

**Rowing Operations
Safety Management Plan
of
Richmond Rowing Club**



24 January 2023

**Authorised by
Geraldine Goss, President,
on approval of the Richmond Rowing Club Committee**

Version Number	Date	Author(s)	Purpose/summary of changes	Endorsed/ approved by	For review by (date)
1.0	11/4/2021	Jon Roberts, President	Approval of minor changes to previous Safety Management Plan	RRC Committee 11/4/2021	April 2022
2.0	24/01/2023	Alex Reid, Safety Officer	<p>s. 5 Separated safety responsibilities from committee by adding them to specific committee roles ie Coaches, Captain & HoR – ensures clarity</p> <p>s 6.2 Member safety briefings added to coach role – the coaches know who is new</p> <p>s 11.6 Added Trailer Driver section (including logbook)</p> <p>s 12 Risk Assessment Matrix – minor changes to risks & mitigation strategies. Deleted regatta related risks as club does not run regattas</p> <p>App. 7 Expanded info on First Aid Kits, Defibrillator & RRC Safety Information – member comms</p> <p>App. 8 Safety Audit Form moved to appendices</p> <p>App. 9 Competency Assessment (using RV template) added – rower assessment by coaches to be recorded – extra layer of protection for coaches, committee, & members</p> <p>App 10. Boat & Equipment Checklist created – previously in body of document - assists Captain & members in boat checks</p>	<p>Recommended by Audit & Risk Management Sub-Committee 24/1/2023</p> <p>Approved by RRC Committee on 14/2/2023</p>	Feb 2024



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1. Purpose and Scope

This Safety Management Plan (SMP) applies to rowing operations at Richmond Rowing Club (RRC). **Committee members of RRC, Safety Officers and Coaches** are expected to be familiar with the contents of this SMP and **the document made available to all members of RRC.**

The SMP represents good practices for the management of hazards and safety issues. It is RRC's responsibility to continuously improve the document.

This SMP should be used with waterway authority requirements such as Marine Safety Victoria, Parks Victoria, Local Governments, Harbour Masters, and Rowing Victoria.

2. Definitions

"RV"	means Rowing Victoria Inc
"RA"	means Rowing Australia Ltd
"RRC"	means Richmond Rowing Club Inc.
"CSAR"	means any affiliated Club, School, Association, College or University and any Regatta Organising Committee of a regatta approved by RV.
"MSV"	means Marine Safety Victoria
"FISA"	means Fédération International des Sociétés d'Aviron (or International Rowing Federation).
"Rowing"	means sweep and sculling. Where either sweep or sculling is specifically mentioned, the point of reference will be exclusive to that rowing type/discipline.
"SMP"	Safety Management Plan

3. Overview of Safety Management Plan

The following is a step by step summary of what RRC are required to do to comply with this Safety Management Plan (SMP). The details of each step are contained in this document.

1. Appoint a Safety Officer (**Section 6**).
2. Conduct a Safety Audit of operations, facilities and equipment (**Section 7**).
3. Conduct a Risk Assessment of the RRC's operations and environment (**Section 12**).
4. Comply with the requirements of this document.
5. Ensure members are Club and RV affiliated and registered.

4. Club Details

Club Details	
Name:	Richmond Rowing Club Inc.
Address:	7 Boathouse Drive, Melbourne, 3004, Victoria
Tel (m):	0438 150 073
email:	president@richmondrowing.com.au
Website:	www.richmondrowing.com.au
Purpose (i.e. RRC's vision, mission, objectives, statement of purpose etc):	
<p>Richmond Rowing Club was established in 1863, making the club the fourth oldest continuously operating rowing club in the world. The club is registered under the Associations Incorporation Act 1981.</p> <p>RRC is led by a ten-member Committee of eight officers of the Association and two ordinary members. The committee is elected by the membership to undertake the functions of developing and enhancing members rowing skills and fitness levels, boat maintenance and renewal, financial management, safety and risk management and ensure overall good governance and operation of the club.</p> <p>RRC is a vibrant and energetic club, providing its members with the opportunity to enjoy the sport of rowing and club spirit. RRC continues to build a reputation of developing on and off-water activities that provide members with a fun and challenging environment to compete and reach their individual rowing goals.</p> <p>The RRC mission statement is 'Richmond Rowing Club strives to provide opportunities to participate, develop and compete in a friendly and inclusive community on and off the water'.</p> <p>Set in 2022, the three focus areas underpinning our mission statement for the next five years are:</p> <ol style="list-style-type: none"> 1. Success <ul style="list-style-type: none"> ● Goal setting: understand the goals of our members. ● Provide resources and opportunities to achieve goals. ● Continue to grow and improve the rowing fleet. ● Improve and maintain the club facilities. 2. Volunteerism <ul style="list-style-type: none"> ● Engage members. ● Leadership: provide a list of items where members can volunteer and complete. ● Grow the club member's sense of volunteerism. 3. Inclusivity <ul style="list-style-type: none"> ● Foster member's mental and physical wellbeing. ● Provide a safe environment. 	
Boathouse Details	

Name	Richmond Rowing Club
Address	7 Boathouse Drive, Melbourne, 3000
Safety Officer	Alex Reid
Training Water Details	
Name	Yarra River, Melbourne
Type (i.e. lake, River)	River
Description (i.e. open spans, tidal):	<p>The section of the Yarra River that RRC uses for training spans about 10km upstream and 5km downstream of the CBD (Southbank/Federation Square).</p> <p>The river is subject to tide changes and is mostly protected from high winds and turbulent water by trees and buildings that line the bank.</p> <p>The river is well lit in the places that club members most frequently use at night - with ambient light from the CBD and street lamps along the bank.</p> <p>The river at its widest part spans approximately 600m (near Bolte bridge) and reduces to less than 30m upstream of Hawthorn Rowing Club (Victoria St Bridge, Hawthorn).</p> <p>The river is used by multiple classes of river craft other than rowing shells; including but not limited to kayaks, dragon boats, private motor vessels, ferries, and electric hire boats.</p> <p>A speed limit of five knots applies to the Yarra River.</p> <p>Personal WaterCraft (e.g. Jet Skis and similar vessels with an engine) are not permitted on the river.</p>
List hazards as identified by the safety audit and risk assessment process as being “significant” and “high” risk in the Risk Assessment Matrix	No risks have been identified as being significant or high in the risk assessment conducted for RRC.

5. Responsibilities for Safe Rowing

All involved in rowing activities, whether that be on or off the water, have a responsibility for safe rowing. This section outlines:



- RV's responsibilities;
- Rowing Club's responsibilities;
- Individual Club Members' responsibilities;
- Coaches' responsibilities;
- Captain's responsibilities;
- Head of Rowing's responsibilities.

5.1 Rowing Victoria's Responsibilities

RV has a responsibility to its members to operate in accordance with the regulatory obligations and in doing so it will:

- Maintain liaison with the various regulatory authorities relevant to their SMP.
- Provide guidance and rules to promote a safe environment for rowing.
- Monitor incidents and accidents to track trends, dangerous situations and practices.
- Provide advice and review of rules based upon its findings.
- Educate its membership to provide a safe environment.
- Assist clubs to assess risk and audit their compliance with RV's SMP.

5.2 Richmond Rowing Club's Responsibilities

RRC has a responsibility under this SMP to provide for the safety of their members/competitors and ensure that they comply with the laws and regulations that govern the safe operation of vessels in Victoria, and in doing so:

- Assess and reduce the risks involved in their activities to their members, participants, other water users and the general public.
- Provide safe premises and equipment (including vehicles and trailers) for their activities on both water and land.
- Actively implement the SMP and the Rules of RV.
- Provide their members with guidance and training in safe practices.
- Review their practices and advice to members in the light of their experience and guidance and that from RV.

5.3 RRC Members' Responsibilities

Individual RRC Members have a responsibility to:

- Act in a manner that will not compromise the safety of themselves, Club members, other water users and the general public.
- Assess risks, and base their decisions on such assessments.
- Actively respond to RRC's SMP.
- Check waterway conditions and complete the risk assessment advisory notice board.
- Complete boat and equipment usage checklist (see **Appendix 10**).

- Inform the safety officer and coaches (mandatory) of any medical condition that may present a risk to themselves and/or their crew. Inform other crew members of these conditions if they feel comfortable doing so (recommended).

5.4 Coaches' Responsibilities

RRC coaches have a responsibility to:

- Ensure new members have completed a swim test, safety quiz, coxing accreditation (at an appropriate time).
- Complete a competency assessment of rowers & supervision and rescue support as set out in **Appendix 9 & Section 11**).
- Familiarise new members of the location of first aid equipment, defibrillator, fire extinguishers, life jackets, and throw ropes.
- Take due regard of any advice or direction provided by any relevant water authority relating to local water or weather conditions.
- Undertake regular safety briefings (e.g. electronically or verbally) to ensure that new members receive this information before starting on-water activities and existing members are aware of known changes to normal river conditions and navigation – such as use of buoys, closure of bridge arches for river works particular to the area, variation in normal procedures necessary to combat tidal currents, streams, wind or other climatic conditions, and flooding.
- Exercise authority, in conjunction with the RRC Captain of Boats (Captain) to suspend boating activities where the conditions are seen to be unsafe.
- Remind members to report injuries and use of first aid equipment to the Safety Officer.
- Remind members to report boat damage incidents and maintenance issues (such as missing bow balls or heel ties) to the Captain.

