



# **SAFETY & RISK MANAGEMENT PLAN**

*This Report is the safety and risk management plan for South Island Rowing Inc. Its aim is to formalise the operation of events using the SIR facilities at Lake Ruataniwha, TWIZEL.*

*Nothing in this plan takes away from the responsibilities of organizations or individuals for complying with the Laws, Rules and Regulations set by statute to ensure safety and risk minimization to participants, spectators and officials.*

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## 2 DOCUMENT HISTORY

	Prepared By	Change	Approved By	Date
<b>Draft 1</b>	P Bell	Initial	NA	October 2003
<b>Issue A</b>	P Bell	Meeting Changes	SIRI	15 November 2003
<b>Draft 2</b>	P Bell	Revision		October 2007
<b>Draft 2a</b>	P Bell	Update		October 2007

### **3 INTRODUCTION**

South Island Rowing Inc. (SIR) is an eventing organization with land based facilities on its property on the shores of Lake Ruataniwha and in the water of Lake Ruataniwha, Twizel. Although the prime activities of SIR relate to Rowing, there are several other types of events that involve SIR and utilize its facilities.

As an eventing organization SIR must have a Safety and Risk Management Plan to cover the activities on the facilities it manages. This safety and risk management plan is intended to detail and promote the safe and responsible operation of the SIR facilities at Lake Ruataniwha, Twizel.

Included in the plan are the operating requirements for the SIR equipment deployed for safety as well as the operational aspects for safety both on and off the Lake. Included in the appendix are notes on various safety aspects that need some consideration by Lake users.

The prime focus is operational safety associated with the recreational activities on the areas of land and water occupied by South Island Rowing. In particular, the overall safety of all personnel and spectators during events organized by South Island Rowing Inc. on Lake Ruataniwha.

It also should be noted that there are limitations placed on the activities in the general vicinity of the SIR facilities outside those times as well. While the Law applies at all times, all activities not involving SIR are not covered in this plan.

### **4 BACKGROUND**

All water sports contain elements of danger and participants recognise this as a basic fact. However, there are various ways that the risk factors can be minimised. The safety of the participants has always been a concern of Rowing Administrations and in recent years the need for safety has been reinforced. References to the safety aspects have been included in the Rules associated with running regattas.

In more recent times however, there have been some significant changes to the general attitude to safety and this has given rise to the requirement to have a Safety and Risk Management plan.

Of significance has been the successful prosecution of Organizations and Individuals on charges of Criminal Nuisance. It is clear that there are responsibilities for eventing organizations and their members who need to minimise their exposure to any such charges. This then leads to the requirement to have a fully operational safety plan that is widely publicized and fully understood by all participants and to a lesser extent, spectators.

Lake Ruataniwha is a snow-fed hydro lake. It is situated in the "high Country" of the South Island of New Zealand. The weather is extreme with snow and sub-zero temperatures in the winter and in the summer sunny conditions with temperatures reaching 40°C. Wind is a predominant factor and this causes the Lake to become rough very quickly. It is against this background that the safety management plan has been developed.

## 5 AUTHORITIES

The operating authority stems from the Rules and Regulations of the Maritime Safety Authority. In particular the Maritime Rule Part 91 – Navigation Safety Rules, the associated amendments and circulars apply.

A second document by Environment Canterbury “**Environment Canterbury Navigation Safety Bylaws 2005**”, also covers many aspects of safety associated with waterways in Canterbury and specifically covers Lake Ruataniwha. A copy with the latest amendments is available from Environment Canterbury. [www.ecan.govt.nz](http://www.ecan.govt.nz)

These two documents take precedence over all others on matters of Safety. The SIR Safety and Risk Management Plan embodies the principles given in the above two documents and indicates areas of specific focus on Lake Ruataniwha.

It is recognised that many organizations such as the New Zealand Rowing Association have their own Rules, Regulations, Safety Codes and possibly Dispensations for their own specific sporting code. They may want to apply them to their specific events and where there is no conflict with the previously mentioned documents their application belongs to that organization.

However, there is no mandate to enforce any rules that are in conflict with the prime documents.

## 6 HAZARD IDENTIFICATION

The following table indicates some of the hazards that could be experienced at Lake Ruataniwha. This is not intended to be a complete list but includes some of the common ones SIR personnel have observed.

### 6.1 WATER BASED HAZARDS

<b>Hazard</b>	<b>Eliminate</b>	<b>Isolate</b>	<b>Minimise</b>
The Island at the 500 meter	See Rowed Code.	Orange marker buoys show hazard	
Rocks at the sides of the start			Lanes marked for the correct location
Shallow water between land and lane one			Single file over this section.
Cold Temperatures			Use warm clothing / dress appropriately.
Variable wind and wave conditions		Stop activity when conditions are deemed hazardous.	Constantly observe conditions and control event accordingly
Poor visibility due to fog or low cloud.		Stop activity when visibility reduces below 500 meters.	Constantly observe conditions and control event accordingly

## 6.2 LAND BASED HAZARDS

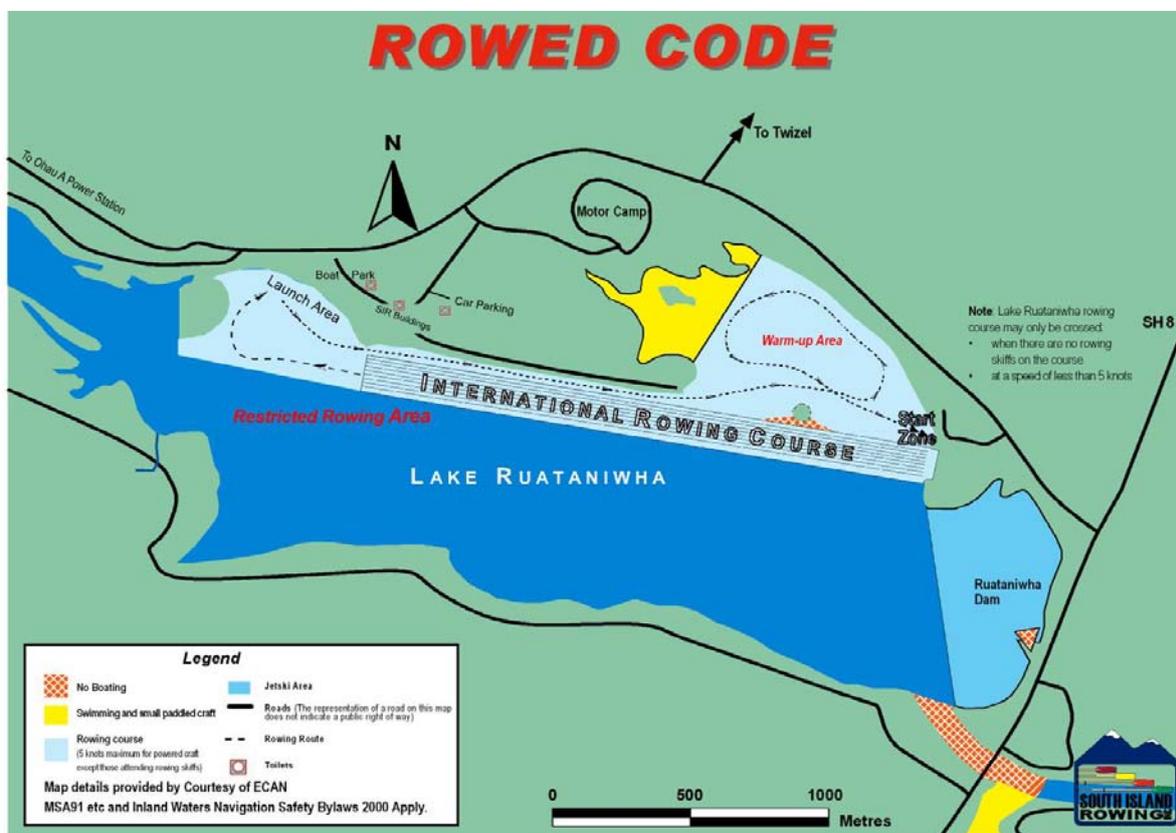
Hazard	Eliminate	Isolate	Minimise
Road Traffic along the banks.	Close some roads		Signpost and enforce speed limit.
Slippery gravel to launch area			Signpost potential hazard
Flying debris.			Ensure all items not in use are securely tied down.

