility for their rower's safety. Coaches should be aware of and take full account of the rower's capabilities and limitations, the limitations of their equipment, and the weather and water conditions that may be encountered when training. This awareness and overall assessment shall determine the safety requirements required during a given rowing session.

RQ delivers Rowing Australia's National Coaching Accreditation Scheme (NCAS) as approved by the Australian Sports Commission for the education and training of coaches in Queensland. It is preferred and encouraged by Brisbane and GPS Rowing that coaches are NCAS qualified.

16.5.1. Coaching Equipment Requirements

A Coach must carry with them at all times when coaching crews the following items:



1. a means of communication with the club/emergency service in case of emergency (Mobile phone); and
2. a throw bag for use in a rescue situation, a life-ring/rescue tube where the competency rating or the rower/s are below 7 (**appendix 3**).

16.5.2. Coaching from a Boat

Where coaching is carried out from a boat, the coach, the boat driver and any other passengers, shall act in accordance with the Marine Act and its regulations and hold a current Boat Operators Licence.

Coaching boats and safety boats shall carry equipment and safety aids as per the Maritime Safety guidelines and the vessel operation and zoning rules for Queensland waterways and this SMP.

16.6. Trailer Drivers

Brisbane and GPS Rowing Club Rowing Program will ensure that all members who transport boats either on cars or by towing a trailer are conversant with the requirements of the department of Transport and Main Roads for the safe and legal movement of boats by road.

17.0 Safety at Regattas and other Organised Water Activities

The primary consideration of every Race Official is to care for the safety of competitors, officials, other water users and the public at large.

17.1. Medical Requirements

Regattas that have large numbers of participants of varying degrees of competence must:

- Ensure that appropriate medical support is accessible.
- Ensure a First Aid Post and suitably qualified First Aiders, are available in the boating area with easy access both to the water and to the road network during all hours that safety cover is required for the event or activity (i.e. when rowers are off the water).
- Identify and notify local hospitals of events being held.

17.2. Regatta Safety Officer

All Regattas and other affiliated events held under the Rules of RQ, shall appoint a Safety Officer to their Organising Committee. The duties of the Regatta Safety Officer will be to:

- Advise on the observance of the SMP
- Implement the control measures listed in the risk assessment for the event.
- Be responsible for making available to officials and competitors the Safety Plan which sets out the procedures to be followed by competitors and officials in the case of incident and emergency and monitor its observance

17.3. Regatta Consultation

No regatta or other approved event shall take place without full and prior consultation between the organisers, the river or water authority as is appropriate, and the relevant



regulatory/rescue services (such as police, ambulance services, life-saving and first aid organisations) so as to ensure that adequate safety measures are in place.

17.3.1. Medical Officer

Where a Medical Officer has been appointed, they shall be responsible for ensuring that medical support is accessible in the manner set out below. Where a medical officer is not appointed it is the responsibility of the Safety Officer to liaise with Rowing Queensland prior to the activity and with the doctor/paramedic/first aid officers on the day.

17.3.2. Rescue

Adequate means of rescue shall be provided. Safety boats must be suitable for the task, be properly equipped and be crewed by persons trained in boat handling and rescue techniques. Provision for rescue shall be available throughout the event and during periods of authorised practice prior to racing commencing.

17.3.3. Regatta Course

The regatta course shall, wherever possible:

- Be marked with clearly visible buoys.
- Provide notices warning other water users of the event and advising the actions expected of them – prominently displayed at the regatta or circulated prior.
- Prominently display at the regatta or circulated prior, diagrams of the regatta course and its immediate surroundings highlighting local hazards, traffic rules, launching areas.
- Prominently display important telephone numbers and the location of emergency and First Aid facilities.

17.3.4. Suspending Racing

The Safety Officer/Referee shall have, and exercise, the authority to suspend racing, or practice activity should they believe the conditions are unsafe for whatever reason.

18.0 Navigation, Sounds and Signals

The International Regulations for Preventing Accidents at Sea lay down a series of sound signals to be used by the Masters of craft when about to change direction, there are also light and other signs used to indicate temporary or other hazards in navigational channels.

Set out below, with their meanings, is a selection of those signs and signals most likely to be encountered by rowers.

18.1. Sound Signals

- | | |
|-------|--------------------------------------|
| ※ | I am altering my course to Starboard |
| ※ ※ | I am altering my course to Port |
| ※ ※ ※ | My engines are going Astern |



I am doubtful if you are taking sufficient avoiding action

There are other signals and for more information, reference should be made to more extensive literature on the subject.

19.0 Rescue Boats and Drivers

For whatever purpose a boat is used, drivers must be licensed as required by the Transport Operations (Marine Safety) Act. The driver and other occupants of a water vessel shall act in accordance with the Act and carry the relevant safety equipment as per the requirements of Marine Safety Queensland (e.g. bailer, paddles, lifejackets, etc).

Boats are often used for coaching, marshaling and rescue purposes. All RQ sanctioned regattas have trained rescue crews and as such this is a guide to clubs and schools when undertaking activities beyond sanctioned regattas.

These guidelines are intended for boat drivers as an introduction to some of the principles of safety provision using powered boats. By accepting the role of rescue boat driver, the driver is taking on responsibilities towards others.

The primary aim of all rescue boats and drivers is the safety of all water users within their area of responsibility for the duration of the rowing activity. If the boat is being used in secondary duties such as marshaling or coaching, then these duties must give way to this primary aim of safety should the need arise.

19.1. Rescue Boat Drivers

The rescue boat driver should:

- Be aware of relevant section in the Brisbane and GPS Rowing Club Rowing Program SMP.
- Be trained in boat handling, and where possible resuscitation and First Aid.
- Provide rescue facilities to the Club & School activities.
- Recover capsized rowers without worsening their condition.
- Quickly and safely get injured rowers to medical attention (or vice versa).
- Not become a victim themselves.

19.1.1. Communications

Due to wind, engine noises, movement of the boat etc. the driver needs to be close, speak clearly and ideally stopped.

19.1.2. Boat Handling Skills

Boat handling skills need to be second nature so that the driver can concentrate on the task of rescue without having to think about how they are going to get the boat into the correct position.



19.2. Rescue Boats

The boats used for rescue should be:

- Quick, maneuverable and designed so as not to create an excess wash
- Have adequate capacity to be capable of carrying injured athletes back to the boathouse quickly and safely
- Properly equipped and well maintained.

19.3. Boat and Driver Checklist

The following is aimed at all water users. Although aspects may not seem relevant a boat and driver may be called upon to cover a wide range of different venues

19.3.1. Before going afloat check:

- Personal and boat buoyancy
- Alternative means of propulsion
- Bucket or other form of bailer,
- Fuel,
- Torch

19.3.2. When afloat:

- Keep a good look out at all times
- Don't overload boat
- Obey speed limits
- Keep to the right in rivers/narrow channels
- When crossing a channel, cross quickly at right angles
- Keep clear of swimmers, fishermen, canoeists, dinghy sailors and windsurfers
- Think how the boats wash will affect others
- Look out for deteriorating weather conditions

19.4. Recovering Rowers from Water

The following precautions must be observed when recovering a rower from the water:

- The only time high-speed maneuvers should be used is when making the approach to the scene of trouble or when taking injured rowers back to the landing stage.
- The final approach to the rower in the water must be made carefully and at low speed, in order to weigh up the situation and to avoid alarming the person in the water.
- On approach talk to the person in the water. Make sure they understand what you intend to do and what you want them to do.
- Approach from downstream/downwind, as appropriate, in order to maintain control over speed and steering.
- When bringing the rower aboard, the engine must be turned off so that no injury can be inflicted by the propeller blades.