5.5 Captain's Responsibilities

RRC Captain has a responsibility to:

- Conduct a safety audit (annually as a minimum) of the RRC facilities, equipment and operation, towing of boats etc using the standard audit form (**see item 6 in Appendix 8**);
- Keep an up-to-date list of people authorised by the Captain to tow trailers.
- Ensure trailers are regularly serviced including tyre pressures, electrics, lubrication and are structurally sound and meet all regulatory requirements.
- Ensure the air canisters used on self-inflating life jackets are checked and when necessary, replaced appropriately.
- Exercise authority, in conjunction with coaches, to suspend boating activities where the conditions are seen to be unsafe.
- Provide written approval for boats wishing to traverse past the Bolte bridge (**see Section 8.5**).

5.6 Head of Rowing's Responsibilities

RRC Head of Rowing has a responsibility to:

- Supervise coaches as set out in **Item 9** of the Safety Audit (**in Appendix 8**)



6. Safety Officer

RRC is required to comply with this SMP by:

- Safety procedures being a standing agenda item at Committee meetings, allowing for any new or updated safety issues to be brought to the Committee's attention,
- **Annually reviewing this SMP**, or more frequently should conditions or regulations change, and
- Appoint a Safety Officer.

The Safety Officer's primary responsibility is to advise members of the requirements of their SMP and observe, comply and implement these requirements. The Safety Officer shall advise the Committee on matters relating to safe conduct on and around the water and the Committee should consider any recommendations provided by the Safety Officer.

The RRC Safety Officer is required to understand the relevant sections of the Marine Act 1988, the Marine Regulations 1999, the Vessel Operating and Zoning Rules for Victorian Waters and RRC's SMP and their local waterways.

Disciplinary action needs to be taken in respect of any breach.

6.1 Safety Officer Checklist

Following is a checklist of the duties to be undertaken by a RRC's Safety Officer:

1. Be fully conversant with the RRC SMP;
2. **Conduct a safety audit (annually as a minimum)** of the RRC facilities, equipment and operation, towing of boats etc using the standard audit form (**Section 7**);
3. Assess the risks to RRC both on and off the water in accordance with the SMP (**Section 12**)
4. Implement recommendations of the risk assessment in accordance with the RRC SMP.
5. Maintain an incident log and complete incident forms (**Appendix 1**).
6. Maintain a display of safety information prominently at the boathouse – this is located near the first aid kit in the Gym (see **Appendix 7**).
7. Report to the RRC Committee on day-to-day safety issues together with the results of a risk assessment and safety audit.
8. Develop contacts with local river user groups, or similar body, to assist in understanding and resolving areas of conflict between users.
9. Establish and maintain contact with the RV Safety Advisor.
10. Amend risk assessments and safety plans as required.

6.2 RV Safety Advisor

RRC Safety Advisor is responsible for maintaining the RRC SMP and for monitoring its observance. Breaches of the SMP, or unsafe practices which may bring the sport into disrepute, are to be referred to RV's Safety Advisor to recommend appropriate sanctions, or in turn referred to the RV CEO and/or Board.



6.3 Breaches of RRC SMP

Breaches of the SMP are to be identified by coaches, members or committee members, who must advise the Committee of their concerns. The Committee must contact the person involved in the breach:

- In the first instance verbally;
- if no immediate correction is taken by the person, then they are notified in writing and a period for correction is specified.

Safety breaches will be dealt with in accordance with RRC disciplinary procedures (e.g. Code of Conduct and various other documents).

7. Safety Audit

An audit to check RRC's level of safety in its operations, facilities, equipment etc must be undertaken **at least once a year** by the RRC Safety Officer in conjunction with a risk assessment matrix (**Section 12**) of RRC's activities. **The results and recommendations arising from an audit will be presented to the RRC Committee.**

Where necessary, amendments must be made to the RRC's SMP resulting from recommendations arising from the safety audit. These amendments should be minuted with completion dates noted.

The safety audit form provides a simple means of checking to what degree the requirements of the SMP are being observed and determines how the risks identified in the risk assessment have been addressed. The Safety Audit Forms are available in this SMP in **Appendix 8**, and on rowingvictoria.asn.au.

8. Safety Resources

To comply with this SMP, RRC has a number of requirements in place that include::

- Safety Aids and Rescue Devices.
- First Aid Kits
- A Defibrillator.
- Emergency Services Information.
- Map/Signboard of Local Waterways Plan, and
- A Risk Assessment Advisory Notice Board.

8.1 Safety Aids and Rescue Devices

The SMP requires those involved in rowing (umpires, coaches, rowers, etc) to wear personal floatation devices (PFD) as dictated by the Marine Act 1988 or Refer to the "exemption on the basis of risk assessment flowchart" which relates to the options (**Appendix 5**).



Under the marine act and regulations (as RRC is an affiliate of RV and **operating within an approved SMP**) rowers are exempt from the requirement to wear PFD's where they are complying with the SMP.

Where training takes place on exposed expanses of water, or where the risk assessment dictates, additional safety measures should be considered such as:

- Life-rings.
- Rescue lines/throw bags.
- Lifejackets/buoyancy aids.

8.2 First Aid Kit, and Defibrillator

First Aid equipment is made readily available in a central and accessible location **in the Gym on the shelf above the kitchen bench.**

In line with WorkSafe Victoria Compliance Code First Aid in the Workplace, the First Aid contains the items listed in **Appendix 7 First Aid Checklist**. The date this was last checked should be noted on the first aid checklist and a copy kept with the kit. The kits should be checked quarterly – or following a report of equipment (other than band aids) being used.

This First Aid kit should only be used for Emergency first aid trauma only. Members should seek to provide their own tape, band-aids etc. to prevent blisters.

RRC has a defibrillator which is **positioned within the boat bay** for use by rowers or members of the public should it be required (for more details see **Appendix 7**).

Fire extinguishers and hoses are checked regularly by contractors LEEMARK (1300 533 627). The fire evacuation plan is located above the hose located in the boat bay on the north facing wall (Note – fire control is not part of this rowing operations SMP).

8.3 Emergency Services Information

A list of vital telephone numbers must be prominently displayed in the boathouse. The list is located in the Gym near the first aid kit (**a copy of the full list is included Appendix 7**). It contains vital numbers related to safety in general and appropriate to the locale such as clear directions to nearest alternative telephone points.

Call **000** for Fire, Police and Ambulance (112 is the international emergency number). Provide emergency service with the following schedule of information:

- Service required.
- Access and transport arrangements.
- Details to venue.
- Precise location.
- Contact name.

Telephone numbers for:



- Local river or harbour police.
- Rescue services (if applicable).
- Relevant Navigation authority.

8.4 Map/Signboard of Local Waterways Plan

A plan of the local waterway, drawing attention to the applicable navigation rules and any local interpretation required to accommodate particular hazards is displayed in the boathouse.

8.5 Use of Port Area (downstream of Bolte Bridge)

Harbour Masters Directions 12.1 Edition December 2021 provides specific directions regarding Rowing Boats wishing to traverse the Port area (Section 5.8.3 Page 79).

<https://www.vicports.vic.gov.au/publications/Documents/harbour-masters-directions-edition-12.1.pdf>

No RRC crews are permitted 50 metres beyond the downstream drip line of the Bolte Bridge into the Port of Melbourne Area (unless provided with written approval of the Captain) as we do not have the required equipment to meet the Harbour Masters Directions.

RRC crews may turn under the Bolte Bridge and enter Victoria Harbour:

- as long as it is safe to do so.
- provided they are within 50 metres of the downstream drip line of the Bolte Bridge, and
- have Captains' approval in writing.

8.6 Risk Assessment Advisory Notice Board

Every person has a responsibility to view the risk assessment advisory notice board each time they row and update it as the current conditions dictate.

9. Boats and Equipment

All equipment used for rowing and coaching is required to be properly and regularly maintained to ensure it is safe and adequate for its intended purpose and to ensure it does not expose its users to danger.

It is the responsibility of individual RRC members and the RRC Captain of Boats to ensure all equipment is safe for its intended purpose and it complies with this SMP. The following areas are covered in this section:

- Boat Buoyancy.
- Boat Equipment.
- Boat and Equipment Usage – e.g. participants individual checklist (such as riggers, lights, bow balls and shoe ties).
- Boat and Equipment – Storage.
- Boat and Equipment Usage – Maintenance.



- Boat and Equipment – Transportation.

9.1 Boat Buoyancy

All new boats constructed after 1 April 2007 must carry a production plaque indicating the maximum average crew weight the boat can carry and support seated, in the event of being swamped.

Boats must have inherent buoyancy sufficient, together with their oars and sculls, to support a seated crew of the design weight in the event of being swamped with water. This means when a boat is full of water with a crew of average weight equal to the design weight stated on the boat's production plaque, seated in the rowing position, should float such that the top of the seat is a maximum of 5cm below the static waterline (*FISA Rules of Racing – Part IV - Boats & Construction - Rule 31, By-Law to rule 31 part 1.11*). Buoyancy compartments must be watertight to ensure effective operation.