## 7 APPLICATION

This plan applies to the land area occupied by the SIR building and the adjacent areas. On the water, it applies to the section of water the width of the lake that starts approximately 50 meter east of the 2000 meter start line and approximately 500 meters west of the rowing course finish line.

**Note:** There are some sign around the course that depict the areas and the operating rules. Each code will have their own operating rules and for convenience, those applying to rowing are displayed.

### 7.1 APPLICATION AREA



## **7.2 SAFETY OFFICER**

The Organizer of any event on Lake Ruataniwha that uses the SIRI equipment and facilities shall appoint a Safety Officer. This person will be responsible for all aspects of safety for that event.

All events must be advertised in the local newspaper to ensure that activities on the lake are well known. Lake closure can be arranged through ECAN.

The Safety Officer is responsible for ensuring that all safety equipment is in good working order before the event. This also includes the provision of appropriate facilities for the "Health and Safety" of all participants and spectators.

The Safety Officer is to ensure that all participants are advised of the Safety features deployed, the limitation of the operation and the aspects of which they are expected to have knowledge and training. (This traditionally takes the form of a pre-regatta briefing).

The Safety Officer is to ensure that all Officials have adequate training in Safety principles and the safety apparatus available for the event. This also includes ensuring that the Officials are capable to implementing safety procedures in a timely manner in the specific roles on which they are engaged.

The Safety Officer is to record all reports of damaged, broken or mal-functioning safety equipment and facilities to the Course Manager for remedial action. The Safety Officer is to record all such reports and the details held in a register in the Regatta Control building for subsequent audit as required.

The Safety Officer is to keep a record of every safety incident giving details of the nature of the incident, who was involved, what happened, what was done and the names and addresses of any witnesses. This information is to be maintained in a register in the regatta Control Building and be available for audit as required.

## **8 SAFETY EQUIPMENT**

South Island Rowing maintains various items of safety equipment to use during events on Lake Ruataniwha. Responsibility for the maintenance, security and records of this equipment lies with the Course Manager.

All personnel using SIR boats must wear a life jacket while out on the water. An exception to this must have extenuating circumstances and be agreed to by the Safety Officer. A hazard plan must be made and implemented in all such circumstances.

This section identifies the equipment and recommends the quantities that should be deployed.

### **8.1 MOTOR BOATS**

There are three types of motor boats owned and deployed by SIR:

- Umpires Boats (Currently Stabicraft and named after the lakes)
- Safety/rescue boats (Currently labelled as "Safety" or "Rescue")

- Motorised Barges

Each of these boat types is intended for their own specific use and there are general conditions that apply to all and some specific conditions that apply to only one category.

### **GENERAL**

- All boats will have their asset number (Name) recorded clearly on them. This will be used to identify all aspects that relate to that specific craft including costs and maintenance history.
- Each boat is to have a record of its maintenance history. The Course Manager is responsible for all maintenance and ensuring any boat that is to be used for any event is in full working condition.
- Included in the maintenance plan for every boat is the requirement for a fully documented annual inspection and testing of each boat. This should be completed before January every year.
- All boat drivers must be approved by the Course Manager. (See responsibilities of the boat drivers).
- Every boat must display the number of persons it is to carry for normal operations. There is no mandate to exceed this number for normal operations.
- Every boat will carry both safety and operational equipment. This is intended for safety use only and should be so deployed.

### **UMPIRE BOATS**

The Umpire Boats are specifically designed to provide for effective umpiring. Their characteristics have been optimised for that purpose. In that sense, they are designed for a crew of two and their use is intended for that purpose.

It is recommended that every Umpire boat carry the following equipment types and quantities:

- Safety lines. [2]
- First Aid Kit. [1]
- Life Jackets (to NZS 5823:2001) [2]
- Approved buoyancy aids or Personal flotation devices (PFD's) [10]
- Tool Kit. [1]
- Thermal Blanket. [2]
- Loud hailer. (as appropriate) [1]
- Radio Telephone (as appropriate) [1]

### **SAFETY/RESCUE BOATS**

The rescue boats are designed to reach anywhere on the course within two minutes and shall be deployed so this can be achieved. These boats are specifically for the Safety/Rescue tasks and it is essential that those using these boats should be fully trained in rescue techniques, be completely familiar with the safety features and facilities and be trained in first aid principles.

The recommended equipment list for these rescue boats includes the following

- Safety lines. [2]
- First Aid Kit. [1]
- Life Jackets (to NZS 5823:2001) [2]
- Approved Buoyancy Aids or Personal Flotation Devices (PFD's) [10]
- Tool Kit. [1]
- Thermal Blanket. [2]
- Loud hailer. (as appropriate) [1]
- Radio Telephone (as appropriate) [1]

### **BARGES**

Barges have been designed for specific purposes and their use is generally restricted for those purposes. In particular, the work barge, is specifically designed for work on the course and it is optimised for that purpose. While it could be used as a floating platform, its purpose is solely as a work barge and its use should be for that purpose.

As a consequence of their specific roles, their normal complement of safety equipment is significantly reduced.

This may include the following:

- Safety lines. [2]
- A first aid kit. [1]
- Tool Kit. [1]
- Life Jackets (to NZS 5823:2001) [2]
- Approved Buoyancy Aids or Personal Flotation Devices (PFD's) [10]

### **JET SKI**

The Jet Ski has been deployed for the specific purpose of being able to get to any boat having difficulties quickly. It is not designed to transport people or equipment on the lake.

As a consequence of its specific role, the normal complement of safety equipment is significantly different.

This may include the following:

- Safety lines. [1]
- A first aid kit. [1]

- Tool Kit. [0]
- Life Jackets (to NZS 5823:2001) [0]
- Approved Buoyancy Aids or Personal Flotation Devices (PFD's) [1]

### ***BOAT OPERATION***

- The boat driver is fully responsible for the boat, the equipment associated with the boat and the operation of the boat.
- The boat driver should check that all the safety equipment is in full operating condition before taking charge of the boat. It is recommended that time be allowed to accomplish this.
- The regular occupants of all boats are to wear approved life jackets when involved with events on Lake Ruataniwha.
- The Boat Driver is to report any deficiencies, failures or breakages to his boat or the associated equipment to the Safety Officer.
- The boats are intended only for activities sanctioned by SIR and are generally **NOT** available for coaching and "ad hoc" activities.

## **8.2 ON SHORE FACILITIES**

There is some strategically placed safety equipment on shore for use for those rare incidents that occasionally occur. There are two main points where such equipment is located: at the Regatta Control Building and at the 2000 meter start tower.

