

Last Review: April 8<sup>th</sup> 2019  
Committee: Main  
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Next Review: March 2020

## **MINERVA BATH ROWING CLUB Junior Framework**

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### **Introduction**

#### **Aim of this framework**

Minerva Rowing Club is committed to providing a safe environment to enable the Minerva junior members to enjoy the sport of rowing. Junior member applies to any person aged under 18, when they reach the age of 18 they are considered to be an adult and they may choose to row with the senior or junior squad until 31<sup>st</sup> August of that rowing year.

**As an affiliated member of British Rowing Minerva Rowing Club has adopted the British Rowing (BR) Safeguarding and Protecting Children Policy.**

The Club Welfare Officer (CWO) has the responsibility of ensuring that all adults in a 'position of trust' or responsible for the training of junior members, confirms that they have read this framework and are familiar with its contents.

This framework will be reviewed annually by the Minerva Main Committee.

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### **SESSION RULES**

- The Session Rules apply to any activity involving Junior members
- 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 this becomes a Junior session and Session Rules then apply

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### **Adult Helpers**

The Junior section of Minerva will be organised by the **Junior coordinator**. This person will have responsibility to oversee the organisation of Junior sessions, deployment of coaches and volunteers and will act as the main point of contact between the club, juniors and parents. Like any other volunteer working with juniors, the coordinator must have a DBS check through Minerva and will have gone through safer recruitment, and Safeguarding and protecting children training.

All volunteer adult helpers **must**:

- Be invited to work with the juniors by the Junior Coordinator or the Main Committee ☐
- Hold British Rowing membership ☐
- Complete all aspects of minimum safer recruitment (Minerva volunteer application form and two personal references)
- Have a completed DBS check **that has been requested by Minerva through British Rowing**. Minerva CWO can only do this once all aspects of safer recruitment have been completed.
- 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.

DBS checks must be obtained through Minerva before any adult can help with the juniors. They are not portable and therefore a check through any other organisation **will not** enable an adult to volunteer with Minerva juniors. Adults who have been approached to help with the juniors through the main committee or by the junior coordinator will complete a volunteer application form and obtain two personal references and pass these to the CWO in order that a DBS check can be made through British Rowing. A volunteer may receive communication from gbgonline (provider of online criminal checks) with a copy of their DBS clearance but they may not be deployed to work with the Minerva juniors until the CWO receives notification from British Rowing. The CWO will inform the coordinator and the Main Committee when a new volunteer is cleared to work with the juniors. DBS checks will be done by the CWO and renewed every 3 years.

Parents will be expected to organise transport to and from the rowing club for their child and they may not assist in any aspect of the rowing sessions unless they have been through the safer recruitment process and have up to date DBS check through Minerva.

Any junior coordinator, coach or helper will ensure that they are not in the situation where they are working with a junior on their own, unless this is their own child. In the event of a single sex session (land based or on the water), it is important that two adults are present, one being the same sex as the juniors.

Juniors may help with novice juniors sharing their knowledge and experience, however this must be done under the supervision of a fully qualified coach.

Adult 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/>

They should also 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 Complete RowSafe Manual at - <https://www.britishrowing.org/about-us/policies-guidance/rowsafe/>)

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## All Sessions

- The Junior Coordinator is ultimately responsible for all Junior sessions and must therefore know who the nominated person is in charge of each session
- The Senior Junior Coach and Junior Coordinator will make the decision about a session being on the water or land based. Juniors will be advised to bring appropriate clothing for both
- The Person in Charge must perform a Risk Assessment\* before each activity. If necessary, the planned session should be modified or abandoned. In situations where there is any doubt about any safety aspect of the session the club Safety Officer must be consulted
- There must be a minimum of 2 adults for all sessions
- All Juniors must be under the supervision of a suitably trained adult at all times
- All adult helpers must inform the person in charge of a junior session that they have arrived to help and also when they are leaving the site.

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## Risk Assessments

The overall aim of the assessment is to ensure the activity is safe and enjoyable for both junior members and adult volunteers.

- 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, and that they can return the junior to the nearest club within 15 minutes
- 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; **Number and experience of participants, number and experience of the coaches, launch driver and helpers**
- Possible mitigations if conditions are unsuitable - use coxed quad / VIII rather than small boats or run a land-based session.

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## Water sessions

- There will be a launch available on the water (with a qualified driver) at all times when juniors are on the water. There must be two adults on the launch if it goes below the narrow boats downstream of Minerva

- For all water sessions the person in charge will hold a British Rowing coaching award
- 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, and they must be able to return the junior to the nearest club within 15 minutes
- 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
- The suitability and experience of adults assisting juniors on the water must have been agreed by a member of the Main Committee, (preferably the Safety Officer)
- 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
- All junior 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, and the procedure to be followed when boating or returning to the landing stage
- All junior scullers and coxes are required (after initial training) to be able to maintain their course on the correct side of the river.

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### **Land Sessions**

- The Person in Charge does not have to be a qualified coach
- For all land sessions, the person in charge must have completed Safeguarding and Protecting Children Policy training and First Aid Training. (These two courses form part of the Level 2 qualification which all qualified coaches will have)
- There should be two adults present with the juniors as a minimum requirement at these sessions

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### **Training Camps or competitions at other clubs**

- If Minerva Juniors are taken to another club/stretch of water for a session, Minerva Session Rules apply
- Risk Assessment for the visit must be carried out, and with regard to a regatta, the hosting club Risk Assessment form must be completed and returned prior to the event
- Parents will be responsible for transporting their child to the event and must accompany them if they are travelling in a vehicle that is not driven by themselves

- At events away from Minerva parents will be responsible for supervising their own children

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### **Record Keeping**

- The Junior Coordinator should have a list of **all** Junior Members to include: Name, date of birth, address, parent / guardian name, emergency contact details, date of last swim test / capsize drill, any medical conditions (Please note that serious medical conditions e.g. diabetes, severe asthma, epilepsy should be highlighted on the Junior's personal record and this information must be shared with the coaches or adults leading a session)
- Junior information must be accessible by the person in charge of each session
- For each session there should be a list of juniors in attendance

\* It is acknowledged that paper risk assessments are not always practical and this will most probably take the form of a risk assessment done without a paper record.