Boats that are not inherently buoyant (non-compliant with FISA rules of racing) must be retro-fitted with devices that allow them to float as described in the previous paragraph.

9.2 Boat Equipment

9.2.1 Bow Balls

The bows of racing and training boats shall be properly protected. A solid ball of not less than 4 cm diameter made of rubber or material of similar resilience must be firmly attached to the bows.

9.2.2 Fitted Shoes

All boats where “fitted” shoes are employed must have effective heel restraints. These must be properly adjusted and in working order.

9.2.3 Oar & Scull Buttons

The “buttons” on oars and sculls must be secure and properly set – by the Captain.

9.2.4 Lights in Poor Visibility

At all times in poor visibility (e.g. after sunset, early morning, low lying fog) boats shall be fitted with white lights showing stern flashing and bow static and visible through 360 degrees, as required by the Marine Act.

There are special lighting arrangements for the Yarra and Maribyrnong rivers which are contained in the Vessel Operating and Zoning Rules for Victorian Waters refer to www.marinesafety.vic.gov.au for details.

9.3 Boat and Equipment Usage – Checklist

Before any outing is undertaken, equipment should be checked to ensure that it is in safe working condition. Rowers' checks should include (but not be limited to) the items indicated in the checklist set out in **Appendix 10**:



9.4 Boat and Equipment – Storage

Boats and equipment should be stored in a safe and appropriate manner to minimise damage to persons or equipment.

9.5 Boat and Equipment Usage – Maintenance

Maintenance procedures should be in place. The Captain of Boats should be notified without delay, when damage to equipment is observed. The damage must be repaired before the equipment is used again.

Damaged equipment must be “quarantined” (if necessary) with the nature of the damage clearly marked, to ensure that it is not used by others unaware of its condition.

9.6 Boat and Equipment – Transportation

The Captain will ensure that the towing of boats is undertaken in a safe manner and in compliance with the current VicRoads trailer regulations. Only people authorised by the Committee and the Captain can tow trailers. The Captain should conduct a safety audit at regular intervals considering the following points as a guide.

- Ensure that the Club has available copies of VicRoads publication ‘Transporting Rowing Shells’ as a reference document. The document must be carried at all times when towing the trailer.
- Check that adequate insurance cover is in place.
- Ensure that a photocopy of the diagram on Load Projection is displayed in the boathouse.
- Check that the trailer has been serviced (and lubricated) on a regular basis in accordance with manufacturers’ recommendation and the tyres are in good condition, including the spare.
- Ensure there are adequate ties and front/rear projection markers.
- Check that authorised drivers are aware of the maximum load to be carried on the trailer together with the maximum load to be towed by their towing vehicle.

10. Incident Reporting

RRC shall maintain an incident reporting log which is available for inspection upon request. An incident report form is available in **Appendix 1 and RV’s website**.

Keeping a log/record of incidents is useful for RRC (and RV) in tracking trends and unforeseen incidents as part of future risk assessments. Completion of this form is also a requirement of RV’s insurers.

10.1 When Incidents Occur

All incidents involving injury or significant in nature shall be reported in writing in accordance with Section 20 of the Marine Act 1988. Links to RRC, RV and Marine Victoria report forms are included in **Appendix 1**.



In the first instance action should be taken by RRC (Captain and Head of Rowing), more serious matters will be reviewed by the RV Safety Advisor.

10.2 Content of Reports

Recording accurate information is vital and should include but not be limited to:

- Time and Location.
- Names of crew members, boats and witnesses.
- A detailed summary of the nature of the accident/incident.
- Injuries sustained.
- Damage sustained.
- Day-light, wind and stream conditions.
- A sketch showing boats, obstructions, direction of travel and stream.
- Statements by those involved and witnesses in other boats and on the bank.

10.3 If First Aid is Rendered

- If the accident requires first aid treatment, then the name of the first aider should also be recorded, and the treatment given.
- Details of hospitals, doctors or any other agency, involved.
- The report should be signed and dated by the Safety Officer and a Committee Member.

11. Competency

All those involved in rowing need to obtain a level of competency appropriate to their involvement in the sport whether that be as a participant (competitive or recreational rower), coxswain, official, coach or member. Coaches will complete a competency assessment of rowers & supervision and rescue support (as set out in **Appendix 9 & Section 5.4**). Beginner rowers should receive particular attention.

When obtaining the required competency proper instruction in the area of involvement which should be obtained.

RV conducts training and education programs for coaches, officials and coxswains. Programs cover topics such as water craft skills, technique and capsize recovery.

Rowers, coaches and Safety Officers should be encouraged to become conversant with life-saving and resuscitation techniques through attending recognised training courses.

In all activities each individual must consider their own safety and the safety of those around them. Individuals must accept responsibility for their own actions.

The section covers:

- Physical Condition and Medical Consideration.



- Participants.
- Coxswains.
- Coaches.
- Trailer Drivers.

11.1 Physical Condition and Medical Considerations

It is a participant's responsibility to notify the coach, and Head of Rowing of any condition which may impact on their ability to be actively involved in rowing or which may increase their risk of accident/incident. This may include:

- Physical condition.
- Disability.
- Chronic illness and/or medical condition.

Avoidance must be the first consideration at all times in relation to potential medical issues. Coaches must be aware of any condition (chronic or temporary) of a rower which may require special risk management.

11.2 Participants

Every rower (competitive and recreational) is required to undertake the following to evidence their rowing competency:

- A multiple-choice safety theory assessment (**Appendix 6**).
- A swim test.
- RV's coxswain accreditation in advance of rowing a single scull, coxless boat or coxing a boat.

11.3 Participation Declaration/Agreement

A participation declaration/agreement must be signed upon membership of RRC (**refer to Appendix 2**) and annually updated on renewal of RV membership.

11.4 Coxswains

For a coxswain to be allowed to cox a crew they must obtain accreditation under RV's Coxswain Education program.

11.4.1 Steering the Boat

Steering a boat is a highly responsible role. Coxswains/rowers in coxless boats and single scullers must:

- Avoid distraction and maintain a proper look-out by sight and hearing so as to make a full appraisal of the situation and of the risk of collision.

- Learn and use simple and concise commands for boat control both off and on the water. Be able to use them correctly, clearly and instructively.
- Understand and observe local navigation rules, and audible and visual signals given by others with whom the water is shared.
- When visiting unfamiliar water, take particular care to learn of local hazards, weather peculiarities, and local rules of navigation.
- Be conversant with safety and rescue arrangements available in the case of an accident.
- Recognise and respect the rights and needs of other water users.
- Watch out for unexpected floating objects.
- Know and understand man-overboard drills.
- Report water hazards
- Take full command of the crew when required.

11.4.2 Communication

Voice projection and radio communication equipment (when carried in the boat) must be securely fixed to the boat (with the exception of microphones), or the coxswain.

11.4.3 Deadweight

In competition, deadweight must not be attached to or carried in the clothing of the coxswain.

11.5 Coaches

The coach has a responsibility for their rowers' safety. Coaches should be aware of and take full account of the rower's capabilities and limitations, the limitations of their equipment, and the weather and water conditions that may be encountered when training. This awareness and overall assessment shall determine the safety requirements required during a given rowing session.

Appendix 9 provides a Competency Assessment Form to help coaches determine a rower's level of competency.

RV delivers Rowing Australia's National Coaching Accreditation Scheme (NCAS) as approved by the Australian Sports Commission for the education and training of coaches in Victoria. It is strongly recommended that all coaches gain an NCAS qualification before undertaking coaching.

11.5.1 Coaching Equipment Requirements

A Coach must carry with them at all times when coaching crews the following items:

1. a means of communication with the crew (2-way radio, megaphone, or mobile phone between the coach and the coxswain); and
2. a means of communication with the club/emergency service in case of emergency (Mobile phone, 2-way radio, etc).

11.5.2 Coaching from a Boat

Where coaching is carried out from a coach's boat, the coach, the boat driver and any other passengers, shall act in accordance with the Marine Act and its regulations (i.e. wear approved lifejackets at all times if the vessel is less than 4.8m in length) and hold a current Boat Operators Licence.

Coaching boats and safety boats shall carry equipment and safety aids as per the Marine Safety Act 2010 and the Marine Regulations 2012 and the vessel operation and zoning rules for Victorian waterways and this SMP.

11.6 Trailer Drivers

The Captain of Boats is to ensure that all members who transport boats either on cars or by towing a trailer are conversant with the VicRoads (or relevant State or Territory) requirements for the safe and legal movement of boats by road.

In transporting a trailer the following safety instructions are recommended:

- Trips made with an unloaded trailer only require an authorised driver.
- Trips made within wider Melbourne Metropolitan areas with a loaded trailer require an authorised driver and support person.
- Trips made to regional Victoria regions with less than a four hour drive with a loaded trailer require an authorised driver and support person/another authorised driver.
- Trips made longer than four hours and less than 12 hours with a loaded trailer require two authorised drivers.
- Trips 12 hours or more with a loaded trailer require two or three authorised drivers (within one vehicle or spread across two vehicles).
- Significant interstate trips with a loaded trailer require three authorised drivers. Per day they should only undertake a maximum of four hours towing each. The drivers should be spread between the towing vehicle and the support vehicle.
- Regular driver breaks or swaps should be taken and logged.

