**In an emergency dial 999 or 112 from your mobile.**

Useful authorities

Inland Waterways Association, Ph: 01494 783453.

The Environment Agency, Ph: 03708 506 506 (Mon-Fri 8-6).

The Environment Agency Incident Hotline: 0800 80 70 60 (24hrs).

Lake

First Aiders: Jon Hore and Victoria Rees.

* At the start of each session the Lead Coach is to determine if it is suitable to go out on the Lake or pond or to stay inside, dependent on the conditions.
* New athletes will undergo an induction with a coach, showing them the parts of the boat and the safety features before setting foot in a boat.
* Athletes will first learn to scull on the pond (max depth 3feet). If they fall out of the boat one coach will escort them to the changing rooms and wait outside whilst they get changed.
* As the pond is small, athletes will be taught to look out often to avoid collisions with each other.
* Athletes may only move to the lake upon the Lead Coaches assessment of ability and after completing the British Rowing recommended swim and capsize test. If no test is scheduled in the near future but an athlete is ready to move to the lake, they may move if they wear one of the red buoyancy aids. However, this should be treated as a last resort and not a first port of call.
* One launch per 6 scullers must be used at all times on the lake. Coaches must wear lifejackets when on the launches and wear the crotch strap if fitted.
* Coaches should be present when boats and oars are being moved inside the boathouse, ready to offer assistance when needed.
* Extra care should be taken when carrying the boats and oars through the community Centre car park.
* When on the lake scullers will be given a circulation pattern based on the coach’s judgement of the conditions on that day.
* No sculls should ever row under the bridge on the lake.
* Scullers should be aware of the nesting box on the lake and try to avoid it.
* Scullers should take care on the pontoon as slipping and tripping is a hazard.

Godstow

First Aiders: Ed Myatt and Henry Bullough.

* At the start of the session the Lead Coach is to determine what boats are appropriate in the conditions, and if in doubt to not go out. Crews should be made aware of the conditions and stream and how they will affect the movement of their boat before going out.
* Under no circumstances are any crews to go afloat unaccompanied.
* Coaches are to write what boats they take out, at what time and the time they return in the boat book each outing.
* Athletes should be aware that other school groups could be using the changing rooms at the same time as them and so should keep their things tidy and bags zipped up.
* Before going afloat all athletes should wear appropriate clothing for the conditions (hat and sun cream in the summer, long sleeve top and bottoms with a thin jacket and hat in the winter). If the coaches are not satisfied with the level of clothing a child is wearing they will not allow them to go on the water. Avoid disappointment, dress appropriately.
* Crews should double check the safety features before going afloat (all hatches done up, bow ball attached and heel ties in place), if anything is broken these must be flagged with a coach and the problem rectified before the boat can be used.
* Coaches are to always take a safety bag, paddle and ample fuel when going afloat. Coaches must adhere to the same traffic rules as all other craft and only exceed the speed limit when following a crew or in an emergency. All coaches should hold a RYA level 2 Power Boat License or be in the process of obtaining one.
* Coxswains and coaches must always wear a lifejacket when afloat. Crotch straps must be worn if fitted.
* Crews should take care to not hit any people or racked boats when carrying boats and blades to the landing stage. Proper lifting technique should be adhered to. If a crew is unsure of their ability to lift a boat, they should ask a coach for assistance.
* When getting boats down from racks above the height of the athlete’s head coaches must be present to assist.
* Care should be taken when stepping down to and when on the boating pontoons by all.
* Crews should boat with bows facing Port Meadow, once boated crews should wait for further instruction from coaches on Airplane straight.
* Crews should only row off when told to do so by their coach and follow all instructions by their coach during the outing. Failing to do so will put them and others in danger. If unclear of the coaches’ instructions, the crew must speak up to get some clarity.
* Crews must stay within their coach’s eyesight at all times – there will be instances when crews may go around a corner and be temporarily out of site. This is acceptable, however crews must take note of the distance between them and their coach when they went around the corner, if their coach has not appeared when the crew excepted them to (based off the distance before the corner) the crew should stop and wait for their coach before continuing as the coach may have got caught up unexpectedly helping or rescuing another crew.
* Crews about to cross the weir to leave the boating area should wait and give way to crews crossing the weir to come back in.
* Crews should row across the weir in single file – no overtaking – and take care of the shallow shoal created by the weir.
* Coaches are to cross the weir as close to the weir island as possible to avoid the shallows.
* If crews wait and/or turn at the Grey Bridge, they must wait in single file and out of the channel of boats accessing the lock. Waiting at the Grey Bridge should be kept at a minimum.
* Crews should be aware of other river users (swimmers, power boats, sailors, canoes, kayaks and other rowers) as we must all share the waterway with care. Remember that powered boats cannot change course as easily as a sculler and are limited to where they can navigate by the depth of the river.
* Crews should look out for fishermen and where possible give them a wide berth to avoid being caught in their line.
* The most important job of the coxswain is navigation, they must look ahead for hazards at all times.
* Coxless crews must look in the direction of travel every 3-5 strokes for hazards and act accordingly.
* Crews must stick to the right-hand side in the direction of travel (coxswains right hand, NOT rowers) of the river, but keep an eye out for shallow water, and move into the middle to avoid it if safe to do so.
* Crews should only row in the middle of the river to avoid a hazard or overtake. Once past the hazard or overtaking crew the crew must return to the right-hand side of the river. No side by side racing should take place unless the coaches have made all other parties on the water aware of their intentions and have put in place the appropriate safety cover.
* If waiting to turn, crews should tuck into the bank (so long as it is not too shallow to damage the boat) to allow other river users to pass safely.
* Only when the river is clear of passing craft can crews turn. Crews should turn safely and effectively to the other side of the river when it is safe to do so.
* Any near misses, capsizes or collisions that happen during an outing must be reported to a coach as soon as they happen. Coaches will then write them in the incident book and report them to the Club Safety advisor to report online.
* At the end of the outing crews should exercise caution when crossing the weir in single file and the shallow shoals that it has created. The crossing should be made in a timely manner to not hold up boating crews whilst they give way to the incoming crews.
* Crews should land on the landing stage with their bows facing The Trout Inn.
* Any damage sustained during an outing that was not immediately fixable should be reported to the Head Coach for repair.
* Athletes should only go into the erg room under the supervision of a Hinksey Coach at a time that has been allocated by St Edwards School.