### **8.2.1 ROWING CONTROL BUILDING**

At the Regatta Control Building are the following Types of safety or safety related equipment which should be available for use during an event. The suggested types and quantities include:

- Safety lines. [4]
- First Aid Kit. [1]
- Life Jackets (to NZS 5823:2001) [2]
- Approved buoyancy aids or Personal flotation devices (PFD's) [10]
- Tool Kit. [1]
- Thermal Blanket. [4]
- Loud hailer. (as appropriate) [1]
- Radio Telephone Base Station [1]
- Drinking water
- Hot water

### **8.2.2 2000 METER START TOWER**

Safety equipment items should be located at the start tower and be available for use during SIR sanctioned events. This may include the following types and quantities:

- Safety lines. [4]
- First Aid Kit. [1]
- Approved buoyancy aids or Personal flotation devices (PFD's) [10]
- Tool Kit. [1]
- Thermal Blanket. [2]
- Loud hailer. (as appropriate) [1]
- Radio Telephone (as appropriate) [1]
- Drinking water

### **8.2.3 COMMUNICATION**

All telephone communications are centralised at the Regatta Control Building. From this point access to the "111" network can be obtained. This is only available during the operational hours of an event.

It may be possible to find some alternative access to a standard telephone line but this is not normally available.

Cellular telephone coverage is generally available throughout the areas occupied by SIR. However, such devices are not supplied by SIR and service is not guaranteed.

### **8.2.4 FIRST AID**

During events, a First Aid Room located at the Regatta Control Building is available. It is sited on the south west corner of the building on the ground floor.

This room is usually occupied by the local St Johns Personnel if they are in attendance.

During events that St Johns attend, an ambulance is generally available from that location.

### **8.2.5 POLICE:**

While for major events there is likely to be additional Police presence at the event and this is usually requested. For all other events there is unlikely to be a police presence.

The closest Police Station is in Tasman St, Twizel opposite the shopping centre in Market Place.

Emergency access is available via the '111' network.

### **8.2.6 FIRE**

Twizel operates a Volunteer Fire Brigade. The fire Station is in Mackenzie Drive adjacent to the Golf Course.

Emergency access is available via the '111' network.

### **8.2.7 WATER:**

Apart from the Lake itself, there is only limited access to water. Please note that potable water is available from designated taps. The lake water is not considered as suitable for drinking.

Hot and Cold Water is available from the rear of the MacRae building. Cold water is available for the taps adjacent to the public toilets east of the MacRae Building.

Taps supplying drinking water are also located at the toilet blocks near the Control Complex and in the "Boat Park".

### **8.2.8 DOCTOR**

The doctor's surgery is in Twizel itself. The hours of attendance do vary and appointments may be necessary.

For emergencies dial "111" or contact St Johns in the first instance.

## **9 GENERAL REQUIREMENTS**

There are a number of requirements that need to be met to ensure the safe operation of the SIR facilities. This includes the maintenance and record keeping aspects which need to be followed. All the maintenance activities including the record keeping are the responsibility of the Course Manager.

### **9.1 ON WATER ACTIVITIES**

There are a number of areas where the Course Manager is to ensure that the water borne facilities are correctly maintained. They fall into two distinct groups.

#### **BOATS**

Every Boat of SIR must have an associated maintenance log that details all work carried out on each boat. The log should have a complete history and be available for both external and internal audit purposes.

Every boat should undergo a full maintenance inspection where all defects are repaired prior to the start of the new rowing season. This is typically just before Christmas each year.

Also, every boat should undergo an inspection just after the conclusion of the major regattas prior to them being placed in storage for the winter. The purpose of this inspection is to identify any major repairs or maintenance activities required or decisions to be made prior to the SIR Annual General Meeting.

Periodic inspection of the non-mechanical equipment also needs to be completed. While this could be done in conjunction with the maintenance inspections they need not be. Further, it may be that they are required more frequently but at least annually.

### ***LANE WIRES & BUOYS***

All lane wires should undergo an annual inspection where repairs are to be made to set the course up for the major regattas. This will include buoy inspection and replacement as required.

At the completion of the regatta season, the course is to be set to its minimum buoy configuration for the following winter months.

The outside lane wire and associated marker buoys are to be carefully inspected and maintained because they identify the outside of the course and the speed limitations as identified by the ECAN Bylaw.

## **9.2 ON SHORE ACTIVITIES**

The on shore activities are required to ensure that the risk to health and safety are minimised here too. It also includes the maintenance records of all the equipment as well as the health and safety activities carried out. Again, these records must be available for both internal and external audit purposes.

### **9.2.1 SHORE BASED EQUIPMENT**

An annual inspection of all shore based equipment is required. It is appropriate this be done in conjunction with the boat inspections and all results should be recorded.

For operational items, their full functionality as required in an operating environment should also be tested and the results recorded.

Similarly, a further inspection is required after the regatta season to identify any major work or purchases prior to the annual general meeting.

### **9.2.2 AMENITIES**

The amenities including toilets and showers should undergo an annual inspection for both their condition and also their operation. Particular attention needs to be given to the toilets and their associated cleaning.

The Kitchen also requires compliance testing and certification to ensure that SIR meets all the health requirements.

As with all other equipment, the Annual inspection and the post regatta season inspections should be completed. The post Regatta season inspection is required for reporting on any needs to the Annual General Meeting.

Attention needs to be given to the Lake signage to ensure it is visible, accurate and will last until the next inspection.

### **9.2.3 SAFETY EQUIPMENT**

All safety equipment is to have an annual inspection to ensure it is fit for service. This includes the testing of the Life Jackets to NZS 5823, the testing of the buoyancy aids, throw lines and ensuring the first aid kits are replenished.

It is important that there is no out of date pharmaceuticals in the kit.

### **9.2.4 RECORDS**

A full set of records should be held at the Control Building. A soft copy of the records should be stored off site to minimise any chance of a problem.

## **10 OPERATION**

Every Club, School, College and Organized group of participants (often referred to as Clubs) should have a Safety Person or responsible representative who is expected to understand all the safety requirements. This should include MSA Rule 91 and the Environment Canterbury Bylaws and ensure the adherence to the relevant sections.

Implementation to these safety requirements on behalf of South Island Rowing Inc will be the duty of the Safety Officer so appointed for every event. Observance of the SIR Safety and Risk Management requirements is mandatory. The Safety Officer will monitor their observance and advise any breaches in writing to the club, college or school committee or officer responsible.

### **10.1 COACHING**

Coaching and training is a Club responsibility. This is generally not permitted during an event. Outside the event times, coaching is the responsibility of the coach who is expected to comply with all the applicable Laws, Rules and Regulations.

It is recommended that all non-motorised crews undertaking training should be accompanied with a suitably equipped motor boat. (These are not normally provided by SIR).

All crews being trained are expected to be suitably equipped for the purpose and all such equipment should be in good working conditions according to the Rules of operation of their sporting code.

### **10.2 FLAGS**

SIR has deployed the use of flags to indicate the status of the lake for aquatic activities. The flag is flown from the flag pole outside the Control Building and is used throughout the event.

#### **10.2.1 FLAG SIGNALS**

The following flag signals apply and the meaning of the colours are as shown.

<b>Green:</b>	Regatta is on.
<b>Yellow:</b>	Regatta is temporarily postponed.
<b>Red</b>	Course Closed
<b>Blue</b>	Regatta is abandoned

## **11 APPENDIX 1**

### **WATER SAFETY – GUIDANCE NOTES**

These notes do not form part of the management plan but are included to assist sporting codes with developing their own safe sporting practices.

#### **11.1 SAFETY ADVISORS**

The role of Safety Advisers for clubs, schools and colleges and other centres of organised aquatic activity will be to give guidance on, and encourage understanding and compliance with, the following:

##### ***EQUIPMENT***

Typically, those who organise rowing, sculling or similar aquatic activity for others should ensure the observance and understanding of the following requirements by all concerned.

All equipment used for the activity including coaching shall be properly maintained to ensure that it is safe for its intended purpose and does not expose the user to danger.

##### ***EQUIPMENT TESTS***

Particular attention should be given to the following:

As far as is practical, boats and equipment should be stored in well lit premises in such a way as to minimise the possibility of damage to persons or equipment on removal and return.

