



INDUCTION PROGRAMME

December 2010

Hello and welcome to Teign Scullers. We are a club that really aims to make everyone feel welcome and safe! As a new member, even if you have rowed before, we believe in ensuring you are well informed about safety and general good rowing practice, so we provide an induction programme. This booklet is your key resource and contains helpful explanations and descriptions of the water, the rules and regulations which we must observe and information which is simply just very useful! Currently all our club officials are volunteers and we will be the people taking you through your induction.

The practical induction will begin with ensuring you are able to participate and the basic information we require is of course your name and contact details, and also a contact for the unlikely event of an emergency. Also required is a statement that you can swim 50 metres in light clothing, tread water for two minutes and swim under water for 5 metres. You will need to discuss any medical conditions that could affect safe practice.

Of course a key part of the induction is that you make yourself familiar with all the fundamental information so handily presented in our booklet. Our website www.teignscullers.co.uk also contains a PDF version of the booklet, where you will find links to pages from British Rowing's website that will enable you to learn more about the relevant topics.

When you come for your first outing wear warm clothing that will not get caught up when you row. Also bring a change of clothes. Footwear: all the boats except three Virus single sculls have shoes fitted. You will need wellington boots or Crocs when you wade into the water to launch the boat. Your coach will show you how to carefully step into the boat and make any necessary adjustments to the footstretcher. You will be shown the basics of the rowing stroke and references will be made to topics that are included in this booklet.

Before you arrive for your second visit to the club you will find that the contents of this document are a lot more meaningful. However, there is still so much to learn, so do not hesitate to mention anything that you do not understand.

**Following your third trial outing, you will have discovered the joys of rowing and you will be invited to pay your membership subscription. (Currently £60 p.a. for 2010) For updated details see the membership page on our website.
<http://www.teignscullers.co.uk/membership/index.asp>**

Once you have had the basic induction we will encourage you to continue to develop your knowledge and skills everytime you row. You can help yourself by a few simple actions: do ask questions, do try to figure out what the coach was yelling over a force 10 gale and don't ever just give upit will work out and we will always try our best to help you to be the best rower you can be!

Finally you will be asked to declare that you have read and understood the safety aspects that are contained in this 'Induction Program'.

www.britishrowing.org/upload/files/RowSafe/3-1-Beginners-v1.pdf

(1) BOAT TYPES

Our boats are classed as Fine Boats. We have fours and quad sculling boats. Scullers have two oars to row with. Sweep-oared rowing boats have a single oar for every rower. The club has two double sculling boats and six single sculling boats, four of which have a wide beam and are used for basic training.

(2) CLOTHING

www.britishrowing.org/upload/files/RowSafe/5-1-SunburnHeatStroke&Exhaustion-v1.pdf

Clothing should be close fitting to avoid getting caught up in your oar handles or slides. Fleeeces etc. should not be worn as they become waterlogged, making swimming difficult in the event of a capsize. For the same reason coxes should not wear wellington boots. In winter, wear a close fitting hat, and have a waterproof outer layer. Do not forget the sun cream and drinking water in the summer. Powerhouse supply rowing clothes to our club.

Orders are made via the club, we aim to order in sufficient bulk to make items affordable, see our website for further information.

(3) BOAT OUTING RESTRICTIONS.

We can only boat at high tides, weather permitting.

Novice single scullers must observe additional rules due to inherent dangers of our section of the Teign. **NOVICE SCULLERS** must adopt the buddy system and keep within 100m of each other. Sculling to take place between Arch Brook and Coombe Cellars only. It is mandatory to stay less than 20m from the shore.

(4) BOAT BOOKING

The clubs website www.teignscullers.co.uk has a Members Area available for you to sign in, then select your preferred outing times.

(5) MANUAL HANDLING

Bend your knees to reach down to lift, and keep your back straight. When lifting use your legs to raise the weight of the boat up from the ground, or down to the floor or rack, and not your back! For lifting, the command “Hands on” will be given, followed by “Lift.” Keep an eye on the riggers, bow and stern when the boat is manoeuvred in a limited space. Blades should be carried spoon first.