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- Should the rower require urgent First Aid treatment this should be applied before moving off. Where there are several rowers in the water, priority should be give to any injured or younger rowers.

20.0 Appendices

The appendices contain the following documents:

Appendix 1 – Safety Audit Form

Appendix 2 – Risk Assessment Matrix

Appendix 3 – Competency Assessment and Supervision & Rescue Support

Appendix 4 – Multi-Choice Safety Theory Assessment

Appendix 5 – Incident Report Form

Appendix 6 – Sample Membership Application Form

Appendix 7 – Membership Declaration and Participation Agreement

Appendix 8 – Risk Assessment Advisory Board

Appendix 9 – Boat Usage Log

Appendix 10 – Local Waterway Map



20.1. Appendix 1 – Safety Audit Form

Safety Audit Form

Brisbane and GPS Rowing Club Rowing Program is required by RQ to complete a Safety Audit on an annual basis or as necessary.

Brisbane and GPS Rowing Club Inc.

Address: 98-108 Hill End Terrace, Brisbane, Queensland 4101

Auditor: _____ Date of Audit: _____

Position: _____

Tel (w):

Tel (m):

This check-list must be used for “self audit” by the Safety Officers. Following completion it must be returned to the RQ Safety Advisor as a means of measuring a member club’s compliance with the RQ Safety Management Plan. The RQ safety Advisor will review the audit and return a copy which specifies acceptance or remedial action.

Where a club does not achieve full compliance, they will be asked to provide a reason for non-compliance and rectify immediately or within an agreed time period.

1.0 Safety Officer	
1.1 Has a person been appointed to act as Safety Adviser	✓ Yes <input type="checkbox"/> No
1.2 Is the Safety Adviser a member of the Club?	✓ Yes <input type="checkbox"/> No
1.3 Is Safety a regular item for review by the Club?	✓ Yes <input type="checkbox"/> No
2.0 Emergency Services	
2.1 Is a list of vital addresses and telephone numbers for emergencies services clearly displayed	✓ Yes <input type="checkbox"/> No
2.2 Is the location of the nearest telephone clearly displayed	✓ Yes <input type="checkbox"/> No
3.0 Is there a fully stocked and readily accessible first aid kit (cabinet)?	
3.1 Is there a routine for regularly checking and replacing contents of cabinet	✓ Yes <input type="checkbox"/> No
3.2 Date of last check	August 2009
4.0 Are the following available and ready to hand?	
4.1 Thermal/exposure blankets	✓ Yes <input type="checkbox"/> No
4.2 Lifebuoys	✓ Yes <input type="checkbox"/> No
4.3 Throw bags (rescue lines)	✓ Yes <input type="checkbox"/> No
4.4 Lifejackets/buoyancy aids	✓ Yes <input type="checkbox"/> No
5.0 Insurance	
5.1 Does your CSAR have Public Liability Insurance to cover its committee and members, third parties and the Safety Officer for a claim by a third party for	✓ Yes <input type="checkbox"/> No



damage or injury to property or persons on and off the water?	
5.2 Does your CSAR carry Directors and Officers Insurance to cover its CSAR for indiscretion	✓ Yes <input type="checkbox"/> No
6.0 Equipment	
6.1 Is there a person designated, or a system clearly identified, to ensure that all rowing equipment is kept in good order?	✓ Yes <input type="checkbox"/> No
6.2 Is there a "quarantine" system by which unsuitable equipment is isolated to avoid its use?	✓ Yes <input type="checkbox"/> No
6.3 Is there a damage repair log?	✓ Yes <input type="checkbox"/> No
7.0 Navigation Rules	
7.1 Are rules for the safe use of local waters with supporting diagrams as necessary, including referencing danger spots, prominently displayed?	✓ Yes <input type="checkbox"/> No
7.2 Is there a formal method of advising/instructing rowing members on the observance of local navigation rules, and of ensuring that they fully understand implications?	✓ Yes <input type="checkbox"/> No
7.3 Is there an accident log available for inspection at all times?	✓ Yes <input type="checkbox"/> No
7.4 Is a log of boats in and out and planned outing times available?	✓ Yes <input type="checkbox"/> No
7.5 In case of accident involving damage or injury, is a report sent to RQ?	✓ Yes <input type="checkbox"/> No
8.0 Health & Safety	
8.1 Has swimming competency been obtained (refer to appendix 3)?	✓ Yes <input type="checkbox"/> No
8.2 Does the Club request a statement from new members to confirm the absence of any medical or physical condition precluding heavy exercise?	✓ Yes <input type="checkbox"/> No
9.0 Supervision	
9.1 Are your coaches registered members of the RQ and in possession of a recognised coaching qualification?	✓ Yes Most are and there is a plan to qualify new coaches
9.2 Are your coaches fully aware of their responsibilities to their charges and that they in turn are fully conversant with safety practices?	✓ Yes <input type="checkbox"/> No
9.3 Are coaching and safety launches fully equipped with safety aids?	✓ Yes <input type="checkbox"/> No
10.0 Local Conditions	
10.1 Do any particular hazards exist peculiar to the organisation or location and does a procedure exist to counteract them (as identified in risk assessment?	✓ Yes <input type="checkbox"/> No

Non-compliance has been observed against the following item references

#	Rectification required	By when

Action Required:



-
- a) You are required to correct these non-compliances within _____ days/weeks
- b) Until such time as these non-compliances are corrected, no water based activities are to be undertaken from these premises.

RQ Safety Advisor &/or Officer of RQ

Name: _____ Signature: _____ Date: _____

On the satisfactory completion of an audit a certificate of compliance will be provided.



20.2. Appendix 2 – Risk Assessment Matrix

When developing the Brisbane and GPS Rowing Club Rowing Program SMP we have used the risk assessment matrix rating for each of the activities that is to be held against the suggested hazard/risk list. It may be necessary depending upon our experience to add to the hazard/risk depending on the local environment in which each assessment is undertaken.

As there are many different aspects of rowing, it is important to consider as many as possible, drawing in other parties with relevant knowledge to assess risks within their particular areas of expertise.

- an **insignificant** event might be grounding craft on an obstacle/landing
- a **moderate** event would be collision with minor injury to a person/damage
- a **catastrophic** event could be a collision with a motorised craft or a bridge involving immersion of more than one person and significant damage.

Below a matrix which is to be used to rate the likelihood and consequence of an incident.

	Consequence	Insignificant First aid	Minor Medical treatment	Moderate Hospitalisation	Major Single death/ multiple injuries	Catastrophic Multiple deaths
Likelihood		1	2	3	4	5
Almost Certain Event expected to occur	5	Moderate 5	Significant 10	High 15	High 20	High 25
Likely Event may occur	4	Low 4	Moderate 8	Significant 12	High 16	High 20
Moderate Event may occur once in 3 events	3	Low 3	Moderate 6	Moderate 9	Significant 12	High 15
Unlikely Event may occur once in 10 events	2	Low 2	Low 4	Moderate 6	Moderate 8	Significant 10
Rare Event occurs only in exceptional circumstance	1	Low 1	Low 2	Low 3	Low 4	Moderate 5



Risk Management Assessment for Brisbane and GPS Rowing Club



Let's Check It



The following table identifies, assesses and nominates treatments for risks associated with Brisbane and GPS Rowing Club:

ON WATER	This category includes all of those risks associated with the conduct of rowing races and activities once the participants are on Water. On water risks will vary depending upon the nature of the activities, experience of participants and organisers and the location(s) in which they are conducted			
Potential Risk	Likelihood	Severity	Risk Rating	Treatment
Collision with stationary objects in water resulting in personal injury	Possible	Moderate	Major	Education (Learn to Row), newsletter reminders, supervision of beginners, club handbook, visual assessment of water before entering, Insurance
Collision with other moving water craft resulting in personal injury	Possible	Moderate	Major	Education (Learn to Row), newsletter reminders, supervision of beginners, club handbook, correct lights on boats, Insurance
Poor repair of boats resulting in personal injury	Possible	Minor	Medium	Education, Check – Report Damage Process, Obtain resources and funding to repair boats, boat maintenance roster system, Insurance
Breakage of boat parts resulting in personal injury	Possible	Minor	Medium	Education (Learn to Row), Check – Report Damage Process, Obtain resources and funding to repair boats, boat maintenance roster system, Insurance
Washes resulting in capsizing and personal injury	Possible	Minor	Medium	Swimming ability must be known and accounted for (Swimming Ability Policy) Education – What to do in a wash situation, Insurance
Unforeseen weather changes (including electrical storms) resulting in rowers and volunteers being exposed during training & events	Likely	Minor	Medium	Education Bad Weather Policy Communication Structure – information to Rowers, Insurance



Brisbane and GPS Rowing Risk Management Assessment

Insufficient supervision of juniors/novice rowers resulting in accidents or personal injury	Likely	Moderate	Major	Sufficient and trained coaches, Clear instruction, club handbook, safety and emergency procedures, Insurance
Personal injury to selves or others as a result of inexperienced rowers participating beyond their capacity	Likely	Moderate	Major	Education (Learn to Row), Supervision, Experienced coaches, Insurance
Personal injury resulting from rowers participating beyond their physiological capabilities	Likely	Moderate	Major	Education (Learn to Row), Supervision, Experienced coaches, Insurance
Sun stroke/ Sunburn / Dehydration to rowers or volunteers	Likely	Moderate	Major	Adopt Rowing Queensland Heat – Hot Weather Policy, provide sunscreen and water, newsletter reminders, education, Insurance
Drowning from insufficient supervision or safety equipment	Unlikely	Catastrophic	Major	Education (Learn to Row) on overturned boat procedures, Purchase and maintain appropriate safety equipment (life jackets, ropes, safety rescue gear), Ensure all supervisors are qualified and have First Aid certificates, Emergency Procedures, Red phone to be available at any time without paying 50cents to dial 000, Insurance
Lack of safety/rescue equipment for training and events	Possible	Major	Extreme	Ensure that safety equipment is accessible, annual audit and inspection of all safety equipment, Ensure that CPR and First aid signs are displayed
Loss of communication resulting in not being able to provide effective rescue services.	Possible	Major	Extreme	Communication system to show who is on water, education of on water rescue processes, face to face communication in the event of emergency (i.e. coach, first aider or rescuer to go straight to the emergency), Insurance
Injury to officials, rowers or other water	Possible	Major	Major	All boat drivers to have a current boat



Brisbane and GPS Rowing Risk Management Assessment

users from motor boat (BRO or coach) propellers				Licence and to operate the boat in a safe manner mindful of a rowing boats and or persons in the water, Insurance
Fire/explosion of motor boat (BRO or Coach) resulting in personal injury	Unlikely	Catastrophic	Major	Regular maintenance of the boat motor, fuel tanks, fuel tines, measures to avoid and rectify overfilling and spillage emergency procedures, Insurance
Mechanical breakdowns/gear failure resulting in motor boat being unable to provide effective rescue/supervision capabilities	Possible	Minor	Medium	Regular maintenance of the boat, licensed boat driver, emergency procedures, communication system, Insurance
Not abiding by river traffic rules resulting in personal injury or fines	Possible	Major	Major	Document River Rules in club handbook, Education (Learn to Row), supervision
Inadequate boat lighting resulting in collision	Likely	Major	Extreme	Install correct lights on all boats, Boat Light Policy (including private boats)
Personal injury to rowers in a boat they are not experienced to row	Possible	Major	Major	Education, display of information on what boats to take, boat allocation procedure



Brisbane and GPS Rowing Risk Management Assessment

PRE & POST ROWING	This category refers to the risk involved in activities, which precede and follow our on-water activities. Launching and retrieval of boats, rigging, and preparation activities of race organisers should all be considered. It also focuses on the club and surrounding environments which are utilised by members, participants and in some circumstances, the general public.			
Potential Risk	Likelihood	Severity	Risk Rating	Treatment
Pontoon/ramp-becoming slippery resulting in personal injury	Possible	Major	Extreme	Scheduled maintenance and repairs on boat ramp, removal of potentially slippery surface on ramp by installation and maintenance of non-slip surface, club handbook and newsletter reminders, correct boat launching procedures implemented, Insurance
Pontoon and water access points in disrepair or unsafe condition resulting in personal injury or property damage	Possible	Major	Extreme	Installation and maintenance of non-slip surface, scheduled maintenance and repairs on boat ramp, club handbook and newsletter reminders, correct boat launching procedures implemented, Insurance
Theft or damage of participants boats or gear due to poor security of equipment	Possible	Moderate	Major	Regular security inspection and reporting of maintenance and repairs required, process for allocation of clubhouse keys, Insurance
People or Vehicles passing through rigging areas resulting in personal injury to rowers or public or property damage	Possible	Moderate	Major	Education, supervision and visual awareness of people and vehicles, Insurance
Equipment left lying around inappropriately resulting in personal injury	Possible	Moderate	Major	Information on pack up rules in the club handbook, supervision and pick up equipment left out, Insurance
Equipment not tied down resulting in personal injury or property damage	Possible	Moderate	Major	Experienced people to load boats and check tie downs, Insurance



Brisbane and GPS Rowing Risk Management Assessment

Slippery surfaces resulting in personal injury or equipment damage (water/wood/tiles/concrete)	Likely	Moderate	Major	Removal of slippery surface on ramp, regular scheduled maintenance, club handbook and newsletter reminders, correct boat launching procedures implemented, Insurance
Inappropriately stored boats resulting in personal injury or property damage	Almost Certain	Moderate	Major	Education on pack up procedures, line marking of trolley spaces, education and supervision of appropriate steps for taking boats down, maintenance of boat sliders, Insurance
Placing heavy equipment and boats high up in storage racks resulting in personal injury or damage during storage & retrieval (shed & trailer)	Almost Certain	Moderate	Major	Education on pack up procedures, line marking of trolley spaces, education and supervision of appropriate steps for taking boats down, maintenance of boat sliders, Insurance
Trailer unsafe for intended operation resulting in personal injury to members, or public or property damage to vehicles or trailers.	Possible	Major	Medium	Trailers maintained and registered, all tow cars registered and in excellent working order, double check trailer securely attached to car, ensure appropriate capability of two driver, Insurance
Careless loading/unloading and laying of course equipment may result in specific and chronic injuries to rowers or volunteers	Possible	Minor	Medium	Education on how to load/unload, club handbook (information on stretching and proper lifting and bending techniques – from a qualified health professional)
Inexperienced or careless persons refuelling motor boats resulting in personal injury and property damage.	Possible	Moderate	Major	Licensed person to refuel motor boats, experienced person refuelling, emergency procedures, safe storage of fuel.
Insufficient attendance to spills and breakages which may result in personal injury	Possible	Moderate	Major	Appropriate storage of all fuels, chemicals and poisons, communication system for spills (specific/critical issue), person that spills arranges clean up, placement of barrier or sign around the effected area
Insufficient fire safety measures in place such as supply of extinguishers	Possible	Major	Major	Implement a Fire Evacuation Plan, obtain advice on requirements on fire equipment