When any boat is placed on the water and before embarkation, it should be checked to ensure that it is in a safe condition and that its moving parts are in working order, viz:

- Check for leaks.
- Check buoyancy compartments, seals and ventilation bungs.
- Check outriggers, swivels, seats and stretchers for security.
- Check that heel release mechanisms are effective, i.e., quick release devices and heel restraints.
- Check rudder lines, steering mechanism, rudder and fin to ensure that everything is secure and in good working order.
- Check oars and sculls for damage and ensure that "buttons" are securely and properly set.
- Check the bow ball complies with the regulations.
- All boats shall allow all crew members to disembark easily in the event of an emergency. Bow coxed boats shall provide an opening for the coxswain at least 700mm long and be as wide as the boat for at least 500mm. The interior surfaces shall be smooth and without any projections that would hinder easy and rapid egress. A fixed bulkhead shall be provided at a suitable distance from the backrest to suit the coxswain's height so that they can push themselves clear of the cockpit easily.
- steering mechanism must not hinder egress by projecting into the coxswain's enclosure.

Where boats are fitted with "shoes" an effective release mechanism must be in place to ensure that the heels are released immediately a strain is put upon them consequent to accident or injury involving boat or person. Heel restraint cords/straps should be correctly adjusted and members instructed in the technique of release in the event of a capsize.

To maintain equipment in a sound and usable condition requires those organising it to establish procedures whereby damage to equipment is notified to responsible officials without delay and the damage repaired before the equipment is used again. Damaged equipment should be marked or "quarantined" to ensure that it is not used by others unaware of the damage.

## **11.2 PARTICIPANTS**

All participants in rowing, sculling or similar activities should receive proper instruction in watermanship and the operational techniques associated with the activities including capsizing and accident drills. No person should put themselves or others at risk when on the water. Junior members and novices should be given particular attention. This also applies to Coxswains and other similar people.

Every encouragement should be given to all participants and coaches to become fully conversant with life saving and resuscitation techniques. It is strongly recommended that Safety Advisers receive formal training.

Rowing, sculling and similar aquatic sports are by their nature outdoor activities and as such are subject to the vagaries of weather in all its forms. It is important to recognise that contending with difficult weather conditions is part of the sports attraction and these notes cannot change this. However, safe enjoyment is the aim, not foolhardiness.

Safety Advisers or senior members present appointed for the club shall have and exercise the authority to advise the suspension of boating activity should s/he believe the conditions unsafe for whatever reason.

Activities on the water after nightfall are dangerous and should not be encouraged. When it is necessary the craft must be properly illuminated as required by the relevant Authority.

There should be no unescorted outings during darkness hours.

All aquatic activities should be carried out with awareness by the participants of the rights of others who share the water. Every effort should be made to co-ordinate activities and so minimise clashes of interests and the possibilities of accidents.

### **11.2.1 ACTIVE PARTICIPANTS**

All active participants should:

- Satisfy their Club administration that they are in good health and be able to demonstrate that they can swim a minimum distance of 50 metres in light clothing and shoes.
- Acquaint themselves fully with and obey rules of navigation. (both local and statutory).

**It is a Participants responsibility to be aware of their  
parent body's (E.G. NZ Rowing) Rules, Regulations  
and Safety Requirements.**

- Maintain their rowing equipment in good order and check that it is in a safe condition before use.
- Ensure that beginners to the sport are not allowed to use equipment without adequate and prior instruction and are not allowed to boat unsupervised.
- Be constantly aware of the rights of others to the free use of the water and extend to them at all times the courtesy they would similarly wish to receive.

- Every participant should learn and practice capsizes and accident drills. Every opportunity should be taken to learn simple first aid, life saving and resuscitation techniques.
- All participants (apart from beginners on the water under supervision) are responsible for their own safety.

### **11.2.2 COXSWAINS**

All persons steering a boat are responsible for the crew in their charge. Coxswains should comply with the following:

- Every coxswain shall be able to swim.
- All coxswains shall wear a life jacket (conforming to NZS 5823:2001) both in training and in competition.
- All coxswains shall be in good health with adequate vision and sound hearing.
- The Coxswains dress must be suitable for the prevailing conditions. Particular care should be taken to ensure warmth around the head, neck and lower back, wrists and ankles and the clothing should be water and windproof.
- Coxswains need to be well acquainted with the egress techniques associated with their particular boat. Particular attention needs to be paid to "bow-coxed" boats.
- Be aware of the dangers and symptoms of hypothermia. (See advisory notes on Hypothermia).
- Voice projection and radio communication equipment, when carried in the boat must be securely fixed to the boat, not the coxswain.

Steering a boat, in training or in a race is a highly responsible role that is often entrusted to young and inexperienced coxswains. The steersman is responsible for the actions of the boat being steered.

Typical attributes that Coxswains should develop include:

- Learn and use simple commands for boat control both on and off the water.
- Use them correctly, clearly and instinctively.
- Understand and carry out all safety procedures and regulations applicable to the water they use, especially those relating to right of way, power boats, sailing craft, etc.
- Be conversant with safety and rescue procedures in the case of an accident.
- Understand and observe local navigation rules of the river or water. On unfamiliar water, become acquainted with local regulations and practices and of the existence, nature and location of particular hazards before going afloat.
- Recognise and respect the rights and needs of other water users, including anglers.
- Watch out for swimmers at all times.
- Watch out for unexpected floating objects.

- Know and have practised capsize and man overboard drills

### **11.3 COACH RESPONSIBILITIES**

A coach shall ensure that every member of the crews coached follows the appropriate safety procedures at all times, and the coach shall observe them to ensure the crews' safety.

In particular, coaches should:

- Be aware of the local Code of Practice.
- Ensure that crews are using safe rowing equipment.
- Be aware of weather and water conditions and arrange the outing to avoid any danger.
- Watch out for any hazards the crews may meet. It is often easier for the coach, who is higher above the water than the members of the crew, to see swimmers or similar hazards ahead.
- Draw the attention of the coxswain or steersman to hazards and not merely attempt to influence any steering decision that has to be made.
- Show consideration for other water users, both in regard to the coaching boat and to the boats being coached.

Coaches of young children shall ensure that the whole crew, and not just the coxswain, are dressed suitably. Youngsters are unlikely to be able to generate a high level of body warmth during their first outings and need more protection.

When crews are rowing away from their home water, the coach shall ascertain the local code of practice and, at regattas, any special rules to be observed, and ensure crews fully understand them.

Coaches should pay particular attention to the coaching of coxswains. Not only is a competent coxswain important to the crew's success; competence is essential for their safety on the water.

Every coach should know capsize and accident drills and be prepared to assist or rescue any member who is in difficulties is injured, or appears to be suffering from hypothermia or exhaustion. Every time the coach goes out in a coaching boat, check that it is fully equipped with safety equipment and know how to use it.

When coaching from a launch, the coach and driver must wear life jackets.

Every coach shall learn life-saving and resuscitation procedures.

Coaches of beginners and especially of crews of young children have an extra responsibility. Those who are new to the sport are likely to concentrate on their own rowing to the exclusion of all else, and are thus less likely to be aware of approaching danger.

Coaches of school crews may be dealing with crews of young novices on the water together and must be concerned with their safety. It is very easy for a crew to get into difficulties while the coach is supervising other crews especially during launching. Beginners, should never be allowed on the water unsupervised.

### **11.4 COACHING BOATS**

The presence of a coaching boat gives far better safety protection to a crew than a coach on a bicycle, on the bank. But, this raises the need to ensure competent boat driving, the safety of those on board the coaching craft, and the effect upon other water users of the coaching craft's activities.

#### **11.4.1 DRIVERS**

All drivers must have supervised tuition on engine-powered boats before taking any passengers. Driving without previous tuition puts the driver, any passengers and other water users at risk.