Please be aware that the club has an informal policy of “all hands on boats” meaning everyone who goes out on water is expected to help all boats to get on and off the water. This policy recognises that we have many heavy boats and often lightweight crews and/or new/novice rowers who will not be safe to handle the weight and the often lengthy travel distance we carry boats to boat safely. This means you offer help rather than wait to be asked.

(6) EQUIPMENT

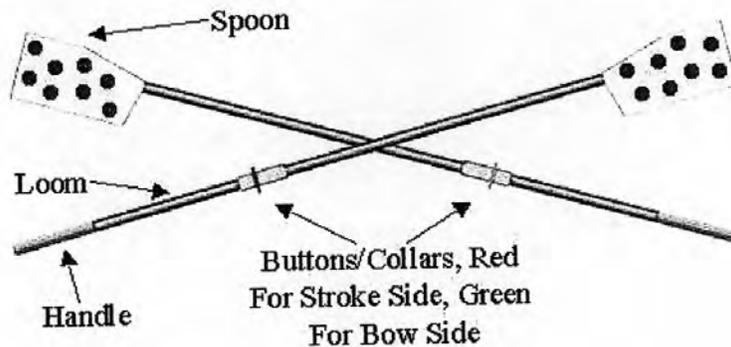
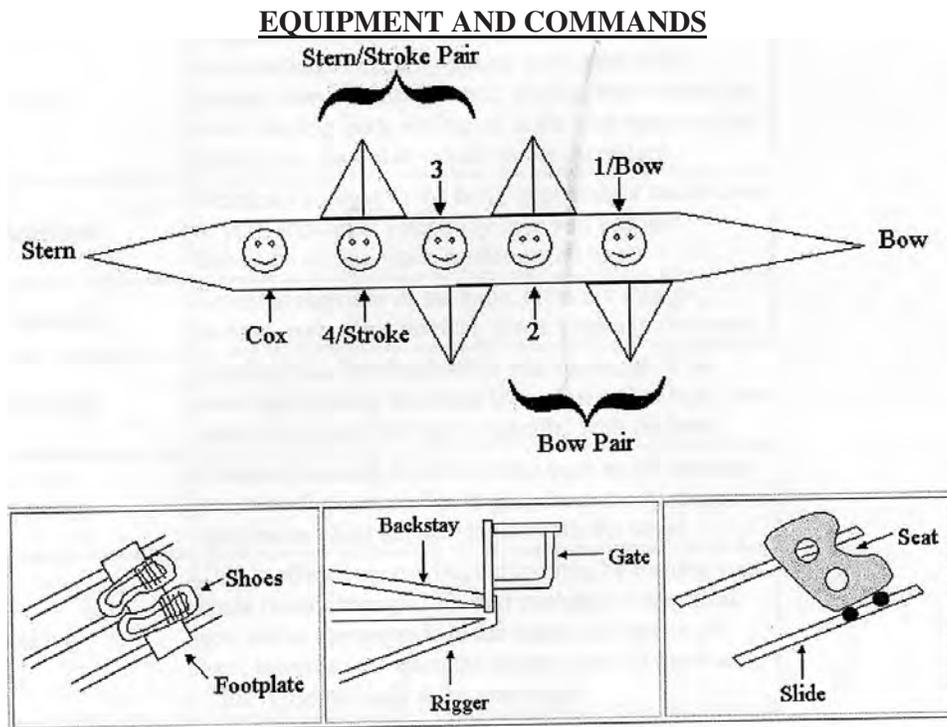
www.britishrowing.org/upload/files/RowSafe/2-3-Boats&Blades-v1.pdf

Before each outing the following checks should be made; check that buoyancy compartments, seals, hatch covers, ventilation bungs are secure and watertight. The bow ball should be secure. The fitted shoe heel restraints should be adjusted so that the heel is prevented from rising higher than the lowest fixed point of the shoe. Foot release should be self-acting and not require the use of hands. The 'buttons' on oars and sculls must be secure, and gates should be screwed tightly.