The primary purpose of the support person is to assist the trailer driver with the boats on the trailer e.g. help shift a boat and tie boats down.

12. Risk Assessment Matrix

Risk assessment is a process carried out to identify potential safety hazards and to ensure that each is properly understood. 'Hazards are reduced by precautions/control measures, which when taken make the risk smaller'.

As an assessor ask yourself the following

- What hazards exist?
- In the course of the activity being assessed who is at risk?
- How often does the risk occur?
- Is an accident likely or unlikely?

- How serious could the consequences be?
- What steps exist to prevent accidents?
- Could more be done to reduce the risk?

This section enables an assessor to understand the consequence of the risks that are evident during rowing activity and what measures can be taken to reduce both the likelihood of incident and thus the consequence.

When developing a SMP it is necessary to use the risk assessment matrix rating each of the activities that is to be held against the suggested hazard/risk list. It may be necessary to add to the hazard/risk depending on the local environment in which each assessment is undertaken.

As there are many different aspects of rowing, it is important to consider as many as possible, drawing in other parties with relevant knowledge to assess risks within their particular areas of expertise.

- an **insignificant** event might be grounding craft on an obstacle/landing.
- a **moderate** event would be collision with minor injury to a person/damage.
- a **catastrophic** event could be a collision with a motorised craft or a bridge involving immersion of more than one person and significant damage.

Below a matrix which is to be used to rate the likelihood and consequence of an incident.

	Consequence	Insignificant First aid	Minor Medical treatment	Moderate Hospitalisation	Major Single death/ multiple injuries	Catastrophic Multiple deaths
Likelihood		1	2	3	4	5
Almost Certain Event expected to occur	5	Moderate 5	Significant 10	High 15	High 20	High 25
Likely Event may occur	4	Low 4	Moderate 8	Significant 12	High 16	High 20
Moderate Event may occur once in 3 events	3	Low 3	Moderate 6	Moderate 9	Significant 12	High 15
Unlikely Event may occur once in 10 events	2	Low 2	Low 4	Moderate 6	Moderate 8	Significant 10
Rare Event occurs only in exceptional circumstance	1	Low 1	Low 2	Low 3	Low 4	Moderate 5

RRC Risk Assessment

Risk Assessment				Residual Risk Assessment			
Consequences of a hazard occurring without control measures.				Consequences of a hazard occurring following implementation of control measures			
Hazard / Risk List all hazards below and/or use the provided list. Consider: What can happen, how it can happen given a number of different circumstances, or in conjunction with another mishap. Consider the likelihood of it occurring. Multiply the likelihood score by the Consequence Score to determine the Risk Rating. Any Identified Risk Rating in the Moderate, Significant or High categories require some form of Control Measure – next column.	L i k e l i h o o d (1-5)	C o n s e q u e n c e (1-5)	Risk Ratin g (Multi ply Like & Cons)	Control Measure Please List Control Measures to be in place to reduce the risks identified. Consider - Do the controls address the risk effectively? Will the control be documented & communicated? Will the control be in operation & applied consistently? How will the control be enforced and what is the consequence of failing to abide by the control mechanism? If the Risk Rating remains in the Moderate, Significant, or High categories, then additional control measures are required.	L i k e l i h o o d (1-5)	C o n s e q u e n c e (1-5)	Risk Ratin g (Multi ply Like & Cons)
Collision Is there potential for a collision – vessel/vessel, vessel/structure, vessel/bank, vessel/person, fixed or floating object, overhead obstruction/wires, submerged object?	2	2	Low 4	Coaching on bank in high season to warn of intensified use such as electric hire boats. Coaches' safety briefings. Frequent updates on changed river conditions using electronic communications (e.g. Slack) and email when required.			
Capsize Is there potential for capsize/swamping?	1	3	Low 3	Provide opportunities for capsize training and water craft skills to experienced single scullers. Provide a link to a video about capsizing. Education on impact of wakes and importance of safety position.			
Person Overboard Is there potential for a person/s overboard, or swimmer in trouble?	1	3	Low 3	24 hour access to MLC rescue boat.			

Risk Assessment				Residual Risk Assessment			
Consequences of a hazard occurring without control measures.				Consequences of a hazard occurring following implementation of control measures			
Hazard / Risk List all hazards below and/or use the provided list. Consider: What can happen, how it can happen given a number of different circumstances, or in conjunction with another mishap. Consider the likelihood of it occurring. Multiply the likelihood score by the Consequence Score to determine the Risk Rating. Any Identified Risk Rating in the Moderate, Significant or High categories require some form of Control Measure – next column.	L i k e l i h o o d (1-5)	C o n s e q u e n c e (1-5)	Risk Rating (Multiply Like & Cons)	Control Measure Please List Control Measures to be in place to reduce the risks identified. Consider - Do the controls address the risk effectively? Will the control be documented & communicated? Will the control be in operation & applied consistently? How will the control be enforced and what is the consequence of failing to abide by the control mechanism? If the Risk Rating remains in the Moderate, Significant, or High categories, then additional control measures are required.	L i k e l i h o o d (1-5)	C o n s e q u e n c e (1-5)	Risk Rating (Multiply Like & Cons)
Vessel Failure Is there potential for a catastrophic failure, (loss of steering or power) that may result in harm to occupants of vessel, other vessels or onlookers – consider speed of vessels?	1	2	Low 2				
Fire Is there potential for a fire (consider refuelling locations and type/load of fuel)?	1	3	Low 3				
Fall Is there potential for an injury to a participant from a fall?	2	2	Low 4	Use taller people when loading/unloading at upper levels of trailer. Loading plan to ensure boats are loaded/unloaded in logical sequence.			
Impact Is there potential for an injury to a participant from an impact with a hard surface or structure	2	2	Low 4				
Propeller Injury Is there potential for an injury to a participant from a vessel's propeller?	1	3	Low 3				
Debris in water Is there potential for debris to be in water or remain in the water	2	2	Low 4				

Risk Assessment				Residual Risk Assessment			
Consequences of a hazard occurring without control measures.				Consequences of a hazard occurring following implementation of control measures			
Hazard / Risk List all hazards below and/or use the provided list. Consider: What can happen, how it can happen given a number of different circumstances, or in conjunction with another mishap. Consider the likelihood of it occurring. Multiply the likelihood score by the Consequence Score to determine the Risk Rating. Any Identified Risk Rating in the Moderate, Significant or High categories require some form of Control Measure – next column.	L i k e l i h o o d (1-5)	C o n s e q u e n c e (1-5)	Risk Rating (Multiply Like & Cons)	Control Measure Please List Control Measures to be in place to reduce the risks identified. Consider - Do the controls address the risk effectively? Will the control be documented & communicated? Will the control be in operation & applied consistently? How will the control be enforced and what is the consequence of failing to abide by the control mechanism? If the Risk Rating remains in the Moderate, Significant, or High categories, then additional control measures are required.	L i k e l i h o o d (1-5)	C o n s e q u e n c e (1-5)	Risk Rating (Multiply Like & Cons)
causing hazard to other participants, users or vessels?							
Failure of Rescue Service Is there potential that the rescue vessels may not reach those affected or be unable to affect a rescue for the number of people in the water at one time?	1	3	Low 3				
Adverse weather Is there potential that the weather may impact on the safety of the event – consider – wind, wind direction, sea, swell, tide?	3	2	Low 6	Rower/Cox/Coach education re. impact the poor weather can have. Club protocols about not going on the water in obviously 'bad' conditions.	3	1	3
Restricted visibility Is there potential for event to be conducted in low light/visibility, twilight or dark? Consider requirement for navigation lights, impact on rescue.	4	2	Mod 8	Rower/Cox/Coach education re. lights and visibility clothing. Coach on the bank to supervise. All boats equipped with navigation lights – stern & bow. Restrict event to 'reasonable hours' i.e. Not b/t 2100-0500 in winter	2	2	Low 4
Black water	1	3	Low				

Risk Assessment				Residual Risk Assessment			
Consequences of a hazard occurring without control measures.				Consequences of a hazard occurring following implementation of control measures			
Hazard / Risk List all hazards below and/or use the provided list. Consider: What can happen, how it can happen given a number of different circumstances, or in conjunction with another mishap. Consider the likelihood of it occurring. Multiply the likelihood score by the Consequence Score to determine the Risk Rating. Any Identified Risk Rating in the Moderate, Significant or High categories require some form of Control Measure – next column.	L i k e l i h o o d (1-5)	C o n s e q u e n c e (1-5)	Risk Rating (Multiply Like & Cons)	Control Measure Please List Control Measures to be in place to reduce the risks identified. Consider - Do the controls address the risk effectively? Will the control be documented & communicated? Will the control be in operation & applied consistently? How will the control be enforced and what is the consequence of failing to abide by the control mechanism? If the Risk Rating remains in the Moderate, Significant, or High categories, then additional control measures are required.	L i k e l i h o o d (1-5)	C o n s e q u e n c e (1-5)	Risk Rating (Multiply Like & Cons)
Is there potential that the water turbidity, colour or available daylight might prevent seeing someone in the water or under the surface?			3				
Motorboat systems e.g. 12V/Batteries; engine, anchor, helm; 12 crew station; safety equipment	1	2	Low 2				
Additional 1 Injury by sharp objects Is there potential for participants to cut themselves on broken glass, needle sticks, etc, while getting in and out of the boat (on landing)	1	2	Low 2	Thongs, or similar to be worn between the shed and the river.			
Additional 2 Road accident while towing boat trailer Is there potential for a road accident involving a boat trailer and injury being caused to the driver and passengers?	1	3	Low 3	Authorised towers Pre-planned route plans for common regattas			





Appendix 1. Incident Report Form

Online RRC Incident Report Form:

richmondrowing.com.au/incident

RV Incident Report Form

<https://www.rowingvictoria.asn.au/incident/>

Marine Victoria Incident Report Form

<https://transportsafety.vic.gov.au/maritime-safety/ports-and-shipping/report-a-marine-incident>

Appendix 2. Membership Waivers

Included in the RRC Member Application Process

Membership Waiver



This Waiver has not yet been accepted. Please read the following Waiver, and accept for your application to proceed.

