



## CURE BOATING CLUB

# SAFETY MANAGEMENT SYSTEM: POLICIES AND PROCEDURES

The Cure Boating Club has the responsibility to develop and maintain a culture of safe practice and to support those involved with rowing at the Club.

Everyone involved has a Duty of Care to ensure their actions on and off the water are conducted in a manner which does not compromise the safety of themselves and/or others.

### Purpose

The purpose of this document is to:

1. Define the Policy for the Cure Boating Club Safety Management System, and
2. Detail the procedures and guidelines that will ensure the Policy is upheld.

The Rowing Water Safety Code 2016 (Rowing New Zealand) underpins this document.

### Additional Policies

The following two policies stand alongside this policy:

- Child Protection Policy
- Preventing Bullying and Harassment Policy

The Club Safety Officer is responsible for the annual review of this Safety Management System.

**File location:** Cure Safety Policies and Procedures folder. Copy on Club website.

**Scheduled review date:** Jan 2025

## Procedures

The following items form the procedures and processes that make up the Club Safety Management System.

Material is displayed on the Club Safety Noticeboard, in appropriate locations around the rowing shed, and on the Club website.

### **ITEM 1. Member Rowing Safety Guidelines**

Guidelines are drawn to the attention of all Club members at the start of each season, at the time of annual registration.

The Guidelines are unpacked during induction for new rowers and revisited annually with returning rowers.

### **ITEM 2. Annual Online Membership Registration Form**

Annual registration required for all rowers at the start of each season. Information collected includes administrative details, health and medical information, and emergency contact details. In returning the form, members (or the parent/guardian of school-aged rowers) acknowledge having read and understood the Club Rowing Safety Guidelines.

Relevant registration information is accessible to coaches and the committee. Also see P4 of the Child Protection Policy for details on confidentiality and information sharing.

### **ITEM 3. Rowing Considerations for the Kaiapoi & Waimakariri River Rowing Areas**

This document contains information about river users, tide, weather, and a hazards assessment of potential problem areas on the rivers.

Coaches regularly refer to and reinforce the information with crews.

Those rowing unaccompanied should be fully conversant with its content.

A large write-on hazards map is displayed in the Club, with hazards clearly marked and mitigations explained.

Coaches and rowers should check the write-on map before going out.

### **ITEM 4. Coach boat maintenance and repair record**

This record is held by the Club Captain or the person with overview of boat maintenance.

### **ITEM 5. Unaccompanied and accompanied rowing records (Logs)**

Unaccompanied crews are to log crew composition, boat taken, and departure / return times. Observations are also recorded.

Coaches are to record accompanied crews before going onto the water.

The logs are kept in a central location.

### **ITEM 6. Club Regatta Safety Management Plan**

A template is used to guide planning for Club regattas.

#### **ITEM 7. Safety Management for regattas attended away from the Club**

Clubs and crews attending regattas must comply with regatta operating procedures.

An appointed Club Travelling Safety Officer attends regatta safety briefings and report back to the Head Coach.

The Travelling Safety Officer carries a current up to date contact list of all rowers and next of kin.

A First Aid kit will be available at all regattas.

#### **ITEM 8. Risk Analysis Management System (RAMS) for general water training**

A site specific RAMs will be displayed on the Club safety notice board.

#### **ITEM 9. Incident Reporting**

Incident reporting informs good practice so that steps can be taken to ensure similar incidents are not repeated.

1. Unaccompanied rowers and coaches should report any incident or near miss using the Club [On Water Incident Report Form](#), linked on the Safety page of the Club website.
2. Incidents that occur where crews are in a coached session are to be reported by the coach.
3. Incident reporting is included in induction sessions and seasonal safety briefings for returning rowers, conducted by the Club Safety Officer.
4. The Club Safety Officer, in consultation with the Canterbury Rowing Association, will assess any incident and progress further reporting to Maritime New Zealand (MNZ) as deemed necessary.

There is a requirement to report incidents to Maritime New Zealand (MNZ) in some instances and therefore important to notify any incident as soon as possible after it occurs. See MNZ information on [Reporting](#) and [FAQs about accident reporting](#).

#### **ITEM 10. Emergency Services contact numbers notice**

These will be displayed in the Club.

#### **ITEM 11. Emergency Crisis Plan**

All members and rowers will have knowledge of the Club's Safety Management Processes and follow the guidelines set out below.

In the event of an emergency:

1. The Head Coach present will control the scene.
2. If the emergency is serious in nature such that it requires the involvement of any emergency services, the Head Coach will liaise with the emergency services attending the incident and will follow the directions of the controlling body.
3. Any communication required with rower's next of kin will follow the direction of the controlling emergency service; i.e., Police.
4. At the first opportunity the Coach will advise the President and the Safety Officer of the incident and the Club's communication protocol will be implemented.
5. All committee members will have access to the contact details of all rowers and members next of kin and a copy will be held in the clubrooms (updated at the beginning of every season). The committee members will liaise with the President/Club Captain as to what is required in relation to any communication with next of kin.

6. All incidents will be logged via the Club's Incident Reporting protocol, See Item 9. If required Maritime NZ will be notified of the incident.

### **Other resources**

See <https://www.rowingnz.kiwi/safetyresources> for:

- Rowing New Zealand Water Safety Code 2016
- Rowing New Zealand Online Rowing Club Safety Responsibility Audit Survey