Coxes should check for full and free movement of the rudder lines.

After an outing check the boat for damage, loose fittings etc. Damaged equipment should be 'quarantined.'

Please make sure you report any equipment issue asap to your coach or lead person on the outing, or to boat officer if a solo rower.



Basic stroke commands:

A stroke	A cycle which begins with your arms in at your body, and continues through pushing your arms away, leaning over, sliding forward, placing the blade in the water, sliding back while pushing with your legs, sitting up again and removing the blade from the water, where the cycle restarts
Backstops	Sitting up straight in the boat, legs straight out in front of you, arms in at your body as if you had just finished a stroke, blade square in the water
Frontstops	Sitting at the front of the slide, arms out straight, leaning over, shins vertical, blade square in the water
Feathering	Tapping your hands down as you come out of the water and turning the blade with your inside hand so that the blade is parallel with the boat
Squaring	Gradually turning the blade with your inside hand as you slide forward so that it goes from the feathered position to being at right angles with the water
Backing	This is effectively rowing backwards, by turning your blade round through 180° and pushing it away from you whilst the spoon is in the water, and pulling it back towards you when the spoon is out of the water. This is usually <u>only done arms-only</u>

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COXING CALLS

MOVING THE BOAT WHEN OFF THE WATER

“Hands on”	The crew should hold onto the boat at appropriate positions along its length, usually relative to where they sit.
“Lift”	Lift the boat to a certain carrying position.
“Waists”	Hold or carry the boat at waist height.
“Shoulders”	At shoulder height.
“Heads”	At head height.

STARTING THE CREW OFF WHEN ON THE WATER

“Number off from bow when you are ready”	Get the crew to call out their position numbers.
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“From..... Start rowing from the position decided on (usually backstops or frontstops)

“Backstops” The crew are sitting with their hands in at their bodies, as at the end of a stroke, with their blades square in the water.

“Frontstops” The crew is sitting as if about to pull their blades through the water, forward on their slides, with their blades square in the water.

STOPPING THE CREW WHEN ON THE WATER

“Easy” The crew should stop rowing after they have completed the stroke they are on, leaving their oars off the water so that the boat balances.

“Drop” Let the oars drop onto the water.

“Hold it up” The crew should turn their blades so that they are square in the water, and effectively checking the speed of the boat through the water.

TURNING THE BOAT ON THE WATER

“Bow-side, blades square in the water, stroke-side pulling around” This will turn the boat around.

(7) CAPSIZE/SWAMPINGS ETC.

www.britishrowing.org/upload/files/RowSafe/1-9-Swimming&CapsizeSwampingTraining-v1.pdf

In a capsize or swamping situation **Stay with the boat**, and use it as a life raft. To reduce the possibility of hypothermia, raise as much of your body as possible above the water line. Should a crew member fall overboard, they must be kept in sight by another crew member. The abandoned blade should be shipped, and a decision made either to back down, or turn the boat and row to the casualties' assistance. A four that is swamped can still be rowed. Capsizing of most fours happens at the end of an outing, when hands are removed from an oar, while another person leans over to undo a gate! In the above situations if immediate help is not available then **use the smoke flare and dial 112, ASK FOR THE COASTGUARD.**

From time to time a swimming pool will be hired so that it can be documented that all club members can demonstrate that they can swim 50 metres in light clothing, tread water for 2 minutes and swim below the surface for a distance of 5 metres. A single sculling boat will be at the pool to enable practice capsize and recovery.