At the very least the club shall ensure that an experienced driver goes out with a new driver until he has shown that he is fully in control of the launch.

**Note:** The manner in which boats are manoeuvred and generally handled may create unnecessary problems for other water users. Excessive washes create impossible conditions for other water users and can cause accidents to smaller boats. Thoughtless driving often causes damage to moored boats and to river banks.

To use boats for coaching, rescue and other purposes all on the same water, requires drivers to be fully aware of the effect of the wash they cause and the risk that the very sport they are seeking to assist cannot take place because their manner of driving their boat has made the water unusable.

#### **11.4.2 EQUIPMENT**

All coaching boats and safety boats shall carry the following safety aids:

- A bailer and, for inflatable rubber dinghies, a suitable pump and a spare valve
- A klaxon horn or similar warning device, capable of attracting attention over a distance of at least 200 metres.
- A grab line at least 15 metres (50 feet) long with a large knot tied in one end to assist throwing. Ideally a purpose made rescue/heaving line throw-bag.
- Thermal/exposure blankets to reduce wind-chill and counteract hypothermia. Make use of proprietary items but not woollen blankets which only absorb moisture and do not then retain heat.
- 10 approved Personal Flotation Devices/Buoyancy Aids.. These are essential when several people are in the water and the launch can attend to only one at a time.
- A basic first aid kit (list contents and check regularly as before).
- A sharp knife with carrying sheath.
- A paddle.
- Simple handholds fixed to the side of a launch to give help to any person being rescued, and provide self-help should the driver fall overboard.
- Engine, cut-out lanyard device.
- An anchor and line.

When it is necessary for outings to take place in the dark or in poor visibility the launch must carry a waterproof torch and sound signalling system as a means of signalling. The boat must be fitted with lights as laid down in current legislation.

Buoyancy aids or life jackets shall be worn at all times and are essential for launches going out to sea or on very wide stretches of water. Life jackets which depend on oral inflation should be worn partly inflated; those which have auto inflation must be checked at intervals suggested by the manufacturers.

### **11.4.3 MAINTENANCE**

Maintenance of the boat and its engine is vital, since the possible consequences of failure are too great. The driver and his passengers are dependent upon the efficient working of the engine and the good condition of the launch for the proper execution of their duties.

Drivers and coaches should know how the engine works, and a box with basic tools and spare parts (in particular spark plugs and a spark- plug spanner) should always be carried to enable running repairs to be done and simple replacements to be made. The tool/spare parts box should be kept dry and checked regularly (an extra can of pre-mixed fuel is also a vital spare). It is a wise precaution to check that the engine is securely fixed to the hull and that the secondary safety fixing is properly attached every time the boat is used.

The choice of a boat, its hull size and its shape, must be matched to an engine suitable for the work it is to undertake and the load to be carried. In particular, boats to be used for coaching should be of a design which will enable a boat to accompany a crew rowing at speed without causing a wash that makes the water unusable for everyone else.

## **11.5 HYPOTHERMIA**

Avoidance must be the first consideration at all times. Hypothermia by definition is the general cooling down of the body core. Brain and muscle functions are impaired as a result of lowering of the core temperature.

When a patient gets very cold, blood supply to the extremities is decreased while the body prefers to send blood to the core, which contains the vital organs, the brain, the heart, the lungs, the liver and the kidneys.

The lack of blood supply to the extremities causes a lowering of muscular activity, which results in the characteristic signs of clumsiness and lack of coordination.

The best treatment for Hypothermia is prevention. Rowers should be prepared with layers of warm clothing, a windproof jacket and hat and gloves where appropriate. Frequent stops for snacks and drinks and a degree of fitness will go a long way towards preventing hypothermia should conditions worsen.

### **11.5.1 MILD HYPOTHERMIA**

- Occurs when the body temperature goes from **37.2** degrees to **32** degrees
- Need to get patient out of wet clothing and into dry clothing
- Need to give them warm sweet drinks such as Milo with 5 sugars

### **11.5.2 SEVERE HYPOTHERMIA**

- Occurs when temperature lowers to **32** degrees and shivering stops
- Need to get patient out of wet clothing and into dry clothing
- Need to give them warm sweet drinks such as Milo with 5 sugars but only if the patient is conscious.
- Put patient into sleeping bag or warm up slowly
- Concentrate on heating the head, neck and trunk (chest and groin) regions – “the core” rather than the limbs
- Do not put patient directly in front of a heater as this causes the warmer core blood to move to the heat source and when this happens the cold blood from the extremities fills the core and can cause a heart attack
- If temperature gets down to **29** or **28** degrees, start CPR immediately and continue. When ambulance staff arrives, they won’t defibrillate the patient but merely

continue CPR until reaching a hospital where staff will take over and warm the body slowly.

A useful temperature list to determine which stage the Hypothermia case is at

<b>37.2</b> degrees	Normal Temp Though could be 36 degrees in lower South Island
<b>36</b> degrees	Patient feels cold
<b>35</b> degrees	Patient is shivering
<b>34</b> degrees	Patient becomes clumsy and confused
<b>33</b> degrees	Patients muscles stiffen
<b>32</b> degrees	Patient stops shivering
<b>31</b> degrees	Patient is semi conscious
<b>30</b> degrees	Patient becomes unconscious
<b>29</b> degrees	Patient has slow pulse and slow breathing
<b>28</b> degrees	Patient has cardiac arrest

Dress to beat the cold - Layers of clothing are more effective than one warm garment. The outer layer should be wind and waterproof.

Do not take or give alcohol in cold conditions.

Be alert to the warning signs of cold both in yourself and others. Coaches of young children must be particularly aware of the risks to their charges of exposure to cold. Exposed arms, legs and head heighten the risk.

If a person falls into cold water, their body will lose heat rapidly. To reduce heat loss, keep clothes on except heavy coats or boots which may drag the person down.

Sudden immersion in cold water can have a shock effect which can disrupt normal breathing, reducing even a proficient swimmer to incompetence. Confusion and an inability to respond to simple instructions will become evident.

When hypothermia is suspected your aims must be to prevent the casualty losing more body heat and to re-warm the casualty.

**Important Note:**

Hypothermia is a medical emergency whether the patient is conscious or unconscious. If we do nothing with our Hypothermia patient, it only takes 30 minutes to go from 35 degrees to full cardiac arrest.

**11.5.3 SYMPTOMS**

The following are the most usual symptoms and signs, but all may not be present:

- Unexpected and unreasonable behaviour possibly accompanied by complaints of coldness and tiredness.
- Physical and mental lethargy with failure to understand a question or orders.
- Slurring of speech.
- Violent outburst of unexpected energy and violent language, becoming uncooperative.
- Failure of, or abnormality in, vision.
- Twitching.

- Lack of control of limbs, unsteadiness and complaining of numbness and cramp.
- General shock with pallor and blueness of lips and nails.
- Slow weak pulse, wheezing and coughing.

A very dangerous situation is still present when a person who has been in the water for some time is taken out. Further heat loss must be prevented. The victim should be protected against wind and rain if possible.

Re-warming can be carried out by -

- Wrapping the victim in a thermal/exposure blanket.
- Others placing their warm bodies against the victim.
- Giving hot drinks (if conscious).

### **PREVENTION IS ALWAYS THE BEST POLICY.**

#### **11.5.4 ACTION PLAN**

To be effective safety actions must be started immediately, (even while the patient is in the water); otherwise irreversible damage or death will occur within a few minutes. Many thousands of lives have been saved by ordinary citizens who have known what to do and have had the courage to do it at the critical time.

The saving of life during a medical emergency depends on the accurate assessment and proper management of the patient.