Brisbane and GPS Rowing Risk Management Assessment

communicated fire drill procedures resulting in personal injury				and procedures
Non compliance with OH&S regulations resulting in penalties and personal injury claims	Possible	Major	Major	Identify OH&S regulations, develop policies and implement
Lack of exterior lighting on facility and pathways, leading to personal injury or jeopardised member safety	Likely	Major	Extreme	Budget for the installation of improved lighting around the whole facility, install lighting
Vehicle v Vehicle collision	Possible	Minor	Medium	Allocated parking areas, speed limit within driveway, traffic laws, personal car insurance
Vehicle v Pedestrian collision	Unlikely	Major	Major	Allocated parking areas, speed limit within driveway, traffic laws, limited vehicle access along club driveway, personal car insurance
Vehicle v Boat collision	Possible	Minor	Medium	Allocated parking areas, speed limit within driveway, traffic laws, limited vehicle access along club driveway, personal car insurance



Brisbane and GPS Rowing Risk Management Assessment

PERSONNEL	This category includes club members, officials, participants, parents and spectators who may be involved in rowing activities. The club owes a duty of care to those people who may be affected by its actions and therefore should ensure that it takes steps to manage the risks which may confront club personnel, in addition to those risks which arise as a result of their conduct			
Potential Risk	Likelihood	Severity	Risk Rating	Treatment
Coaches that are not appropriately qualified	Likely	Moderate	Major	Grant to put Coaches through training, coaches must have an appropriate level coaching certificate to coach
Member safety jeopardised due to personnel without a Blue Card	Rare	Major	Medium	Member Protection Policy, Blue Card Register, Blue Card application process
Insufficient communication processes for members to alert club officials of harassment or incidents	Likely	Moderate	Major	Club Handbook, Code of Conduct, Member Protection Policy, Grievance Procedure
Harassment of participant/ members from officials or other members	Possible	Major	Extreme	Club Handbook, Code of Conduct, Member Protection Policy, Grievance Procedure, Judiciary process
Poor planning of training resulting in insufficient supervision of juniors	Unlikely	Moderate	Medium	Qualified Coaches, appropriate supervision of junior training, suitable training times
Poor promotion of emergency procedures and contact numbers to club members	Likely	Moderate	Major	Club Handbook, signage, communication of emergency procedures
Insufficient consideration of abilities, health and needs of different age groups in planning of training resulting in personal injury	Likely	Moderate	Major	Equipment – right for age and ability Coaches - trained for age and ability
Lack of appropriate first aid equipment available to treat injuries or accidents as they occur	Likely	Moderate	Major	Improved First Aid Kit, sign for location of first aid kit, First Aid kit review every 6 months



Brisbane and GPS Rowing Risk Management Assessment

Lack of appropriately qualified first aid officers present during conduct of club activities resulting in poor injury management	Likely	Moderate	Major	Register of First Aid providers and qualifications, Grants to train first aiders
Poor communication to emergency service providers of club location and access details resulting in delay in emergency treatment	Likely	Moderate	Major	Information on the location of the facility on the wall near the phone, Club Handbook (map)
Poor induction of volunteers and communication of responsibilities and duties resulting in confusion and possible neglect of tasks	Likely	Moderate	Major	Job Descriptions developed for all positions and included in a handbook for potential committee members, all club positions to train and induct the next person in the position
Insufficient provision of training to key club officials resulting in poor decision-making and club management	Likely	Moderate	Major	Criteria for committee members (before AGM, training provided in governance and leadership, implementing the constitution review, committee members to sign an agreement to meet their responsibilities
Poor food management and handling procedures in catering and canteen areas of club may breach regulations	Possible	Moderate	Major	Food Handling Guidelines, clean and experienced canteen workers
Risks associated with use of club social facilities for functions by members and public	Possible	Moderate	Major	Risk Assessment to be undertaken before any social event, appropriate supervision, signage, lighting, inspections prior to the event, appropriate timing of social events, clean amenities
Lack of volunteers undertaking tasks for the club development	Almost Certain	Major	Extreme	Volunteer Management and Recruitment Plan, Volunteer database, Volunteer Coordinator, Pay for some services
Lack of documented procedures resulting in issues	Possible	Moderate	Major	Documentation of Policies and Procedures, position allocated to documenting and updating policies



Brisbane and GPS Rowing Risk Management Assessment

Lack of Communication between members and the committee leading to unhappiness and issues	Possible	Minor	Medium	Club committee contact details in Club Handbook, Website, Communication Strategy
Lack of capacity of the club to meet the needs of current and potential members	Possible	Moderate	Major	Fleet Management Plan, review boat use to reflect members needs, programs and coached to suit all members
Unsuitable storage of poisons and implements, resulting in injury	Unlikely	Major	Major	Poisons to be stored as per manufacturers requirements, storage to be locked at all times
Lack of space for storage of maintenance equipment, resulting in unsuitable storage of equipment	Likely	Moderate	Major	Apply for grants for improved storage, allocate suitable storage for maintenance equipment
Storage of personal boats in club without paying storage fees	Almost Certain	Minor	Major	Boat Storage Procedure, storage fees accounted
Lack of financial processes leading to club in financial difficulty	Unlikely	Major	Major	Two signatories on cheques, Financial Policy, Budget, Fee Collection Process, Apply for grants
Lack of hygiene in club facilities, resulting to personal health issues	Possible	Moderate	Major	Professional cleaner for amenities Kitchen health regulations implemented Hygiene policy for gym equipment
Personal injury due to incorrect use of gym equipment	Possible	Moderate	Major	Allocated and trained supervisors of gym sessions, spotters for weight sessions
Personal Property Theft	Possible	Minor	Medium	Area for rowers personal property, which is not open to public, reminder not to leave expensive personal property at club



Information to be included in the
ACTION PLAN:

Club Handbook Club Newsletter Learn to
Row (items to remember) Facility
requirement Maintenance and Inspection
Requirements Budget Volunteer
Management Plan Job Descriptions

Policies and other information

Insurance information

Communication Strategy Member
Protection Policy Heat Policy Drug
Policy Privacy Policy Boat Cleaning
and Storage Policy Fleet Management
Plan Hygiene Policy Financial Policy
Grievance Procedure

Code of Conduct

Fire Evacuation Plan

Food Handling Guidelines



Brisbane and GPS Rowing Risk Management Assessment

Methodology

In undertaking a Risk Management Plan, the following process was undertaken:

1. Identifying the risks

The Brisbane and GPS Rowing Club undertook a process of inspection. The inspection was of the facility, equipment, activities, management, administration, financial practices and other areas. The committee documented all of the possible risks to the organisation, facility users, volunteers, the general community and other key stakeholders.

2. Evaluate the risks

Each risk was evaluated, based on the likelihood of the risk happening and the consequences in the event of the risk occurring. The likelihood of a risk occurring was categorised into one of the following definitions:

Likelihood definitions

Almost certain	Will probably occur, could occur several times per season
Likely	High probability, likely occur once a year
Possible	Reasonable likelihood that it may arise over a five year period
Unlikely	Plausible, could occur over a five to ten year period
Rare	Very unlikely but not impossible, unlikely over a 10 year period

Consequence definitions

Catastrophic	Most objectives may not be achieved or severely affected
Major	Most objectives threatened, or one severely affected
Moderate	Some objectives affected, considerable effort to rectify
Minor	Easily remedied, with some effort objectives can be achieved
Negligible	Very small impact, rectified by normal processes



3. Evaluation of risks

The following is a risk evaluation table for each combination of likelihood and consequence.