(8) COLD WATER IMMERSION AND HYPOTHERMIA

www.britishrowing.org/upload/files/RowSafe/1-8-ColdWaterImmersion&Hypothermia-v1.pdf

Cold water can kill good swimmers. Thermal blankets must be available. Single scullers should not be alone on the water. Adopt a 'buddy' system, and look out for each other. If you capsize, **stay with the boat**; try to get on top of it. If you have to stay in the water keep arms and knees tucked into the body to retain heat. Breathe deeply and do not waste energy by trying to right the boat. Plan your rescue before you go afloat. The symptoms of hypothermia are shivering, confusion, difficulty in moving, slurred speech and shallow breathing, many casualties deny that they have a problem. Seek

medical help. Further detailed information can be found on the Leo Blockley Memorial website, particularly pages 15-17 of the document 'Information for Rowing Coaches and Clubs'. www.leoblockley.org.uk/cold-water-hypothermia-guidelines.asp
Do not underestimate the danger of immersion or even of exposure, especially for coxes. If you are feeling cold, let the cox or your crew know.

(9) EMERGENCIES

All boats must carry a safety bag with a phone and smoke flare. **Use 112 rather than 999, as this allows the phones location to be identified. Ask for the coastguard. Give nature of the emergency, position, number of casualties, give brief description of boat and colour of clothing, leave phone switched on.** (The position of the phone will be tracked) If you think that there is a problem, act at once, rather than later. So much better for the emergency services to record a call of good intent, rather than, "the call came too late."

Emergencies on land should also be made with a **112** call. The clubhouse is on the database of the South Western Ambulance Service as Teign Scullers Rowing Club
The clubs first aiders are; JACINTA and NIC.

(10) RISK ASSESSMENT

www.britishrowing.org/upload/files/RowSafe/1-2-RiskAssessment-v1.pdf

Risk assessment is the process of identifying potential hazards and managing effectively the risks posed by them. This involves checking whether existing safeguards and emergency action plans are adequate to reduce risks to an acceptable level or whether further action is needed. For example the greatest risk for our club is a single sculler capsizing when the water temperature is low, thereby risking hypothermia. We manage this by only allowing novice scullers to scull close to the shore under supervision. Having passed an assessment, the sculler will be permitted to scull unsupervised but still using the buddy system, providing he carries a safety bag with a phone and smoke flare. **Boats must be checked before and after every outing for damage, loose fittings or missing nuts, pins, etc.**

Of course our coaching team will make very effort to make sure you know where to find the risk assessments we have prepared, but you too have a responsibility to read the information the club provides and ensure you are a responsible rower.

(11) LOCAL HAZARDS

www.britishrowing.org/upload/files/RowSafe/1-3-ClubSafetyPlans-v1.pdf

We share the Teign with many other users. Teign Corinthians dinghy section launch from Coombe Cellars slipway. We must keep clear of their course when they are racing. At all times give way to sail. The water-ski club also boats from Coombe Cellars, their area is marked on the chart that is fixed to our Safety Notice board. Either side of the ski area the speed limit is 6 knots. Keep clear of anglers as they can cast their lines well over 100 yards. Oyster and mussel beds are marked with tall flexible sticks visible at high water. One such bed is just to the north-east of Arch Brook bay, another one is situated between Flow Point and Shaldon Bridge, see the chart.

The spring high water level can make it difficult to launch at our normal spot, in which case the boats can be taken over the road bridge to the higher small beach. Be aware of road vehicles, especially on the bends. Neap tides present the problem of slowly wading through deep mud. A strong north-westerly wind will produce waves in the bay and probably prevent an outing. Following gales and heavy rain, the possibility of colliding with driftwood should be considered, maintain a good lookout.

Our club will make every effort to ensure we brief you before an outing so please make sure you are in time for these briefings which will be given by the lead coach or other responsible lead for the outing

(12) NAVIGATION RULES

www.britishrowing.org/upload/files/RowSafe/2-2-Steering&Navigation-v1.pdf

The Harbour Master reminds us that we are not to row under Shaldon Bridge. Do not hamper boats with a large draught that are committed to use the main channel, marked with red (Port) buoys and green (Starboard) buoys. Oncoming boats should pass port to port (strokeside to strokeside)

Single scullers and bow-steers must maintain a good look-out.