RICHMOND ROWING CLUB WAIVER

I understand and acknowledge that rowing is an activity that may cause injury. I participate in all Richmond Rowing Club activities or external regattas and events at my own risk. I hereby release exempt and indemnify Richmond Rowing Club, its management committee, its sponsors and agents in respect of all liability whatsoever and however caused whether by negligence or otherwise which may arise in connection with my participation in Richmond Rowing Club activities or external regattas and events and agree that any statutory guarantees implied by the Australian Consumer Law and Fair Trading Act 2012 are excluded.

WARNING UNDER THE AUSTRALIAN CONSUMER LAW AND FAIR TRADING ACT 2012

Under the **Australian Consumer Law (Victoria)** several statutory guarantees apply to the supply of certain goods and services. These guarantees mean that the supplier named on this form is required to ensure that the recreational services it supplies to you:

- are rendered with due care and skill; and
- are reasonably fit for any purpose which you either expressly or by implication, make known to the supplier; and
- might reasonably be expected to achieve any result you have made known to the supplier.

Under section 22 of the **Australian Consumer Law and Fair Trading Act 2012**, the supplier is entitled to ask you to agree that these statutory guarantees do not apply to you. If you sign this form, you will be agreeing that your rights to sue the supplier under the **Australian Consumer Law and Fair Trading Act 2012** if you are killed or injured because the services provided were not in accordance with these guarantees, are excluded, restricted or modified in the way set out in this form.

NOTE: The change to your rights, as set out in this form, does not apply if your death or injury is due to gross negligence on the supplier's part. *Gross negligence*, in relation to an act or omission, means doing the act or omitting to do an act with reckless disregard, with or without consciousness, for the consequences of the act or omission. See regulation 5 of the *Australian Consumer Law and Fair Trading Regulations 2012* and section 22(3) (b) of the **Australian Consumer Law and Fair Trading Act 2012**.

Privacy Policy

Richmond Rowing Club Inc (the Club) is not required to comply with the requirements of the Privacy Act 1988. However the Club is committed to protecting any personal information collected when dealing with its members. For full details of the Club's Privacy Policy, refer to the Club's website at www.richmondrowing.com.au/Documents. From time to time, the Club may change its Privacy Policy and may publish these changes on its website.

Applicant declaration

I am over 18 years of age.

I have read the Rules and Code of Conduct of Richmond Rowing Club Inc (available on www.richmondrowing.com.au/Documents). I agree that any notice that Richmond Rowing Club Inc is required to send to me may be sent to me at any of the addresses and by any of the methods I have given in the Contact Details section of this form.

I hereby apply for membership of the Richmond Rowing Club Inc and if admitted as a member, I agree to be bound by the rules, codes and policies of Richmond Rowing Club Inc.

☐ Select to accept the Waiver Agreement

Accepted By

[Go Back](#)

[Accept Waiver](#)



Member Declaration

Rowing Membership Application

THIS IS AN IMPORTANT DOCUMENT WHICH AFFECTS YOUR LEGAL RIGHTS AND OBLIGATIONS, PLEASE READ IT CAREFULLY AND DO NOT SIGN IT UNLESS YOU ARE SATISFIED YOU UNDERSTAND IT.

1. I, [NAME] of [ADDRESS],

hereby apply to participate in Rowing Activities. In consideration of the [CLUB] and [SSO] granting me permission to attend and participate in Rowing Activities and as a condition of my participation, I agree to the terms set out in this document and agree to be bound by the rules, policies and regulations of the [CLUB], [SSO] and RA.

2. MEMBERSHIP

By virtue of my [CLUB] membership I will be a member of [SSO]. I acknowledge my membership will allow me to compete in any duly authorised Rowing Activity in Australia and I acknowledge and agree that I will be bound by and agree to comply with the constitutions of the bodies of which I am a member, and the Rules and Policies.

3. WARNING AND ACKNOWLEDGMENT OF RISKS, DANGERS & OBLIGATIONS

- a. I am aware that rowing is dangerous and that by attending at or participating in a Rowing Activity I will be exposed to MANY SIGNIFICANT RISKS, including, without limitation, risks of death, physical and mental injury, disease, loss and damage, and economic loss. The risks of physical injury may include, without limitation, the risk of drowning, serious head, neck and spinal injuries, brain damage, serious injuries to virtually all my bones, joints, ligaments, muscles, tendons and other aspects of my muscular skeletal system, serious injury to virtually all my internal organs, and serious injury or impairment to other aspects of my body and to my general health and well-being. The risks of mental injury may include, without limitation, risk of serious psychological and psychiatric injury.
- b. I fully appreciate the nature and extent of all risks involved and by attending at or participating in a Rowing Activity I freely, voluntarily and absolutely ACCEPT ALL RISKS howsoever arising out of or in relation to my attendance at or participation in a Rowing Activity, whether caused by the negligence of a Rowing Organisation, or otherwise.
- c. I acknowledge that the assumption of risk and warning in this clause constitutes a "risk warning" in accordance with and for the purposes of the relevant legislation, (including the Civil Liability Act 2002 (NSW) and the Civil Liability Act (WA)).

4. FOREGOING RIGHTS UNDER RELEVANT LAW

I acknowledge and agree that I have been given notice under ANNEXURE A that certain statutory rights and, in particular, guarantees under Commonwealth, State and Territory consumer laws have been excluded, restricted or modified including in the manner set out in ANNEXURE A.

5. INDEMNITY AND RELEASE

In consideration of the acceptance of me as a participant in Rowing Activities:

- a. I AGREE TO INDEMNIFY AND KEEP INDEMNIFIED to the full extent permitted by law the Indemnities and each of them in the following manner:
 1. i) that I participate in Rowing Activities at my sole risk and responsibility;
 2. ii) that I accept the venues as they stand with all or any defects hidden or exposed;
 3. iii) that I indemnify and hold harmless the Indemnities, their respective servants, agents, officials and competitors against any Claims which may be made by me or on my behalf for or in respect of or arising out of my death or any injury loss or damage caused to me or my equipment whether caused by negligence, breach of contract or in any other manner whatsoever.
- b. I AGREE TO RELEASE to the full extent permitted by law the Indemnities and each of them from all liability to me for any Claim that I may have or may have had but for this release,

(whether arising under statute, from negligence, personal injury, psychological trauma, death, property damage or infringement of third party rights or otherwise) that arises as a result of any act, matter or thing done, permitted or omitted to be done by me or which is in anyway connected with my presence at or involvement in a Rowing Activity.

The release and indemnity provided by me in this declaration is in addition to, and will not in anyway limit the application of, the conditions of sale attaching to tickets, conditions of entry, conditions of credentials or any other applicable terms or conditions in respect of a Rowing Activity.

A term of this release and indemnity will not apply where the term contravenes the law of the relevant jurisdiction under which any legal action is legitimately taken however such terms are severable and do not invalidate the remaining terms.

6. COMPETENCY AND MEDICAL

I declare that I am competent for my involvement in any Rowing Activities and if I am unable to meet the required competencies that I will advise my CSAR and [RX] in writing that I cannot meet the minimum standard.

7. MEDICAL

- a. I declare that I am and will continue to be medically and physically fit and able to participate in any Rowing Activity. I will immediately notify my CSAR and [RX] in writing of any change to my fitness and ability to participate. I understand and accept the Rowing Organisations and Indemnitees will continue to rely upon this declaration as evidence of my fitness and ability to participate.
- b. I acknowledge and agree that if required, the Rowing Organisations and Indemnitees (or any of them) may arrange medical or hospital treatment (including without limitation, physical examination, first aid, defibrillation and safety boat and ambulance transportation) for me. I authorise such actions being taken by the Rowing Organisations and/or Indemnitees and agree to meet all costs associated with such action.

8. PRIVACY

I hereby consent to the collection of my personal information by the Rowing Organisations in connection with my involvement in any Rowing Activity and the use and disclosure of my personal information by the Rowing Organisations to other agencies and officials associated with a Rowing Activity for the purposes of conducting and managing the Rowing Activity. I understand that I may gain access to my personal information held by a Rowing Organisation by contacting that organisation and requesting access to my personal information. I understand that if I do not provide my personal information I may not be permitted to participate in a Rowing Activity.