	Catastrophic	Major	Moderate	Minor	Negligible
Almost certain	EXTREME	EXTREME	MAJOR	MAJOR	MEDIUM
Likely	EXTREME	EXTREME	MAJOR	MEDIUM	MINOR
Possible	EXTREME	MAJOR	MAJOR	MEDIUM	MINOR
Unlikely	MAJOR	MAJOR	MEDIUM	MINOR	MINOR
Rare	MEDIUM	MEDIUM	MINOR	MINOR	MINOR



Level of risks

Risks that have been evaluated need to be treated. The following details the definitions of the levels of risk.

Extreme Risk	IMMEDIATE ATTENTION REQUIRED Must be managed with a detailed risk management policy, as the potential could be devastating to the organisation.
Major Risk	SENIOR MANAGEMENT ATTENTION REQUIRED Requires detailed management planning, as the potential is damaging to the organisation.
Medium Risk	The risk can be managed by specific monitoring or response procedures.
Minor Risk	The risk can be managed by routine procedures.

4. Treat the risk

Treating a risk can range from risk avoidance or training (where the activity is avoided or training is provided to undertake the activity safely), risk control (developing a strategy to reduce the risk likelihood or consequence), risk financing (that is estimating the cost of the risk over a period of time and building financial reserves to cover the cost of a potential liability), or risk transfer (which involves transferring the risk to another, eg, an insurer.)

5. Implement the Risk Management Action Plan

Each risk should have a strategy developed to treat the chance of that risk occurring.

In implementing a risk management action plan, the organisation should determine the best option for them. Options may include implementing policies, erecting signs, adding non-slip surfaces, developing crisis management plans and evacuations, or providing training or guidelines. Each risk management strategy must be followed through with the relevant action. This process should be undertaken and reported on at meetings of the organisation.



6. Review of the Risk Management Plan

The risk management plan should be reviewed on a regular basis. One person in the organisation should be placed in charge of ensuring that the risk management plan is evaluated and that new risks are identified, evaluated, treated and implemented into the plan. Methods of reviewing the risk management plan can include a brainstorming session, inspections, user surveys, advice from outside professionals, accident reports, review of safety procedures and assessment of effectiveness by participants, volunteers and other key stakeholders.

Information for this Risk Management Plan Assessment was taken from:

- . • “Playing it Safe” A guide to Risk Management for Sport and Recreation Organisations (Queensland Government; 1997)
- . • Australian Standards/New Zealand Standards 4360:1999
- . • Rowing Queensland – Risk Management Plan (Pro-forma)



Appendix 3 – Competency Assessment & Supervision and Rescue Support

Competency Assessment

The purpose of the assessment is to determine the supervision and rescue support required for each rower. The competency assessment needs to be undertaken by competent/qualified Rowing Club Official/Coach

	Competency	Comment	Competency Rating
1.	Pass Multi-Choice Safety Theory Assessment (Refer to Form 04)		
2.	Successfully swim 50 metres		
3.	Safely Launch & Retrieve Boat		
4.	Safely Enter and Exit a Boat		
5.	Able to keep boat stable in stationary position		
6.	Understand Blade Positions		
7.	Turning and Steering Boat		
8.	Stopping Boat		
9.	Row Boat Backward and Forward in Straight Line		
10.	Understand Capsize Recovery (i.e. Safely enter a support vessel eg tinny)		
Overall Competency Rating			

Supervision and Rescue Support

Competencies 1 and 2 are required for all levels of supervision and rescue support.

Supervision and Rescue support 3 and 4 listed below are only allowable under the following conditions:

1. Once a risk assessment has been conducted and the condition are appropriate, and
2. The rower/s informs club personnel where they are rowing and their expected return time.

Competency Rating	No	Supervision and Rescue Support Requirements (supervision participation ratio)
0 – 2	1	An approved Personal Flotation Device (PDF) should be worn
3 – 6	2	Coach must accompany boat in a support vessel
7 – 8	3	Rower must row with other boats
9 – 10	4	Rower to inform Club of rowing/training plan & time expected to be on water

Name of Rower:

Date of Assessment: / /

Name of Assessor:

Signature:

Position in Club of Assessor:

Register No:

20.3. Appendix 4 – Multi-Choice Safety Theory Assessment

This is the theory assessment that all rower must complete as part of demonstrating their competency. The test can be conducted by an accredited coach or a Club Official.

Please circle the most correct response. A pass mark of 7 out of 10 is required.

1. Where should you obtain local waterway & marine traffic rules prior rowing? (1 mark)

- a) local police station b) local rowing club c) Rowing Queensland d) any of those mentioned

2. What is the correct course for your rowing boat to follow whilst traveling up stream on a river (orientation is as if sitting in the coxswains seat)? (1 mark)

- a) the deepest channel b) the right hand side c) the left hand side d) the middle

3. What is the ideal course for your boat to follow whilst travelling downstream (orientation is as if sitting in the coxswains seat)? (1 mark)

- a) the deepest channel b) the right hand side c) the left hand side d) the middle

4. What are the accepted regulations for the lighting of rowing shells before sunrise and after sunset? (1 mark)

- a) no lights are required
b) flashing white light on the bow and flashing red light on the stern.
c) constant white light on the bow and flashing white light on the stern.
d) constant white light on the bow and on the stern.
e) red port and green starboard light attached to the boat

5. What is the most stable position for a rower when stationary? (1 mark)

- a) at the catch (ready to start) b) safety position (blades flat on the water) c) at the finish (end of stroke)
d) checking the boat

6. What is correct order for right of way between sailing, rowing, motor boats & City Cat? (1 mark)

- a) motor, rowing, sailing, City Cat b) rowing, City Cat, sailing, motor c) City Cat, sailing, motor, rowing
d) whoever is there first

7. When should a rower be expected to wear a PFD (1 mark)

- a) after completing a coaching course b) once deemed competent and club-school is compliant with their Safety Management Plan c) after completing Learn to Row program d) when the Safety Officer deems they should

The next three questions relate to the diagram on the right.

8. Which is the bow side? (1 mark)

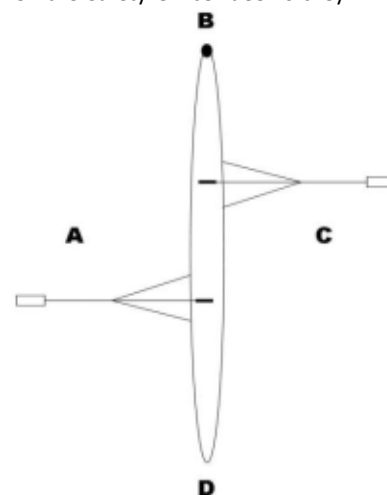
- a) A b) B
c) C d) D

9. Which is the stroke side? (1 mark)

- a) A b) B
c) C d) D

10. With reference to the front and back which end is the bow (1 mark)

- a) A b) B
c) C d) D



Name of Rower:

Date of Assessment: / /

Result: /10

Name of Assessor:

Signature:

Position in Club of Assessor:



20.4. Appendix 5 – Incident Report Form

Brisbane and GPS Rowing Club Rowing Program Incident Report Form

Please complete this form to report any accident, collision or capsize. Retain a copy and, as required by the RQ Safety Management Plan, send the original to the RQ Safety Adviser (within 14 days) and retain a copy and place on file at your club (continue on separate sheets wherever necessary).

Brisbane and GPS Rowing Club is reporting the incident: _____

Person reporting the incident: _____

Role of person reporting: _____

Address: _____

City/Town: _____ State: _____ Post: _____

Tel (h): _____ Tel (m): _____

What clubs or third parties were involved?: _____

Types of boat involved (eg: 8x, 4-, 2+, 1x, etc): _____

Were the boats (please circle): Training / Racing / recreational

What was the time and date of the incident? _____ am / _____ pm

Where did the incident occur?: _____

Please give a full description of the incident; this should include weather, water, stream & tide conditions: _____

If at night or in conditions of poor visibility, what lights were being shown by all parties?

