

7<sup>th</sup> September 2016

## MINERVA BATH ROWING CLUB

### Framework applying to Juniors

#### Introduction

This Framework sets out the arrangements to run a Junior session at Minerva Bath Rowing Club. This document has been approved by the Committee and forms part of the rules of the Club to which all members must adhere. The Framework is based on rules and advice from British Rowing, Club Mark and Health and Safety Legislation. Please be aware that British Rowing issues new rules and advice on a regular basis. As a result this Framework will continue to evolve.

#### Record Keeping

A list of all Junior Members is to be kept at the Club containing:

- Name
- Date of birth
- Address
- Parent / guardian name
- Emergency contact details
- Date of last swim test / capsized drill
- Any medical conditions (Please note that serious medical conditions eg diabetes, severe asthma, epilepsy should be highlighted on the Junior's personal record so that the Person in Charge can see it at a glance.)

For each Junior

- Record of each session attended with *brief* record of what they did
- See above for severe medical conditions

For each coach / assistant / launch driver / adult helper

- Name
- Address, phone number and email address
- Qualifications (e.g. coaching, launch driving, rowing, child protection, first aid, other sports)
- Experience
- DBS status

For each session

- There is to be a named person in charge of each session.
- List of juniors in attendance. Juniors should sign in at the start of the sessions and sign out at the end.

The information must be available to and accessible by the Person in Charge of each session. If the Person in Charge cannot access the information, then the session should not take place.

## **Session Rules**

These Session Rules apply to all activity with Juniors. The only exception is when a suitably experienced Senior member takes their own child (who must be a Minerva member) rowing or erging on their own. The Senior Member must be approved as a fully competent sculler allowed to scull alone in order to take their child on the water. If another Senior or Junior member is involved then these Session Rules apply.

### **All Sessions**

The Junior Coordinator must know who is to be the Person in Charge of each session at least 24 hours in advance of the session and make this information available to the Committee if required.

The Person in Charge must perform a Risk Assessment before each activity. If necessary the planned session should be modified or abandoned.

There will be a minimum of 2 adults for all sessions.

All Juniors must be under the supervision of a suitably trained adult at all times.

### **Water Sessions**

For all water sessions the Person in Charge will be a qualified coach

For water sessions there will be a maximum ratio of 4 junior boats per adult. Adults included in this ratio must be suitably trained and experienced for the role required of them. Their suitability must have been agreed by a member of the Committee, other than the Junior Coordinator.

All coaches and adult helpers will carry a throw-line at all times when helping with water based activities. They are required to be able to use it.

In anything other than warm summer conditions they should also carry thermal blankets.

There will be a launch available on the water (with a qualified driver) at all times when juniors are on the water.

All scullers and coxes are required (after initial training) to have a clear understanding of:

- The navigation rules for the river
- The river locations where particular care is required
- The requirement to sign-out before boating and to sign-in after returning
- The procedure to be followed when boating or returning to the landing stage

All scullers and coxes are required (after initial training) to be able to maintain their course on the correct side of the river.

The Person in Charge must run the session in such a way that any Junior who capsizes can be recovered from the water within 5 minutes without anyone else entering the water.

### **Land Sessions**

For all land sessions, the Person in Charge must have completed Child Protection training and First Aid Training. (These two courses form part of the Level 2 qualification which all qualified coaches will have.) The Person in Charge does not have to be a qualified coach.

### **Training camps**

If Minerva Juniors are taken to another club/stretch of water for a session, Minerva Session Rules apply. In addition a Risk Assessment for the visit must be carried out.

## **Pre session risk assessment for water based activities**

The overall aim of the assessment is to ensure that the activity is safe and enjoyable for all.

The Person in Charge should be quite certain that any Junior who capsizes can be recovered from the water within 5 minutes without anyone else entering the water.

The following factors should be considered when determining what water based activities (if any) should be undertaken:

**River conditions** - Height, speed, how busy, water temperature

**Weather conditions** - Wind speed, air temperature, rain / sleet / snow / thunder

**The number and experience of participants.**

**The number and experience of the coaches, launch driver and helpers.**

Possible mitigations if conditions are unsuitable

- Use coxed quad / VIII rather than small boats
- Run a land-based session

## **Helpers**

All regular helpers must:

- Have completed a job application form
- Provided two personal references
- Be DBS checked by British Rowing

All helpers must be approved by the Committee for the task required of them.

Each helper to be trained in:

- How to summon an ambulance and direct it to the club
- The use of a throw line
- The actions to take after someone is recovered from cold water

Child Protection training is recommended for all Person in Charge

All helpers should undertake the British Rowing “Cold Water and Hypothermia” online course at:  
<https://www.britishrowing.org/knowledge/online-learning/safety/cold-water-and-hypothermia/>

All helpers should read the British Rowing Rowsafe manual section concerning juniors at:  
<https://www.britishrowing.org/sites/default/files/rowsafe/3-2-Juniors-v1.pdf?78251f>

(The full manual is at <https://www.britishrowing.org/about-us/policies-guidance/rowsafe/>)