9. PERSONAL HEALTH INFORMATION

I acknowledge, understand and agree that it is may necessary for RA to collect my personal health information (depending on the nature of my relationship with RA), and that the RA [Privacy Policy](#) governs how RA will collect, store and use the personal health information it collects from me.

If [RX] and/or [CLUB] receive, collect, store and use my personal health information, then the manner in which that information is received, collected and stored by [RX] and/or [CLUB] will be governed by the applicable Privacy Policy of [RX] and/or [CLUB] , or in the event that no such Privacy Policy exists, by the Privacy Act 1988 (Cth).

10. RULES AND POLICIES

I acknowledge, understand and agree that it is a condition of my membership and participation in the Rowing Activity that I agree to be bound by, and subject to, the Rules and Policies, and jurisdiction of RA and [RX], and the Rowing Organisations of which I become a member. Copies of all RA and [RX] Rules and Policies are available from the RA and [RX] websites and or by contacting RA or [RX] direct. I agree to cooperate fully with any inquiry, or investigation, conducted under or arising out of any of the Rules and Policies and any



new policy or modifications to an existing policy will be effective immediately upon notice and incorporated into this Agreement.

11. PHOTOS/IMAGES

I acknowledge that RA, [RX] and CSAR may make, create, store, record, transmit, reproduce photographs and electronic images of me and I consent that they, or their authorised third parties, may use these photographs or images for proper purpose without identification or compensation of any kind.

12. ANTI-DOPING

All participants are bound by the RA anti doping policy and thus understand they may be subject to drug testing. Testing conducted by the Sport Integrity Australia (SIA) is in accordance with the *Sport Integrity Australia Act 2020 (Commonwealth)* and the National Anti-Doping Scheme. This involves the taking of a sample (any human biological fluid or tissue whether alive or otherwise, or any human breath) for the purpose of detecting the use of a Prohibited Drug or Doping Method. Any participant infringing RA's policy or refusing a drug test may be disqualified or otherwise dealt with in accordance with the terms of the anti-doping policy.

13. COMPLIANCE WITH LAWS

I acknowledge, understand and agree that it is a condition of my membership that I comply with all Laws.

14. DEFINITIONS

In this application:

- a. "Claim" means and includes any action, suit, proceeding, claim, demand, damage, cost or expense however arising including but not limited to negligence but does not include a claim against a Rowing Organisation under any right expressly conferred by its constitution or regulation;
- b. "CSAR" means any club, school, association, college, university or regatta committee that is affiliated with or approved by [RX].
- c. "Indemnities" means and includes the persons, organisations and bodies corporate whose names appear in Schedule 1.
- d. "Laws" includes all Acts of the Parliament of the Commonwealth of Australia; all Acts of the Parliaments of the States and Territories of Australia; and all ordinances, regulations, by-laws, orders, determinations, directions, rules and proclamations made or issued under any such Act;
- e. "[RX]" means [SSO];
- f. "RA" means Rowing Australia Limited;
- g. "State Controlling Body" (SCB) means a state or territory rowing association affiliated as a member of RA and includes [RX];
- h. "Rowing Activity" means performing or participating in any capacity in any trial, event, regatta or activity run by a Rowing Organisation and "Rowing Activities" means any two or more of them;
- i. "Rowing Organisation" means and includes RA, SCB, CSAR and where the context so permits, their respective directors, officers, members, servants or agents;
- j. "Rules and Policies" means any rules, policies, regulations and codes governing my membership, or attendance at or participation in a Rowing Activity and includes without limitation RA's Whole of Sport Policies available at <http://www.rowingaustralia.com.au/rowing-australia-policies/>
- k. "State Controlling Body" (SCB) means a state or territory rowing association affiliated as a member of RA and includes [RX].

NOTE: A minor cannot complete this undertaking and declaration other than in writing with the endorsement of the minor's parent or guardian.

SCHEDULE 1

1. Rowing Australia

2. [SSO]
3. [CLUB]
4. All other persons involved in the organisation, conduct and promotion of the Rowing Activities or construction or location of the facilities used in connection with or otherwise related to the Rowing Activities.
5. Each of the respective officers, employees, servants, agents, sponsors, successors and assignees of each of the above.

ANNEXURE A

RECREATIONAL SERVICES TO WHICH THE AUSTRALIAN CONSUMER LAW (COMMONWEALTH) APPLIES

I agree that the provisions of Subdivision B of Division 1 of Part 3-2 of the Australian Consumer Law are excluded and do not apply to the supply of any recreational services (as defined in section 139A of the Competition and Consumer Act 2010 (Cth)) to me by the Rowing Organisation under or in connection with this agreement. I agree that the liability of the Rowing Organisations in relation to a recreational service for any:

- a. death;
- b. physical or mental injury (including the aggravation, acceleration or recurrence of such an injury); or
- c. contraction, aggravation or acceleration of a disease; or
- d. coming into existence, the aggravation, acceleration or recurrence of any other condition, circumstance, occurrence, activity, form of behaviour, course of conduct or state of affairs:
 1. (i) that is or may be harmful or disadvantageous to the individual or community; or
 2. (ii) that may result in harm or disadvantage to the individual or community,

that I may suffer (or a person on whose behalf I acquire the services may suffer) is excluded.

FOR RECREATIONAL SERVICES PROVIDED IN VICTORIA

Warning under the Australian Consumer Law and Fair Trading Act 2012 (VIC)

Under the Australian Consumer Law (Victoria), several statutory guarantees apply to the supply of certain goods and services. These guarantees mean that the suppliers named on this form (i.e. the Rowing Organisation) are required to ensure that the recreational services supplied to you-

- a. are rendered with due care and skill; and
- b. are reasonably fit for any purpose for which you, either expressly or by implication, make known to the supplier; and
- c. might reasonably be expected to achieve any result you have made known to the supplier.

Under section 22 of the Australian Consumer Law and Fair Trading Act 2012, the suppliers are entitled to ask you to agree that these statutory guarantees do not apply to you. If you sign this form, you will be agreeing that your rights to sue the suppliers under the Australian Consumer Law and Fair Trading Act 2012 if you are killed or injured because the services were not in accordance with these guarantees, are excluded, restricted or modified in the way set out in this form.

NOTE: The change to your rights, as set out in this form, does not apply if your death or injury is due to gross negligence on the supplier's part. *Gross negligence*, in relation to an act or omission, means doing the act or omitting to an act with reckless disregard, with or without consciousness, for the consequences of the act or omission. See regulation 5 of the Australian Consumer Law and Fair Trading Regulations 2012 and section 22(3)(b) of the Australian Consumer Law and Fair Trading Act 2012.

FOR RECREATIONAL SERVICES PROVIDED IN SOUTH AUSTRALIA

Your rights: Under sections 60 and 61 of the Australian Consumer Law (SA), if a person in trade or commerce supplies you with services (including recreational services 1), there is-

- a statutory guarantee that those services will be rendered with due care and skill; and
- a statutory guarantee that those services, and any product resulting from those services, will be reasonably fit for the purpose for which the services are being acquired (as long as that purpose is made known to the supplier); and
- a statutory guarantee that those services, and any product resulting from those services, will be of such a nature, and quality, state or condition, that they might reasonably be expected to achieve the

result that the consumer wishes to achieve (as long as that wish is made known to the supplier or a person with whom negotiations have been conducted in relation to the acquisition of the services). Excluding, restricting or modifying your rights: Under section 42 of the Fair Trading Act 1987, the supplier of recreational services is entitled to ask you to agree to exclude, restrict or modify his or her liability for any personal injury suffered by you or another person for whom or on whose behalf you are acquiring the services (a third party consumer). If you sign this form, you will be agreeing to exclude, restrict or modify the supplier's liability with the result that compensation may not be payable if you or the third party consumer suffer personal injury.²

Important: You do not have to agree to exclude, restrict or modify your rights by signing this form. The supplier may refuse to provide you with the services if you do not agree to exclude, restrict or modify your rights by signing this form. Even if you sign this form, you may still have further legal rights against the supplier. A child under the age of 18 cannot legally agree to exclude, restrict or modify his or her rights. A parent or guardian of a child who acquires recreational services for the child cannot legally agree to exclude, restrict or modify the child's rights.

Agreement to exclude, restrict or modify your rights: I agree that the liability of the Rowing Organisations for any personal injury that may result from the supply of the recreational services that may be suffered by me (or a person for whom or on whose behalf I am acquiring the services) is excluded.

Definitions: 1. "Recreational services" are services that consist of participation in- (a) a sporting activity or similar leisure-time pursuit; or (b) any other activity that involves a significant degree of physical exertion or risk and is undertaken for the purposes of recreation, enjoyment or leisure. 2. "Personal injury" is bodily injury and includes mental and nervous shock and death.