List any injuries sustained: _____



List any damage sustained to boat/s / property: _____

Add or attach any further comments or additional information you think could be useful, e. g. list of witnesses with addresses etc: _____

What further actions have been or will be implemented to avoid repetition of incident? (Use a separate sheet if necessary): _____

Please include or attach any additional details e.g. drawings/ diagrams/ photographs if these will enhance the description:

Draw/Place Diagram/Picture Here

Brisbane and GPS Rowing Club member:

Signature: _____ Date: _____

Brisbane and GPS Rowing Club Rowing Safety Adviser

Signature: _____ Date: _____

NOTE:

- Have you kept an original of this and retained on file?
- Have you sent a copy to the RQ safety Advisor?



20.5. Appendix 6 –Membership Application Form



BRISBANE AND GPS ROWING CLUB

(GPS ROWING CLUB LIMITED ABN 22 137 947 983)



APPLICATION FOR MEMBERSHIP TO 31st DECEMBER 2013

I submit this application and apply for membership of Brisbane and GPS Rowing Club as follows:

Personal Details: (please fill in all of the boxes)

First names:

Last name:

Title:

Postal address:

Suburb:

State:

Postcode:

Telephone details:

(H)

(W)

(M)

Email address:

Date of birth:

Occupation:

Do you have any medical conditions that may affect your ability to row? If so, please list:

Can you swim 100m?

Yes / No

Do you have?

A boat licence?

Yes / No

First aid certificate?

Yes / No

Rowing Coaching qualifications?

Level 1 / 2 / 3 / None

A "Blue Card"?

Yes / No

Financial Details:

Membership Fees: (TO 31 st DECEMBER 2013)	FEE	TICK One
Non-Volunteer rowing membership	\$770.00	
Full Ordinary Membership (refer to Notes below for details)	\$660.00	
Full-time student membership	\$440.00	
Coaching membership (to approved members who offer regular coaching services)	\$55.00	
Membership Fee:	\$	A

Rowing Queensland Inc: (COMPULSORY)	FEE	TICK One
Adult Competitive rower	\$66.00	
Junior Competitive rower (U/19) (as at 31 st December 2013)	\$44.00	
Recreational rower	\$40.00	
Rowing Qld Fee:	\$	B
BOAT STORAGE FEES: (Refundable (ex. GST) if used in approved number of RQ regattas)		
Single scull (1x)	\$96.00	
Double scull/pair (2x/2-)	\$167.00	
Quad/four (4x/4-/4+)	\$294.00	
Boat Storage Fee:	\$	C

Note: A and B are compulsory, C is optional.

Sum of A+B+C above.

TOTAL FEES SUBMITTED:

\$

Date fees Transferred to GPS

/ / 2013

This document becomes a tax invoice for GST when fully completed and accepted by Brisbane and GPS Rowing Club and payment is made of all fees for membership and any other outstanding charges.

Ensure that your name is included in the Bank Transfer.
Please use day/month/year format.

GPS Account Details

BSB = 484799	Account Number = 084621999	Account Name = GPS Rowing
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Notes:

1. If you elect to pay a fee of \$660 for Ordinary rowing membership, by signing this Application you agree to provide volunteer service to the Club on at least six (6) occasions during the membership year. In all other circumstances the fee for Ordinary rowing membership will be \$770.
2. If you elect to pay the Full Ordinary Membership you do so on the basis that you will provide volunteer services (refer 1. above) to the Club throughout the membership year. Should those services not be provided, by signing this application you agree to pay the balance of the Non-Volunteer Membership for the applicable year.
3. The Club will maintain and publish to members a list of volunteer services that may be provided by members in order to satisfy the conditions upon which payment of a reduced annual fee is available.
4. The Club will maintain a register of services provided by members.

Extra Information:

If you are applying for boat storage, please describe the boats.

--

Note: If you would like to store a boat then a separate boat storage application **must** be completed with a membership application or renewal.
All boats are stored at owners' risk.

Are you transferring from another club?

Yes / No

Which Club?

--

Signatures are Required Here:

If this is an **Application for New Membership** you will need a **proposer and seconder to sign below**.

<u>Signature of proposer:</u>		Print Name	
<u>Signature of seconder:</u>		Print Name	

DISCLAIMER:

I understand that Brisbane and GPS Rowing Club endeavours to take all reasonable steps to ensure the safety of Club members. However, I acknowledge and accept that rowing training and competition are undertaken at my own risk. My signature below is a complete acknowledgment of this condition and the Brisbane and GPS Rowing Club cannot be held liable or responsible in any way for my health and wellbeing.

In the event of the acceptance of my application of membership of Brisbane and GPS Rowing Club and as a member of Rowing Queensland Inc., I agree:

- to be bound by the Constitution, Club Rules and by-laws as published from time to time and that, for the purpose of any notices to be given to me as a member of the Club, where I have provided an email address to the Club, I agree to receive such notices by delivery to that address;
- to abide by the Rules and By-Laws of Rowing Queensland Inc. (copies available from Rowing Queensland Inc.);
- to abide by directives as determined by the committee and officials of the Club from time to time; and,
- to pay all applicable fees and levies as and when they become due.

Everybody then signs here, even if this is an **Application to renew** an existing membership:

<u>Signature of applicant:</u>		Date:	
Signature of parent / guardian if applicant is under 18 years of age:		Date:	

Administration use only:

Amount rec'd: \$ Date: / / RQ paid: / / Database: / / Email: / /



BRISBANE AND GPS ROWING CLUB

(GPS ROWING CLUB LIMITED ABN 22 137 947 983)



Application for the Learn to Row Program for 2012-2013

Learn to Row Program Fee: \$165.00 (inc GST)

I submit this application and apply for Learn to Row Membership of Brisbane and GPS Rowing Club as follows:

Personal Details: (please fill in all of the boxes)

First names:

Last name:

Title:

Postal address:

Suburb:

State:

Postcode:

Telephone details:

(H)

(W)

(M)

Email address:

Date of birth:

Gender

☐ Male ☐ Female

Do you have any medical conditions that may affect your ability to row? If so, please list:

Can you swim 100m?

Are you 18 years of age or older?

Yes / No

If No, then the details of your Parent/Guardian must be completed below.

All applicants are required to provide details below for another contact.

Emergency Contact Details and/or Parent/Guardian: (please fill in all of the boxes)

First names:

Last name:

Title:

Postal address:

Suburb:

State:

Postcode:

Telephone details:

(H)

(W)

(M)

Facsimile:

Email address:

Relationship to the Applicant

Only the signature of Parent/Guardian is required if the applicant is under 18 years

Date:

Your Rowing Profile: (please fill in all of the boxes)

Have you rowed before?

☐ Yes ☐ No

If yes, then please provide some details:

Reasons for joining the Brisbane and GPS Rowing Club Learn to Row Program.

Payment Details: Learn to Row Program Fee: \$165.00 (inc GST)

Each **Learn to Row session** comprises four Saturday lessons commencing at 8am and two subsequent recreational sessions conducted on a Friday morning at 5:15 am under the supervision of a dedicated coach.

Due to limited resources, the number of participants in each Program is capped.

If you are unable to start on the first week of the month, you will be enrolled in the following month's Program. Applications for enrolment will only be accepted on the first Saturday of each month.