The priority action plan is **S, R, A, B, C, S**

S	Safety	- Yours, the injured party and the public
R	Response	- Voice then Touch
A	Airway	- Clear and Open
B	Breathing	- Look, Listen and Feel
C	Circulation	- Signs of life – Skin colour, pupil reactions, chest raising
S	Severe bleeding	- Plug the hole, apply pressure on the wound to stop bleeding

If the patient is unresponsive, not breathing with no pulse - leave the patient immediately and go and telephone for help (dial 111). Return to the patient and commence assistance.

If the patient is unresponsive, not breathing but with a pulse - perform ten mouth-to-mouth (expired air resuscitation) breaths, then leave the patient and go and telephone for help (dial 111). Return to the patient, check for breathing and pulse and continue resuscitation.

If the patient is unresponsive but is breathing and has a pulse, turn on his side into the recovery position.

#### **11.5.5 THE RECOVERY POSITION**

This position can be used for unconscious patients who do not have spinal, pelvic or other major fractures.

- Tell the patient what is going to happen
- Kneel beside the patient, near the hips
- With the patient lying flat on his or her back, place the patients near arm straight out above the head
- Place the patients far arm across the chest
- Flex the patients far leg at the knee till the thigh is at right angles to the body; tuck toes under the patients near knee
- Grasp the patients' elevated knee and supporting the patients' shoulder, neck and head with the other hand. Pull the patient towards you so that he or she is lying on their side, leaning against your legs.
- Shift the knee that was used for leverage towards the patients' head, until the thigh is at right angles to the body. Tilt back the head until the airway is fully open.
- The patients face should be resting on the outstretched arm under the face to raise it off the ground
- Tilt the head and support the jaw. Turn face slightly downward.
- Maintain a check on **Safety, Response, Airway, Breathing, Circulation** and **Severe bleeding**.

#### **11.5.6 TRAINING**

Remember that effective resuscitation training is essential. Contact your local St John or Red Cross for practical instruction in First Aid and resuscitation.

### **11.6 TRANSPORTATION**

The role of the club Safety Adviser will be to ensure that all members who transport boats either on cars (sculling boat) or tow the club trailer are conversant with the requirements for safe and legal movement of boats by road. To this end they should conduct a safety audit at regular intervals. As a guide the items listed below and should be included in the audit.

#### **11.6.1 GENERAL**

Liaise with the Secretary/Treasurer to check that there is adequate insurance cover in force. If the club owns a tow vehicle it may be useful to have a photocopy of the current insurance certificate in a protective envelope in the vehicle.

Ensure that the club has available a copy of suitable reference material about towing trailers.

Ensure that the club has arranged for all drivers to have training on towing and defensive driving techniques.

Check that a photocopy of the diagram on Load Projection is displayed in the boathouse.

Check that the trailer has been lubricated and serviced regularly and that the tyres are in good condition including the spare.

Ensure there are adequate ties and rear projection markers available.

#### **11.6.2 NORMAL OPERATION**

Check that drivers are aware of the maximum load to be carried on the trailer.



Check that in the event of a rear projection in excess of 1.00m there is an extra rear light available for use during the hours of darkness.

Check availability of nose weight measuring facility.

## 12 APPENDIX 2

### ROWING NEW ZEALAND WATER SAFETY CODE (SEPTEMBER 2004) [EXTRACT]

#### 1.0 The Code

- 1.1 Every Association, Club, School, College and University (hereafter reference will only be made to Club) shall appoint a Safety Officer.

The Safety Officer shall advise the club on the requirements of the NZRA Water Safety Code and oversee its implementation and operation. Breaches of the code are to be identified and must be advised to the offender.

- 1.2 There shall be prominently displayed in every Club and Boathouse, a list of vital telephone numbers relating to safety in general.

- EMERGENCY SERVICES - '111'
- Fire, Police, Ambulance, list details of information to be given, viz: situation, access, details
- Doctors
- Local hospital casualty department
- Local river or harbour police
- Coastguard
- Lifeguards

Clear directions to the nearest alternative telephone point shall also be displayed.

- 1.3.1 Safety and First Aid equipment shall be readily available in every Club. This equipment must include -

- First Aid Box (to be fully stocked, contents listed. The box contents must be checked monthly).
- Thermal/exposure blankets
- Rescue lines
- Life jackets
- Buoyancy aids/ Personal Floatation devices (PFD's)

- 1.3.2 Clubs must ensure that their coaches and organisers undertake basic first aid training.

- 1.4 Visual aids on water safety, life saving and resuscitation procedures shall be displayed prominently.

- 1.5 Every Club providing rowing or sculling facilities shall draw up and display a plan of the local waterway, drawing attention to the navigation rules and any additional rules required to accommodate specific local hazards. Instructions shall be included on any variation in normal procedures necessary to combat tidal, stream, wind or other climatic conditions which may arise locally.

- 1.6 An accident log shall to be maintained and be available for inspection at all times, giving time, place and nature of accident, injuries/damages sustained and names and addresses of witnesses. All cases of accident involving injury shall be notified in writing to the local Association and the NZRA using the standard pro-formas attached (See incidence reporting)

A boat maintenance log or notebook shall be kept for each patrol boat showing maintenance and repairs for the boat, equipment and motor, and the date when the work was carried out.

**The following paragraphs relate to specific aspects of the sport which, for convenience, have been grouped under separate headings for ease of reference**

## **2.0 Equipment**

For the safety of all concerned, rowing equipment must be maintained in good order.

- 2.1.** Every boat must at all times carry firmly attached to its bows a white ball of not less than 4cm diameter made of rubber or material of similar consistency
- 2.2** Heel restraints and "quick-release" mechanisms must be in proper and effective working order in all boats equipped with fitted shoes. The restraints must allow no more than 50mm of heel lift on the shoe.
- 2.3** For outings between the hours of 30 mins before sunset to 30 mins after sunrise boats shall be fitted with lights as required (light requirements 11.6.3). and shall carry a torch to alert other vessels so as to avoid collision or signal for assistance.
- 2.4** Check oars and sculls to ensure that "buttons" are secure and properly set.
- 2.5** Buoyancy compartments, bow and stern canvasses, etc., must be checked to ensure that they will function as intended.

## **3.0 Rowers, Scullers & Coxswains**

- 3.1** All persons participating in rowing or sculling must be in good health and able to swim a minimum of [50]m in light clothing and shoes.
- 3.2** Physically challenged athletes participating in rowing or sculling activities must be provided with suitable rescue facilities to cope with any accident whilst afloat.
- 3.3** All coxswains shall wear an approved lifejacket (non self inflating) when on the water for both training and in competition. Where the coxswain is located in the bow of a boats, care must be taken in the choice of lifejacket to ensure that the coxswain is not restricted when exiting the boat. Self-inflating life jackets must not be used.
- 3.4** All crews, when going on the water - whether accompanied or not, must appoint a person to have overall responsibility for the crew. This person will usually be the person steering the boat or the stroke of the crew if the person steering is considered unsuitable. It is this person's responsibility to ensure that the crew complies with the rules and is the person to whom any inquiry will be directed should an incident occur.