Further information: Further information about your rights can be found at www.ocba.sa.gov.au

FOR RECREATIONAL SERVICES AND RECREATIONAL ACTIVITIES PROVIDED IN NSW OR WESTERN AUSTRALIA

I agree that the liability of the Rowing Organisations in relation to recreational services (as defined in section 139A of the Competition and Consumer Act 2010 (Cth)) and recreational activities (as defined in the Civil Liability Act 2002 (NSW) and the Civil Liability Act 2002 (WA)) for any:

1. d. death;
2. e. physical or mental injury (including the aggravation, acceleration or recurrence of such an injury); or
3. f. contraction, aggravation or acceleration of a disease; or
4. g. coming into existence, the aggravation, acceleration or recurrence of any other condition, circumstance, occurrence, activity, form of behaviour, course of conduct or state of affairs:
 1. (i) that is or may be harmful or disadvantageous to the individual or community; or
 2. (ii) that may result in harm or disadvantage to the individual or community,

that I may suffer (or a person on whose behalf I acquire the services may suffer) is EXCLUDED.

FOR RECREATIONAL SERVICES PROVIDED IN NORTHERN TERRITORY

I agree that the provisions of Part 3-2, Division 1, Subdivision B of the Australian Consumer Law (NT) do not apply to the supply of the services to me under this Agreement, and that the liability of the Rowing Organisations for any death or personal injury that I may suffer (or a person on whose behalf I acquire the services may suffer) for a failure to comply with a guarantee under that Subdivision is excluded. I acknowledge that this exclusion, restriction or modification has been disclosed to me in such a manner that I am aware of the general effect of the exclusion, restriction or modification and that I have had a reasonable opportunity to consider whether or not enter into the Agreement on that basis and have decided to enter into the Agreement.

FOR RECREATIONAL SERVICES PROVIDED IN QUEENSLAND, TASMANIA OR AUSTRALIAN CAPITAL TERRITORY

To the full extent permitted by law, I agree that the guarantees in the Australian Consumer Law (Qld), Australian Consumer Law (Tas) and Australian Consumer Law (ACT) including the provisions of Subdivision B of Division 1 of Part 3-2 are EXCLUDED and do not apply to the supply of any recreational services to me by the Rowing Organisations under or in connection with this agreement, and I RELEASE the Rowing Organisations from all liability for a failure to comply with a guarantee under those provisions.

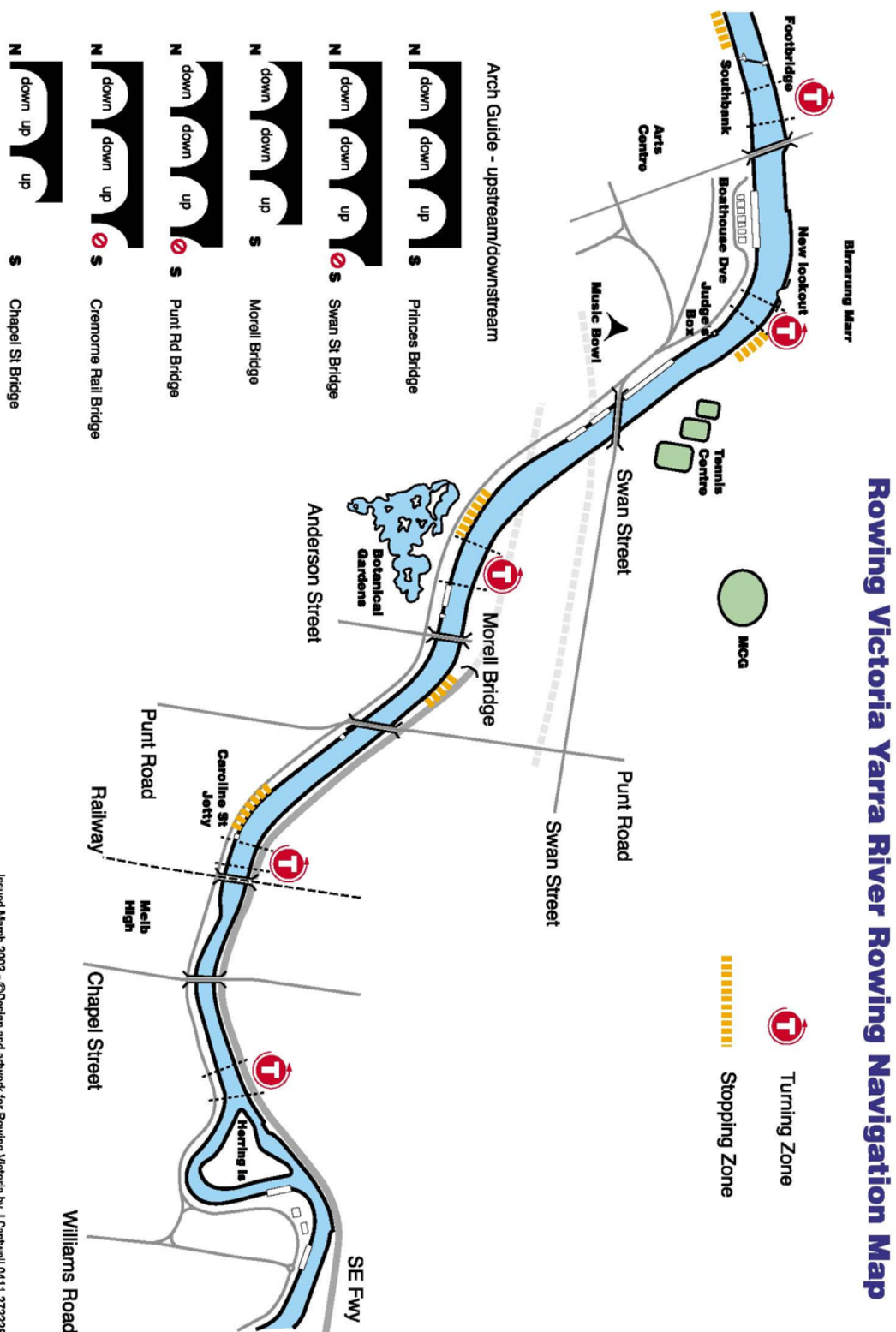
Parental Consent Declaration (for applicants under 18 yrs of age)



I have read, understood, acknowledge and agree to the terms above and the details provided in the application and I personally consent to the declaration and I warrant that all information provided is true and correct.

I as the parent or guardian of the named applicant expressly agree to be responsible for the applicant's behaviour and agree to personally accept the conditions set out in this membership application and declaration.

Appendix 3. Map of Local Waterway



Issued March 2003 - ©Design and artwork for Rowing Victoria by J. Cantwell 0411 272228

Appendix 5. Marine Act and Regulations – Personal Flotation Devices (PFD)

This section briefly outlines the Marine Act and Regulations that relates to the use of Personal Flotation Devices (PFD). Refer to www.marinesafety.vic.gov.au for specifications.

For the purpose of the following regulations **“Formal Training or Competition”** means training or competition conducted under the direction of an incorporated club, organisation or association that is affiliated with the respective peak body where supervision of participants and appropriate rescue services are provided, or under a Safety Management Plan approved by Marine Safety Victoria.

Wearing of Personal Flotation Device (PFD)

- i. All operators and occupants of a rowing boat or canoe or kayak engaged in Formal Training or Competition on inland waters, not being formal training or competition of which any part is conducted on water forming rapids, are exempt from PFD wearing requirements specified in Regulation 232.
- ii. All operators and occupants of a rowing boat or canoe or kayak engaged in Formal Training or Competition on the Yarra River between the Bolte Bridge and the mouth of the Yarra River are exempt from PFD wearing requirements specified in Regulation 232 providing:
 1. communications have been established with Harbour Control prior to entering the area defined above and;
 2. each occupant wears a PFD Type 1, 2 or 3 at all times or;
 3. are accompanied by an inshore rescue boat or powered rescue craft in accordance with the specifications of Surf Life Saving Australia or;
 4. are accompanied by an appropriate powered rescue craft carrying:
 - a. lifesaving appliances sufficient to support all persons that may be required to be rescued or;
 - b. PFD Type 1, 2 or 3 sufficient to support all persons that may be required to be rescued.

Personal Flotation Device (PFD) Exemption

In reference to the wearing of PFDs there are a number of ways in which a rower can be compliant with the Marine Act and Regulations. Firstly by way of explanation if a rower is not affiliated with the respective rowing peak body then they must wear a PFD while operating their vessel.