I wish to join the **Learn to Row Program** in the month of:

2012

☐ September

☐ December

2013

☐ February

☐ TBA

☐ TBA

☐ Cheque Attached – Payable to **Brisbane and GPS Rowing Club**

☐ Direct deposit to *Brisbane and GPS Account* - BSB : 484799 Account No. : 084621999

Date deposited : _____ / _____ / _____

Payment includes compulsory membership of Rowing Queensland Inc.

Release and Indemnity – Brisbane and GPS Learn to Row Program

In the following, reference to 'I' includes the Applicant and their parent/Guardian, where applicable.

In consideration of Brisbane & GPS Rowing Club Inc (including its directors, members, employees and/or agents) (collectively referred to as the Club) permitting me to participate in the sport of rowing with the Club I acknowledge and agree as follows:

1. I agree to abide by the Rules of the Club and directives of the Management Committee as are determined from time to time;
2. I agree to abide by the Rules and By Laws of Rowing Queensland Incorporated;
3. I agree, to the extent allowed by law, to release, discharge and indemnify the Club from any and all liability, causes of actions or claims which I may have arising out of injury, damage, loss of life or loss of any description whatsoever which I may suffer or sustain in the course of or consequent upon me participating in the sport of rowing whether or not the injury damage or loss is attributable to the act or neglect of any one or more of the Club including its directors, members, employees and/or agents;
4. I acknowledge and agree that the sport of rowing can be a dangerous activity and involves various elements of risk including but not limited to unusually severe weather, failure of equipment, accidents or collision of craft. I voluntarily accept all or any such risk;
5. I agree that the coaches may take whatever disciplinary action they deem necessary to ensure the safety and well being of all those participating in the sport and the successful conduct of all rowing sessions;
6. I acknowledge that I have read and understand the terms of this Release & Indemnity;
7. I acknowledge that I am of lawful age and legally competent to give this Release & Indemnity.
8. I declare that there are no medical reasons preventing me from safely participating in the sport of rowing and that I am capable of swimming 100 metres in rowing clothing.
9. I authorise the coaches to provide and obtain whatever assistance, they deem necessary, should an accident or injury occur.

As a temporary Member of Brisbane and GPS Rowing Club, I agree to the Release and Indemnity detailed above.

Signature:

Date:

For BGPS Administration Use only :

Date received:

Receipt No. Issued :

Issued by :

Date processed to Membership :

Completed by :



Appendix 7 – Membership Declaration and Participation Agreement

EXAMPLE ONLY FOR CONSIDERATION

A Membership Declaration and Participation Agreement is required to be apart of Brisbane and GPS Rowing Club's Rowing Program membership application.

MEMBERSHIP DECLARATION AND PARTICIPATION AGREEMENT



MEMBERSHIP DECLARATION AND PARTICIPATION AGREEMENT FOR AUTHORISED ROWING ACTIVITIES
WARNING! THIS IS AN IMPORTANT DOCUMENT WHICH AFFECTS YOUR LEGAL RIGHTS AND OBLIGATIONS, PLEASE READ IT CAREFULLY AND DO NOT SIGN IT UNLESS YOU ARE SATISFIED YOU UNDERSTAND IT.

1. For and in consideration of the Brisbane and GPS Rowing Program and Rowing Victoria (the "Rowing Club") I agree to attend and participate in rowing and as a condition of my membership and participation, I HEREBY AGREE to the terms and conditions set out in this document.

2. DEFINITIONS

- In this declaration:
- "Claim" means and includes any action, suit, proceeding, claim, demand, damage, cost or expense however arising including but not limited to negligence but does not include a claim against a Rowing Organisation under any right expressly conferred by its constitution or regulation;
 - "Indemnitees" means and includes the persons, organisations and bodies corporate whose names appear in Schedule 1.
 - "RV" means Rowing Victoria Incorporated;
 - "RA" means Rowing Australia Limited;
 - "State Controlling Body" (SCB) means a state or territory rowing association affiliated as a member of RA;
 - "CSAR" means any affiliated Club, School, Association, College or University and any Regatta Organising Committee of a regatta approved by RV;
 - "Rowing Activities" means performing or participating in any capacity in any authorised or recognised Rowing Organisation event, regatta or activity;
 - "Rowing Organisation" means and includes RA, SCB, CSAR and where the context so permits, their respective directors, officers, members, servants or agents.

3. MEMBERSHIP

By virtue of my home club membership I will be a member of RV. I acknowledge my membership will allow me to compete in any duly authorised rowing event in Australia and I acknowledge that I will be bound by and agree to comply with the constitutions, regulations and policies of these Rowing Organisations

4. ACKNOWLEDGMENT OF RISKS, DANGERS & OBLIGATIONS

- I ACKNOWLEDGE that:
- I am aware Rowing is a water borne activity that can be dangerous and that by engaging in any activity or duty authorised rowing event (whether as a competitor, recreational rower, coach, official or medal) I take and am exposed to certain risks and dangers and am under certain obligations as follows:
 - that I may be injured, physically or mentally, risk death;
 - the risks of physical injury may include, without limitation muscle strain, fractures, ligament injury;
 - the risks of mental injury may include, without limitation, risk of serious psychological and psychiatric injury;
 - the risks associated with my attendance at or participation in rowing activities, without limitation, the risk that I may suffer harm as a result of collision, capsizing, gear failure etc.
 - that my equipment may be damaged, lost or destroyed;
 - that other competitors may row dangerously or with a lack of skill;
 - that regatta and rowing venues and event conditions may be hazardous and may vary without warning or predictability;
 - that organisers, officials, landowners/venue operators and any agents or representatives of those in charge of event or rowing activity are frequently obliged to make decisions under pressure of time or events;
 - that there may be no or inadequate facilities for treatment or transport of me if I am injured;
 - that I have an obligation to myself and to others to act safely and within the rules and regulations of RV and its affiliated organisations.
 - The Indemnitees do not make any warranty that the services at a regatta or rowing activity will be provided with due care and skill or that any materials provided in connection with the services will be fit for the purpose for which they are supplied;
 - to the extent that any warranty is implied it is excluded to the full extent permitted by law;
 - have voluntarily read and understood this warning and accept and assume the inherent risks in participating in the Event.

5. WARNING UNDER THE FAIR TRADING ACT 1999 (VIC)

Under the provisions of the Fair Trading Act 1999 (Vic) several conditions are implied into contracts for the supply of certain goods and services. These conditions mean that the supplier named on

this form is required to ensure that the recreational services it supplies to you are:

- rendered with due care and skill;
- as fit for the purpose for which they are commonly bought as it is reasonable to expect in the circumstances; and
- reasonably fit for any particular purpose or might reasonably be expected to achieve any result you have made known to the supplier.

Under section 32N of the Fair Trading Act 1999, the supplier is entitled to ask you to agree that these conditions do not apply to you. If you accept this form, you will be agreeing that your rights to sue the supplier under the Fair Trading Act 1999 if you are killed or injured because the services were not rendered with due care and skill or they were not reasonably fit for their purpose, are excluded, restricted or modified in the way set out in this form.

NOTE: The change to your rights, as set out in this form, does not apply if your death or injury is due to gross negligence on the supplier's part. "Gross negligence" is defined in the Fair Trading (Recreational Services) Regulations 2004. For the purposes of the clause 3, "the Supplier" shall mean and include the Indemnitees.