## **4.0 Coaching**

**For the purposes of this document a coach is defined as a person or persons accompanying a crew or crews in a powered craft.**

- 4.1 Coaches are not only concerned with coaching their crews, they have a responsibility to remind crews that they need to fulfil the crew's safety requirements on the water. (see sections 2 and 3)
- 4.2 A coach shall ensure that every member of the crews of which he has charge is aware of the appropriate safety procedures at all times.
- 4.3 Coaches shall ensure that the whole crew, including the coxswain, are dressed suitably, adequately protected for the weather conditions they are likely to encounter.
- 4.4 Coaches and coaching launch drivers shall wear life jackets at all times whilst afloat.
- 4.5 All coaching launches and safety boats shall carry the following safety aids:
- A bailer, and, for inflatable rubber dinghies, a suitable inflation pump and a spare inflation valve.
  - A sound signalling warning device, capable of attracting attention over at least 200 meters. e.g. Air horn or whistle
  - A grab line at least 15m (50ft) long with a large knot tied in one end to assist throwing (ideally a purpose made rescue/heaving line - 'throw bag').
  - Sufficient approved Buoyancy aids or PFD's for the biggest boat they are coaching (8 max) (see Club Training Below)
  - A basic first aid kit (contents recorded and checked before going out).
  - A sharp knife in carrying sheath.
  - A paddle.
  - Simple handholds fixed to the side of the launch to give help to any person being rescued.
  - Engine cut-out lanyard device, accessible to the driver at all times
  - Anchor and line.
  - If more than 500 meters from the nearest shore a red hand flare shall be carried.
- 4.6 Any activity on the water between the hours of 30 minutes before sunset to 30 minutes after sunrise requires the launches to be fitted with lights as laid down by the MSA ( see appendix Club Training below) and carry a torch to alert other vessels to avoid collision or to signal for assistance.

## 5.0 CLUB TRAINING

- 5.1 The areas of water in which the club carries out its training must be clearly defined in a **Risk Management Plan**. (RMP)
- 5.2 For these purposes 2 types of water training areas exist.
- 5.2.1 That which is used most often by club crews, i.e. going from Point A to Point B and back again to Point A. (usually close to the clubhouse).
- 5.2.2 That which is used sometimes by crews, i.e. areas which are outside those described in (a). Areas, which are used for occasional longer outings.
- 5.3 All on water hazards moving or fixed need to be clearly defined in the RMP with appropriate strategies outlined if a crew gets into difficulties.

- 5.4** Suitable landing or exit points need to be identified along the rowing route with the closest medical centres listed.
- 5.5** The Risk Management Plan to be clearly displayed in the Clubhouse and supplied to each rower upon becoming a member of the Club.
- 5.6** Four types of training are identified as
1. Accompanied training (with coach)
  2. Unaccompanied training (without coach)
  3. Training before dawn and after dusk
  4. Open Water - defined as more than 1500 meters from a bank or shore.

The following conditions apply and must be adhered to.

#### **5.6.1 Accompanied training.**

- 5.6.1 a.** – When accompanied by the coach/safety officer in a powerboat - One coach in a powerboat can supervise a maximum of 3 rowing skiffs at any one time, provided that the crew/s are always able to hear given instructions from the coach. The powerboat shall carry the required number of Buoyancy Aids/PFDs as per 4.5

All coxswains and coaches must wear approved lifejackets when carrying out their duties on the water (as required in 4.3 above)

- 5.6.1 b.** When the Coach/Safety officer is not in a powerboat - In sheltered waters where the sides of the waterway are less than 200 meters apart - crews must be under the observation of an individual(s) who is/are able to summon additional help if required.

#### **5.6.2 Unaccompanied training**

Each rower must either wear an approved buoyancy aid/ PFD or the boat must have an easily accessible buoyancy aid for each person.

**NOTE:** Before going on the water the a member of the crew must assume responsibility for the crew. It is that person's responsibility to ensure that the crew complies with the rules for unaccompanied crews and is the person to whom any inquiry will be directed should an incident occur. (as per 3.4)

#### **5.6.3 Training before dawn and after dusk**

Note: This is dangerous and should be avoided if at all possible.

The rules above for Accompanied and Unaccompanied training will apply, in addition:

Boats must carry on the bow a continuous all round (360 degrees) white light one metre above the level of the canvas on the bow with a range of 2 nautical miles. There shall also be a hand torch on board.

All other boats must display a continuous all round white light on the bow capable of being seen for at least 2 nautical miles. There shall also be a hand torch on board.

#### **5.6.4 Open Water Rowing**

Each Person must wear an approved PFD and have on board a method of attracting attention (whistle)

### **Additional Conditions**

These are additional safety requirements for regattas and processional races and must be read in conjunction with the NZRA rules of racing and the Safety Code.

Approved PFDs, lifejackets or buoyancy aids are those accepted under the Maritime Rule 91, Navigation Safety.

An NZRA Sanctioned regatta is defined as a regatta organized and run under NZRA rules, regulations and codes, for athletes holding a current competition licence issued by New Zealand Rowing.

The rules below provide an exemption from carrying approved buoyancy aids or PFDs as required by MSA rule 91.4( 1) and are for the benefit of NZRA Sanctioned regattas.

#### **1.0 NZRA SANCTIONED REGATTAS**

- 1.1** All Regattas shall appoint a Safety Adviser whose duty shall be to advise on the observance of the NZRA Code of Practice for Water Safety. The safety adviser and the Chief Umpire will make decisions on the safety aspects of the regatta. The Chief Umpire will have the final decision.
- 1.2** No regatta, processional race or sponsored row shall take place without giving written notice to the river or harbour authority as is appropriate.
- 1.3** The Regatta Organising Committee shall provide for the attendance of a first-aid service to ensure that adequate accident and emergency treatment services are available
- 1.4** Safety boats suitable for the rescue duty, manned by persons experienced in boat handling and who have knowledge of Maritime Rules for Navigation Safety and Collision Prevention, and who are properly equipped, must be available throughout the period of the regatta and during approved practice times.

The safety boats must be deployed and positioned to ensure rapid assistance in any part of the regatta area.

Safety boats shall carry the following safety aids:

- A bailer, and, for inflatable rubber dinghies, a suitable inflation pump and a spare inflation valve.
- A sound signalling and warning device.
- A grab line at least 15m (50ft) long with a large knot tied in one end to assist throwing (ideally a purpose made rescue/heaving line - 'throw bag').
- 10 (ten) approved buoyancy aids or PFDs.
- A basic first aid kit
- A sharp knife in carrying sheath.
- A paddle.

- Simple handholds fixed to the side of the launch to give help to any person being rescued and provide self-help should the driver fall overboard.
  - Engine cut-out lanyard device, accessible to the driver at all times
  - Anchor and line.
  - A Radio
- 1.5** All Boats and personnel on the water must be included in the general radio frequency for the regatta
- 1.6** Officials and competitors shall be informed of local hazards and traffic rules that shall be displayed and brought to the attention of competitors. Telephone numbers of police, ambulance, medical and fire services shall be prominently displayed together at the location of the nearest telephone.
- 1.7** Umpire's launches shall carry:
- 10 (ten) approved buoyancy aids or PFDs.
  - Radio
  - Throw Line
- 1.8** All those on board a boat shall wear an approved life jacket at all times when carrying out duties on the water.
- 1.9** Procedures to be followed in the case of accident or emergency shall be prepared and communicated to competitors and officials before the regatta.

For example, in the case of an incident, the nearest boat shall immediately proceed to the crew in difficulty. The radio is to be used if extra help is needed using the words, “rescue, - rescue, - rescue” and clearly describing the situation as well as their current location. Those boats close by should proceed as quickly as possible to render assistance

- 1.10** The Regatta organisers must ensure that there are sufficient safety boats on the water during training times associated with the regatta.

## **2.0 Long Distance/Processional racing.**

- 2.1** The start and finish areas must be clearly defined.
- 2.2** Patrol powerboats are to be situated along the route in line of sight with suitable radio communication or cell phone equipment on board. Cell phone numbers to be used in this manner, are to be listed & advised to all personnel concerned with running the regatta & safety.
- 2.3** Each patrol boat will be equipped with 10 (ten) approved PFDs or buoyancy aids.
- 2.4** All rowing skiffs in races across open water areas such as Waitemata, Otago, Wellington Harbours, or on fast flowing rivers must carry an approved PFDs or Buoyancy aid for each crewmember.
- 2.5** Crew members, who find themselves in the water, must not try to swim to the shore unless wearing their approved buoyancy aid or PFD.