In non coxed boats it is usual to employ a basic strategy of ten strokes and turn by whoever is in bow to keep a watch out for any hazards

(13) FIRST AID

www.britishrowing.org/upload/files/RowSafe/5-2-FirstAid-v1.pdf

Our first aiders are: JACINTA, and NIC. Foil survival blankets are to be found in the first aid box, which is kept in the barn on top of the steel cabinet.

Please ensure you let the first aiders/Safety Officer know when you use any items so we keep stock levels. And if using it you are responsible for making an accident report.

(14) INCIDENT REPORTING

www.britishrowing.org/upload/files/RowSafe/4-1-IncidentReporting-v1.pdf

Following any event that is an incident i.e. near miss, as well as actual accident i.e. capsize, crash or physical injury to persons or equipment etc you must make a report to British Rowing within 24 hours www.britishrowing.org On the home page, top left, click on 'Online Services' then click on 'Incident Reporting'.

Again it would be usual practice for the lead person for the outing i.e. coach who does this, but if solo rowing or not with a coach you must ensure that contact with a coach or safety officer is made to ensure the event is recorded and passed on appropriately. This helps us to avoid similar events in future.

(15) SAFETY EQUIPMENT

Buoyancy jackets, throw line, coxes bags and flares are kept in the barn.

Your coach or other responsible lead for the outing will aim to ensure all boats go out appropriately equipped with these items, but you can remind them! Or if solo rower, it is your responsibility to ensure you have those items with you on outings.

(16) CLUB OFFICERS are listed on our website <http://www.teignscullers.co.uk/about/officers.asp>

(17) PFDs

www.britishrowing.org/upload/files/RowSafe/2-1-SafetyAids-v1.pdf

Personal floatation devices must be worn by all coxes and worn over their clothing. All lifejackets and buoyancy aids must conform to the relevant EN standards and carry the CE mark. Should any member fail the required swimming standard they will be required to wear an ARA approved Pro-sport rower lifejacket. They cost £91 inc. p&p and can be obtained from: www.getek.co.uk

PFDs must be checked every three months.

(18) WEATHER

www.britishrowing.org/upload/files/RowSafe/1-7-Weather&TheEnvironment-v1.pdf

The Met Office website gives a 3 hourly forecast; www.metoffice.gov.uk Strong winds are obviously a problem, especially if they are from the north-west. Very poor visibility can be deceptive. While you may be able to see the shoreline of Arch Brook bay as you launch the boat, from the center of the Teign you will be lost in the fog! Remember that wind against tide can produce choppy conditions, so be aware of the changing tide. It is unsafe to be on the river or open space if there is lightning. If you see lightning, count the time until you hear the thunder. If it is less than 30 seconds seek a 'proper shelter.' Wait for half an hour after the last flash of lightning before you leave the shelter. The safest place to shelter is in a car with all the windows closed.

(19) WATER-BORNE DISEASES.

www.britishrowing.org/upload/files/RowSafe/5-3-WaterborneDiseases-v1.pdf

Just in case any 'nasties' are in the river, cover any wound with a plaster, and as British Rowing say, "Do not throw your coxswain into the water"

(20) SAFETY NOTICE BOARD

www.britishrowing.org/upload/files/RowSafe/1-1-SafetyNoticeboards-v1.pdf

The Safety Notice Board is to be found inside the boathouse. Also to be found are copies of ARA leaflets detailing Resuscitation and Capsize Procedure etc. Borrow these so that you can study them at home.

(21) NIGHT AND POOR VISIBILITY ROWING This section is not relevant.

(22) COASTAL ROWING.

www.britishrowing.org/upload/files/RowSafe/3-5-Coastal&OpenWaterRowing-v1.pdf

Obtain a weather forecast. Cox to carry mobile phone in Aquapac case, flares, compass or GPS and survival blankets. Cox to be familiar with the operation of the self-bailer and electric pump.