6. INDEMNITY AND RELEASE GIVEN TO RV AND CSAR

IN CONSIDERATION OF the acceptance of me as a participant in rowing, I AGREE TO INDEMNIFY AND KEEP INDEMNIFIED to the full extent permitted by law the Indemnitees and each of them in the following manner:

- that I participate in rowing at my sole risk and responsibility;
 - that I accept the venues as they stand with all or any defects hidden or exposed;
 - that I indemnify and hold harmless the Indemnitees, their respective servants, agents, officials and competitors against any actions, costs, losses or claims which may be made by me or on my behalf for or in respect of or arising out of my death or any injury loss or damage caused to me or my equipment whether caused by negligence, breach of contract or in any other manner whatsoever;
 - I AGREE TO RELEASE to the full extent permitted by law the Indemnitees and each of them from all liability to me for any claim, loss, damage, cost or expense (whether arising under statute, from negligence, personal injury, psychological trauma, death, property damage or infringement of third party rights or otherwise) that arises as a result of any act, matter or thing done, permitted or omitted to be done by me or which is in any way connected with my presence at or involvement in the Event and/or Rowing activity.
7. The release and indemnity provided by me in this declaration is in addition to, and will not in any way limit the application of, the conditions of sale attaching to tickets, conditions of entry, conditions of credentials or any other applicable terms or conditions in respect of the Event and/or Rowing activity.
8. A term of this release and indemnity will not apply where the term contravenes the law of the relevant jurisdiction under which any legal action is legitimately taken however such terms are severable and do not invalidate the remaining terms.

9. COMPETENCY

I declare that I am competent for my involvement in rowing and if I am unable to meet the required competencies that I advise my CSAR that I can not meet the minimum standard.

10. MEDICAL

I declare that I am and must continue to be medically and physically fit and able to participate in any rowing regatta or associated rowing activity. I will immediately notify my CSAR which will provide RV in writing of any change to my fitness and ability to participate. I understand and accept the Rowing organisations and Indemnitees will continue to rely upon this declaration as evidence of my fitness and ability to participate.

- I acknowledge and agree that if required, the Rowing organisations and Indemnitees (or any of them) may arrange medical or hospital treatment (including ambulance transportation) for me. I authorise such actions being taken by the Rowing Organisations and/or Indemnitees and agree to meet all costs associated with such action.

12. PRIVACY

I hereby consent to the collection of my personal information by RV and my CSAR in connection with my involvement in any properly

authorised rowing or rowing associated event and/or rowing activity and the use and disclosure of my personal information by RV to other agencies and officials associated with the event and/or rowing activity for the purposes of conducting and managing the event or rowing activity. I understand that I may gain access to my personal information held by RV and my CSAR.

13. PERSONAL HEALTH INFORMATION

I hereby agree with RV that in consideration for my membership and participation in events and/or rowing activities that RV and CSAR may receive, collect, store and use personal health information about me in the manner set out below:

a) I ACKNOWLEDGE that:

- If I am injured, become ill or die at or following the event and/or rowing activity the parties providing first aid activities at the relevant activity in addition to any hospital at which I am treated (together "my Carers") will have health related information about me in their possession, power and control relating to me which is subject to obligations imposed by the Privacy Act ("my Information") and the Privacy Act is intended to protect my personal information;
- RV and my CSAR wish to collect my information for purposes that include their risk management programs, evaluating and improving the safety of RV and CSAR events and/or rowing activity and of the Meeting organisers and facility providers of RV permitted events, and generally to reduce the risks to persons engaged in rowing activities; and
- It is reasonable for RV and my CSAR to collect, store, use and disclose my information in accordance with clause 4(a)(i) and in the manner set out in clause 4(b).

b) IN CONSIDERATION of my membership and participation in rowing activity I consent and agree that RV and my CSAR

- may collect and store any of my Information, including obtain my Information from third parties including my Carers;
- may use any information collected in accordance with this clause for any purpose consistent with creating safer events and rowing activity and held by or in conjunction with RV and my CSAR;
- may disclose my Information to third parties provided such disclosure is reasonably intended to be used for the purpose of improving safety at events and/or rowing activity held by or in conjunction with RV or my CSAR provided any such information is held by RV or my CSAR in accordance with the RA Privacy Policy;
- I irrevocably authorise RV and my CSAR and hereby appoint RV and my CSAR as my lawful attorneys to collect from my Carers, and I hereby direct my Carers to provide to RV or my CSAR upon request being made by RV or my CSAR, any of my information including but not limited to any information concerning any incident or event causing or contributing to or resulting from any injury, illness or death to me, the details of any diagnosis and prognosis provided to me by my Carers (or any party with the knowledge of any of my Carers), and any other matter to the knowledge of my Carers that might reasonably be considered to be requested by RV or my CSAR for the purpose of improving safety at RV and CSAR events and/or rowing activity.

14. POLICIES AND REGULATIONS

I acknowledge, understand and agree that it is a condition of my membership and participation in the event and rowing activity that I agree to be bound by, and subject to, the rules, regulations and jurisdiction of RA and RV as amended from time to time. Copies of all RA and RV rules, policies and regulations are available from the RA and RV websites and or by contacting RA or RV direct.

- All participants are bound by the RA anti doping policy and thus understand they may be subject to drug testing. Testing conducted by the Australian Sports Anti-Doping Authority (ASADA) is in accordance with the ASADA Act and the National Anti-Doping Scheme. This involves the taking of a sample (any human biological fluid or tissue whether alive or otherwise, or any human breath) for the purpose of detecting the use of a Prohibited Drug or Doping Method. Any participant infringing RA's policy or refusing a drug test may be disqualified or otherwise dealt with in accordance with the terms of the anti-doping policy.

NOTE:

A minor cannot complete this undertaking and declaration other than in writing with the endorsement of the minor's parent or guardian.

**SIGN
HERE**

16. EXECUTION

I, THE UNDERSIGNED STATE THAT I HAVE READ AND UNDERSTOOD THIS DECLARATION (INCLUDING THE WARNING, INDEMNITY AND RELEASE) AND AGREE TO THE TERMS AND CONDITIONS AS STATED.

NAME (PRINT): _____ SIGNATURE: _____ DATE: _____

17. THIRD PARTY INDEMNITY WHERE PARTICIPANT IS UNDER 18 YEARS OF AGE

I/WE _____ being the parents or guardians of the person named in Clause 16 (hereinafter called "the entrant") HEREBY ACKNOWLEDGE:

- I/We have read the whole of this document and understand it; b) I/We consent to the participation in the event and/or rowing activity; c) I/We are aware of the risks, dangers and obligations set out in Clause 4 above; AND d) I/We acknowledge that the participant is bound by and subject to the rules and policies of RA and RV, including, without limitation, the RA anti-doping policy.
16. IN CONSIDERATION of the participant being accepted as a participant in the event or rowing activity I/WE HEREBY INDEMNIFY AND RELEASE the Indemnitees in the same manner and to the same effect as if I/WE were the participants and agree to personally accept all terms and conditions and obligations set out in this declaration.

PARENT/GUARDIAN: _____ SIGNATURE _____ DATE: _____



20.6. Appendix 8 – Risk Assessment Advisory Board

This risk assessment advisory board with the following types of information is predominately displayed in the boathouse and can be viewed by each person before they go rowing. All rowers have a responsibility to update the advisory board as conditions dictate.

Time and Date:				
Weather <u>Other</u>	Fog	Low	Moderate	High
	Electrical Storm	Low	Moderate	High
Water Quality <u>Other</u>	Flood Flow	Clear	Not Clear	
	Debris	Not Present	Present	
Water Traffic <u>Other</u>	Bridge Work / Barges / Dredging	Exact location on river:		
Other Risks				



20.7. Appendix 9 – Boat Usage Log

In development

The log of boats at Brisbane and GPS boathouse is a large whiteboard which contains all of the information below

Time	Date	Boat Name	Crew members (all rowers and coxes must be listed)	Coach (if applicable)	Contact Mobile	Estimated time of return



20.8. Appendix 10 – Local Brisbane River Waterway Map

See attached