If the skiff has capsized and the complete crew are in the water then the crew must stay with the skiff and not try to right it. A crew member wearing their approved buoyancy aid or PFD may attempt to swim for shore if circumstances dictate that it is prudent to do so.

### **3.0 ALL OTHER REGATTAS**

Must comply with current NZRA safety regulations and, in addition:

- All umpire and safety boats shall carry 10 approved buoyancy aids or PFDs.
- All those participating in “on the water duties” must wear approved lifejackets.
- Crews warming up or down must stay within the boundaries designated by the regatta committee.



## 13 APPENDIX 3

### Sample Safety Plan

#### 13.1 SAFETY PLAN.

It is a condition of entry that all participants understand that all regattas will be conducted pursuant to the NZRA Rules of Racing, SIR Rules, any rules modified by the Published Regatta Conditions, NZRA Regulations for Regattas, NZRA Directives for Race Officials, section 2 of the NZRA Directive for Courses and in strict accordance with NZRA Water Safety Code (Sept 2004), NZRA Competition Safety Code (Sept 2004), Part 91 of MSA Maritime Rules, ECAN Navigation and Safety Bylaws and any other conditions as may be required by the Harbour Master or Statutory Authority. South Island Rowing Inc will not accept responsibility for any mishap arising from any breach by Club / School officials or competitors of the foregoing.

<b><u>ACTIVITY</u></b>	<b><u>ACTIONS</u></b>	<b><u>RESPONSIBLE</u></b>
Pre – regatta check	Check Regattas facilities are fully operational.	Chief Umpire
	Check site support facilities are operational	Regatta Secretary
Competitors understanding	Check Course clear and safe for Regatta to proceed All active participants must understand and be familiar with the Start procedures, Race procedures and how to respond	Safety Officer Club Captains



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	to Umpires Instructions.	
Course Definition	All applicable rules for racing at regattas Marked by buoys. Start and Finish Line clearly defined 500 Meter marks located	Chief Umpire
<b><u>ACTIVITY</u></b>	<b><u>ACTIONS</u></b>	<b><u>RESPONSIBLE</u></b>
Launch Area	Check and remove glass and other dangerous objects	Boat Marshal
Pre-regatta Briefing	Check boat racks & oar racks for satisfactory operation. Ensure that all Officials and a representative from all competing Clubs/Schools are fully briefed and understand Rules and Regatta conditions	Chief Umpire / Safety Officer / Regatta Secretary / Boat Marshall
Staffing Typical Numbers (?)	Umpires (5) Boat drivers (5) Rescue Boat (2) Safety Boat driver (1) Judges (4) Starter (3) Boat Marshal (2) Boat Scrutineers (2) Regatta Secretary (1) Association Rep (1) Boat Wash (2)	Chief Umpire



Boats (?)	Typical Numbers	Umpires Boats (5)	each with Radio	Channel 1 as emergency frequency	Allocated drivers
		Safety Boat (1)			Allocated driver
		Rescue Boat (2)	1 boat with 2 Radios		Rescue Driver
		Reserve Boat (1)	driver with radio		Allocated driver

**ACTIVITY**

**ACTIONS**

**RESPONSIBLE**

Equipment Typical Numbers (?)	Radios (10)	Batteries fully charged	Spare radios and batteries	Regatta Secretary
	Base Radio - Control (1)	All leads and connections checked. Radio operational		
	Radio - Starter (1)	All leads and connections checked. Radio operational		Chief Starter
		Reserve batteries available		Regatta Secretary
	Loud Hailers (6)			
	Life Jackets (12)	Must be worn		Boat driver
	Buoyancy Aids in packs of 10	1 in each boat		Boat driver
	First Aid Kits (10)	1 in each boat		Boat driver
	Paddles	1 in each boat		Boat driver
	Throw lines	1 in each boat		Boat driver
	Bailer	1 in each boat		Boat driver
	Judges horn 1			Chief Judge
	Starters Horn 1			Starter
	Binoculars 3	1 each		Chief Judge/

## UMPIRING POSITIONS

The following is a typical umpiring plan for races that preclude the returning umpires from returning to the start in one move. Umpires can wait at the start wharf for their next race.

### Finish

### Start

### 1000 metre

or half way mark



umpire position 3

umpire position 1

umpire position 2

Umpire in position 1 will take race down and assume position 3 at conclusion of race – as race passes others will maneuver to next vacant position. Next umpire boat back up at start ready to take over in emergency.

Safety Boats will be ready to respond to any call from race umpire.

## HAZOP PLAN

The table below provides details of a typical HAZOP Plan for rowing regattas. Organizers of Regattas should ensure they have one commensurate with the nature of the event they are running.

<b>Hazard</b>	<b>Action 1</b>	<b>Action 2</b>	<b>Responsible</b>
Athlete with Medical condition	Athlete to advise club	Club to advise Regatta Secretary. Pre regatta briefing to Club Captains	Athlete/Club Captain /Regatta Secretary
Glass in launching area	All competitors warned to wear suitable footwear	Appropriate officials alerted	Safety Advisor/ Individual competitors
Collision	Call safety boat and take immediate action	Regatta halted until Chief Umpire gives clearance	Race Umpire
Capsize/Sinking	Call safety boat and take immediate action	Regatta halted until Chief Umpire gives clearance	Chief Umpire
Competitor ill or injured	Call safety boat and take immediate action	Regatta halted until Chief Umpire gives clearance	Race Umpire, Chief Umpire
No bow ball	Not allowed on water	Immediate rectification	Boat Scrutineer
No bow ball at start line	Starter requests Race Umpire to remove from race	Immediate disqualification [spare to be held if possible]	Starter

No Heel Restraints	Not allowed on Water	Immediate rectification	Boat Scrutineer
Missing Bungs	Not allowed on Water	Immediate rectification	Boat Scrutineer
Ineffective Bulkheads or non water tight canvases	Not allowed on Water	Immediate disqualification	Boat Scrutineer
<b>Hazard</b> Coxswain without or non-conforming Life Jacket	<b>Action 1</b> Remove crew from race	<b>Action 2</b> Immediate rectification, if not possible crew must not row back to boat park until Life Jacket is supplied	<b>Responsible</b> Race Umpire/ Starter
Competitors not arriving at start	Do not assume a crew has scratched  If a crew has left the Boat park and is considered missing	Check that crew left the Boat park	Starter
Uncertainty all competitors finish	All boats must carry the lane number as listed in the days programme and displayed so as to be easily read by the Judges.	Rescue, Safety and Umpire boats to commence search  Check boats correctly numbered	Safety Officer / Chief Umpire
Umpire boat malfunction	Call for immediate replacement from boats on water	Clear course & hand over to adjacent umpire and Rescue boat to tow to Workshop	Race Umpire
Boats going too close to course when travelling to start	Umpires and safety boat to watch and control	Particular duty of umpires in positions 2 & 3	Judges  Boat personnel
Unexpected weather change	Regatta immediately suspended by Chief Umpire	Umpires & safety boat escort all rowing craft to shore.  Competitors must respond to instructions.  Emergency services alerted if necessary. Check that all craft and personnel safely ashore.	Chief Umpire  Weather continually monitored by regatta control & updated reports sought.
Non compliance with rules.	All competitors to be familiar with and understand rules and are Licensed	Pre briefing to ensure all comply  Check License register	Club Captains



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Swimmers in Lake	Remove from water	Safety boat to remove swimmers from water and race umpire notified if a hazard to race in progress	Regatta Secretary / Safety Officer
Children playing	Announcements reminding public of dangers particularly water	Frequent announcements by Regatta Secretary	Public/ Individuals