Check conditions with National Coastwatch Institution lookouts. Teignmouth 01626 772377 Summer 09.00 to 18.00, Winter 10.00 to 16.00

A shore based club member should be available to receive a phone call from the cox.

Keep to the right in any channel. Thus oncoming boats should pass port to port (strokeside to strokeside)

Avoid the sandbanks at the mouth of the Teign and the Exe see charts. Also beware of the very strong tidal flow to found at the mouths of these two rivers.

Lifejackets to be carried on the boat and worn by all of the crew if instructed to by the cox.

IN THE EVENT OF CAPSIZE ETC. ALL CREW STAY WITH THE BOAT Climb onto the boat. The cox will elect a course of action. e.g. Summon a nearby boat for assistance, or dial 112 and ask for the coastguard.

The quick guide to boating and the Whole Stroke

BOATING: Always select a lead to call the instructions i.e. hands on, waists, shoulders, and heads. Note that lifting a boat should be done with even loading i.e. one at either end for a single or double, or for larger boats typically someone at each rigger for even balance.

Put boat on slings and check the boat (up and below) then set the stretchers for the individual seats. Get the blades and any safety items required (flare/phone and buoyancy jackets) down by the boating point.

Get the boat onto the water, bow end facing the other side of the river.

Make sure the boat has sufficient depth, **before anyone gets in** to allow for the crew weight to avoid the fin or rudder being in contact with stones. Do not grind away as this means something is being damaged. Get out, move it and repeat at safe depth.

Get into boat **first stating the order** - either bow/ stroke first then the others in order. Remember most capsizes occur when getting in or out.

Take about twenty strokes to warm up then:

The WHOLE STROKE:

Safe position, balance the boat. Then into the following sequence:

- Hands only
- arms only
- slide working through $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, full slide. Repeat each section at least 10 to 15 strokes.
- Hand heights to achieve balance in boat

RECOVERY: get out in order bow/stroke first. Clear calls from lead to pick boat up safely and then return to boat house. Put on slings, wash it /blades and check boat, **report any damaged equipment immediately.**

Authority for Use of Club Boats outside Club Outings

General rules for use

Participants must be a paid up member, have passed their swim, capsize and throwline tests (or be wearing a club approved life jacket), have signed their copy of the club Induction programme and be signed off by a coach to use club boats outside club outings.

A set of flares or club mobile phone must be carried on each boat at all times while on the water. For every outing the participant should wear or have stored in the boat a life jacket

recommended by the club and the bow rower in a crew boat or single sculler should wear a fluorescent jacket or strip provided by the club.

Boats must be booked via the club's online booking system and verified by a coach by email or telephone.

For the avoidance of doubt, the following rules will apply:

– Crews of club Quads, Fours and Doubles made up of advanced rowers may go on the water unaccompanied though a buddy system is recommended;

– Crews of club Quads, Fours and Doubles made up of intermediate rowers may go on the water with an accredited boat leader or cox on board and a buddy system is strongly advised;

– All advanced and intermediate Laser Virus scullers, single scullers and Pair rowers using club equipment must operate a mandatory buddy system of at least 2 boats;

– Independent owners of private boats are recommended to operate a buddy system.

Should the owner decide to go out alone, the club requests a telephone call be made to either to the club captain, coach, safety or welfare officer to log on and off the water.

Above all, rowers using club boats outside club outings must be capable of making their own risk assessment as to the prevailing weather and tidal conditions.

1. Club Coaches

Club coaches should have achieved or be in the process of achieving Level 2 Certificate in Coaching Rowing. The coach may supervise club outings outside published times in any boat considered fit for purpose by the Head Coach. A coach may authorise members to take out small boats under their supervision. Supervision means the coach may not necessarily be in the boat but is still under their instruction i.e. from the shore or from a training craft.