Radley

First Aiders: Alice Carrington-Windo, Megan Glenn and Mollie Appleton.

* At the start of the session the Lead Coach is to determine what boats are appropriate in the conditions, and if in doubt to not go out. Crews should be made aware of the conditions and stream and how they will affect the movement of their boat before going out.
* Under no circumstances are any crews to go afloat unaccompanied.
* Coaches are to write what boats they take out, at what time and the time they return in the boat book each outing.
* Athletes should keep their kit tidy and out of the way. Rubbish bins are available and must be used or rubbish taken home.
* Before going afloat all athletes should wear appropriate clothing for the conditions (hat and sun cream in the summer, long sleeve top and bottoms with a thin jacket and hat in the winter). If the coaches are not satisfied with the level of clothing a child is wearing they will not allow them to go on the water. Avoid disappointment, dress appropriately.
* Crews should double check the safety features before going afloat (all hatches done up, bow ball attached and heel ties in place), if anything is broken these must be flagged with a coach and the problem rectified before the boat can be used.
* Coaches are to always take a safety bag, paddle and ample fuel when going afloat. Coaches must adhere to the same traffic rules as all other craft and only exceed the speed limit when following a crew or in an emergency. All coaches should hold a RYA level 2 Power Boat License or be in the process of obtaining one.
* Coxswains and coaches must always wear a lifejacket when afloat. Crotch straps must be worn if fitted.
* Crews should take care to not hit any people or racked boats when carrying boats and blades to the landing stage. Proper lifting technique should be adhered to. If a crew is unsure of their ability to lift a boat, they should ask a coach for assistance.
* Care should be taken when on the boating pontoons by all. No running.
* Crews should boat with bows facing into the stream (towards Oxford), once boated crews should carefully cross to the right side of the river and wait for further instruction from coaches. Crews should tuck in out of the wait of other craft.
* Crews should only row off when told to do so by their coach and follow all instructions by their coach during the outing. Failing to do so will put them and others in danger. If unclear of the coaches’ instructions, the crew must speak up to get some clarity.
* Crews must stay within their coach’s eyesight at all times – there will be instances when crews may go around a corner and be temporarily out of site. This is acceptable, however crews must take note of the distance between them and their coach when they went around the corner, if their coach has not appeared when the crew excepted them to (based off the distance before the corner) the crew should stop and wait for their coach before continuing as the coach may have got caught up unexpectedly helping or rescuing another crew.
* When waiting to turn below Sandford lock crews should wait out of the line that craft coming through the lock would take. Note the large polls sticking out of the water, crews should take care to not sit too close to the polls.
* Crews should be aware of other river users (swimmers, power boats, sailors, canoes, kayaks and other rowers) as we must all share the waterway with care. Remember that powered boats cannot change course as easily as a sculler and are limited to where they can navigate by the depth of the river.
* Crews should look out for fishermen and where possible give them a wide berth to avoid being caught in their line.
* The most important job of the coxswain is navigation, they must look ahead for hazards at all times.
* Coxless crews must look in the direction of travel every 3-5 strokes for hazards and act accordingly.
* Crews must stick to the right-hand side in the direction of travel (coxswains right hand, NOT rowers) of the river, but keep an eye out for shallow water and low hanging trees, and move into the middle to avoid it if safe to do so.
* Crews should only row in the middle of the river to avoid a hazard or overtake. Once past the hazard or overtaking crew the crew must return to the right-hand side of the river. No side by side racing should take place unless the coaches have made all other parties on the water aware of their intentions and have put in place the appropriate safety cover.
* If waiting to turn, crews should tuck into the bank to allow other river users to pass safely.
* Only when the river is clear of passing craft can crews turn. Crews should turn safely and effectively to the other side of the river when it is safe to do so.
* Any near misses, capsizes or collisions that happen during an outing must be reported to a coach as soon as they happen. Coaches will then write them in the incident book and report them to the Club Safety advisor to report online.
* When rowing through the railway bridge, screws should keep to the correct side of the river and be careful of the bridge supports in the middle of the river.
* Crews coming into land from downstream should position their boats opposite the landing stage on the correct side of the river before checking the river is clear and then swiftly crossing the river and landing with their bow facing into the stream.
* Crews coming into land from upstream should continue down past the boathouse and around the corner to the red post. When the river is clear they may turn to the other side of the river and row back in to land as per the previous instruction.
* Any damage sustained during an outing that was not immediately fixable should be reported to the Head Coach for repair.