2. Outing Leaders

These leaders should be at least an intermediate sculler or rower and permitted by the Head Coach to lead the outing though not necessarily coach, cox or boat lead participants.

3. Boat Leaders

These leaders should be at least an intermediate sculler or rower and permitted by the Head Coach to lead the boat though not necessarily coach the participants.

4. Coxes

These participants may cox boats without a designated Coach supervising the outing. The cox will have to be able to demonstrate carrying out a risk assessment of the club's environment, access, water, equipment, mechanical, and of individuals. The cox should have an understanding of British Rowing Technique to Level Two though would not necessarily be capable of coaching to this level.

5. Rowers and Scullers – Intermediate Level

This level is designed for participants wanting to row or scull outside club outings as part of a team in a club Four, Quad or Double (who must have either a boat leader or cox as part of the crew) as well as Laser Virus scullers.

The club expects participants to be able to demonstrate Level One of Skill Development as part of the British Rowing Technique below.

Getting Afloat with help:

Carry the boat out, turn and place on water.

Rowing terms Understand meaning of:

Easy Oar, Hold it up, Back stop, Front stop, Number off from bow, Recovery, Catch, Finish.

Independently be able to:

Place the blades in the correct swivel and tighten

How to sit in the boat and push off.

Adjust to correct backstops position.

Carry out an equipment check on the following:

Rigging, foot stretcher, slides, seat, swivel, gate. Blade – spoon, button, handle.

Confidence & Balance Skills

Circles, rigger dips, sitting

Rock and remove hand/s

Rigger dips, standing up in boat

Slapping or chopping

Balance, blades off the water in the safe position

Manoeuvrability

Paddle on and back down with one or two blades.

Basic understanding of how the boat will move.

Turn the boat full circle

Stopping Skills Perform an emergency stop and sit in safety position.

Whole Stroke

Recovery sequence - Hands, body, slide

Catch - place the blade at the catch squarely with shins vertical and shoulders down.

Suspension and Drive

Try suspension drills on ergos and in boats and can lift off seat.

Extraction

Able to sit at backstops and extract square blade when stationary.

Recovery and Rhythm

Understands what ratio and rhythm in a boat is and why it is important.

6. Rowers and Scullers – Advanced Level

This level is designed for participants wanting to row or scull outside club outings in a club Pair or

single scull and who are neither outing leaders, coxes nor coaches.

The club expects participants to be able to demonstrate Level Two of Skill Development as part of

the British Rowing Technique below.

Getting Afloat with help:

Carry the boat out, turn and place on water.

Independently:

Place the blades in the correct swivel and tighten

Push off standing up in the boat

Adjust to correct backstops position.

Rowing terms Understand meaning of:

Bowside, strokeside.

Basic equipment maintenance

Checking nuts & bolts

Attaching riggers

Understand how adjustment of foot stretcher and

height effects position in boat, comfort, stroke

length, posture.

Grip and posture

Correct sculling/rowing grip

Square and feather using fingers

Maintain good posture for whole stroke sequence.

Confidence & Balance Skills

Building on all the exercises for level 1 but

increased targets and quality.

Manoeuvrability

Tap turn a boat

Turn the boat 360 in 55-60 sec

Get onto a stake boat, use passing blades forward

technique to maintain straight course

Successfully carry out an emergency stop from

strong paddling speed.

Whole Stroke

Demonstrate hands, body, slide, $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, full slides

with correct body and hand position at each point.

Catch

Place blade at the catch while seat wheels are still

moving forwards.

Suspension and Drive

Can lift their weight off seat while pushing from the

catch position 5 times.

Extraction

Square extraction while paddling

Introduce feathering with early re-squaring.

Recovery and Rhythm

Recovery follows hand-body-slide model with good

posture.

Hands are held so that blades are clear of the water

on most strokes.

Squaring is completed by $\frac{3}{4}$ slide in preparation for

the catch

Demonstrates good ratio and rhythm low rate.