- If a rower is affiliated and wearing a PFD you are compliant.
- If rower is affiliated and is not wearing a PFD they must be operating under either:

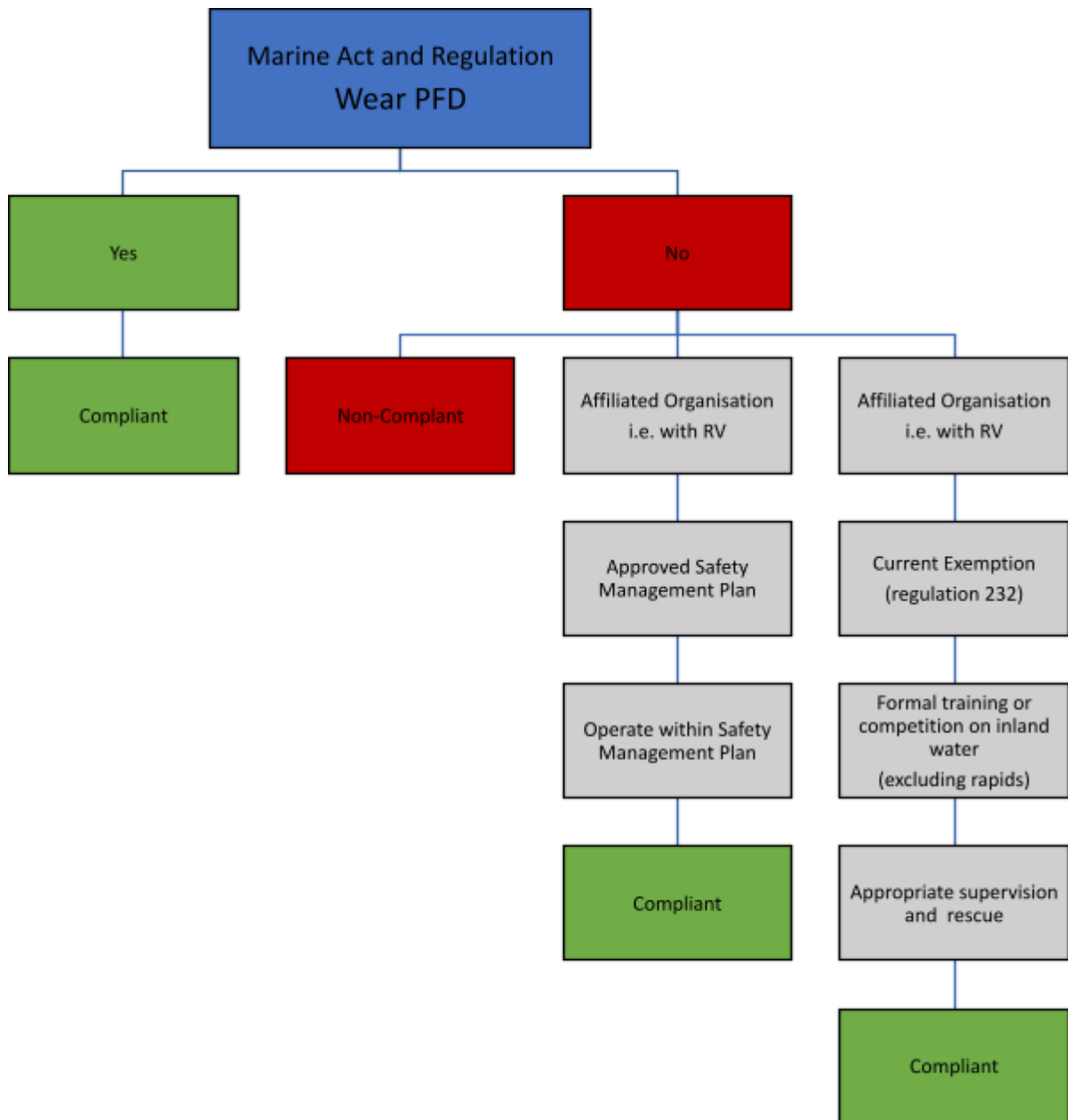


1. A Safety Management Plan approved by Marine Safety Victoria; or
2. The current exemption to regulation 232 which states that:

All operators and occupants of a rowing boat or canoe or kayak engaged in Formal Training or Competition on inland waters, not being formal training or competition of which any part is conducted on water forming rapids, are exempt from PFD wearing requirements specified in Regulation 232.

If a rower is affiliated (with an incorporated club, organisation or association that is affiliated with the respective peak body) and are not operating under an approved safety management plan or the current exemption and are not wearing a PFD they are non-compliant.

The flow chart below is an illustrative description of the **Marine Act and Regulations** that relates to the use of Personal Floatation Devices (PFD).














Appendix 6. Theory Test






RRC multiple-choice safety theory assessment





<https://forms.gle/fVKzyfZQVJRLy8Ft9>






Appendix 7. First aid Kit inspection Checklist, RRC Safety Information and Defibrillator Information

First Aid Kit - Inspection Checklist			
Richmond Rowing Club – 7 Boathouse Drive			
Last Check conducted on 16/January/2023			
Full Name of Inspector: Alex Reid			
		First Aid Kit 1 GYM SHED KIT	First Aid Kit 2 REGATTAS ONLY Cupboard under the stairs
First Aid Kit	<p>Ensure that first aid kits are restocked as necessary.</p> <p>Replace any equipment such as bandages that are past their use by date.</p> <p>The container or location should be easily recognisable (e.g. with a white cross on a green background prominently displayed on the outside and clearly marked as 'First aid kit'.</p>  <p>The club's first aid equipment is for EMERGENCY first aid. Members should seek to provide their own tape, band-aids etc. to prevent blisters.</p>		
floor/level?		First floor	Ground floor
Where is this first aid box located		Stored in the Gym on the shelf above the kitchen bench.	Stored in the grey cupboard under the back stairs .
Description		This first aid kit in the Gym is the main kit for the shed. This is to be left at the club at all times .	This is a portable kit designed to be taken to regattas . The other small grey first aid box, is for Tinny's only .

Basic first aid <u>leaflet</u> or guidelines			
<u>Notebook</u> for recording details of first aid provided.			
3 pairs of disposable latex <u>gloves</u> (large).			
1 pair of <u>scissors</u>			
4 x <u>Safety Pins</u>			
1x <u>tweezers</u>			

Plastic <u>bags</u> for disposal.			
1x <u>resuscitation face mask/Shield</u>			
20 x Assorted Waterproof <u>Plasters</u> (individually wrapped)			
2x sterile <u>eye pads</u> (packet)			
1 x thermal exposure <u>blankets</u>			

1 x Triangular <u>Bandage</u>			
4 x Alcohol-free Antiseptic Cleaning <u>Wipes</u>			
1x roll of non-allergenic 'micropore' <u>tape</u> 2.5cm			
sterile <u>saline</u> <u>solution</u> (pods)			

<p>1x <u>large</u> sterile unmedicated wound dressing <u>pad</u></p> <p>No. 15</p>			
<p>1 x <u>Medium</u> Sterile Unmedicated Wound Dressing <u>Pad</u></p> <p>No. 14</p>			
<p>2 x Sterile 'Melonin' Dressings 10cm x 10 cm *(or similar)</p>			
<p>1 x Conforming <u>Bandage</u> 7.5cm</p>			
<p>Rubber thread or crepe <u>bandages</u> – 3 sizes.</p>			

<p>4 x sterile adhesive <u>island</u> <u>dressings</u>/coverings for serious wounds.</p> <p>6.5cmx5cm</p>			
<p>3 x Gauze Swabs</p> <p>7.5cm x 7.5cm</p>			

The name of first aid officers, as well as emergency services telephone numbers and addresses, are located in or near the first aid kit on the notice board in the Gym.



Richmond Rowing Club Safety Information

Last updated: August 2022.

First Aid Kit Location – Gym cupboard

Flotation Rescue Device Location – in the boat bay beside the sweep oars

Defibrillator Location – in the boat bay beside the sweep oars

Emergency Service Information

Call **000** for Fire, Police and Ambulance. Provide emergency service with the following schedule of information:

- Service required.
- Access and transport arrangements.
- Details to venue.
- Precise location.
- Contact name.

Marine Safety Victoria – 1800 223 022

Local River User Group – Waterways@parks.vic.gov.au

Nearest Police Station – Melbourne East, 226 Flinders Lane, Melbourne East, (03) 96371100

State Emergency Services (SES) – 132 500. This number should only be used for non-life threatening situations.

Nearest Telstra Telephone location – Southbank

Map/Signboard of Local Waterway Plan – located in the boat bay beside the sign out book and risk assessment board.

Additional Captain's Instructions Regarding Waterway Use:

No RRC crews are permitted 50m beyond the downstream drip line of the Bolte Bridge into the Port of Melbourne Area as we do not have the required equipment to meet the Harbour Masters Directions.

RRC crew may turn under the Bolte Bridge and enter Victoria Harbour:

- As long as it is safe to do so.
- Providing they are within 50m of the downstream drip line of the Bolte Bridge.

Defibrillator Information

The club has a defibrillator for use when a person's hearts stop. If used quickly it can save lives. It is located in a red bag, attached to the east wall of the RRC boat bay between the sculling and sweep oars. It is a **Philips Heartstart FRx**.



There is an 'install before date' on the back of the battery – rather than a 'expiration' date. They last for 4 years from the time they are installed – so long as they are installed before the install date. If you don't know the install date, don't worry the defibrillator does a daily test. A blinking green 'ready' light in the upper right of the HeartStart means it has passed its last self-test and is ready to use. The light blinks once every three seconds. If the battery is low or the pads need to be replaced the green 'ready' light will not blink. The defibrillator will start beeping and the blue i-button will blink. Press the blue i-button and a voice prompt will identify the problem and how to fix it.



Battery product code M5070A

THE BATTERY WAS LAST INSTALLED ON 23 DEC 2021. Check 23 December 2025.

The Pads need replacing every two years – on the back of the pads there is an expiration date.



Product Code – 989803139261

THE CURRENT EXPIRATION DATE IS 09/02/2024.

The batteries and Pads can be purchased online from MEDSHOP AUSTRALIA.

Appendix 8. Safety Audit

Safety Audit Form			
Name:	Richmond Rowing Club		
Address:	7 Boathouse Drive, Melbourne, 3004, Victoria		
Auditor:			
Date of Audit:			
Position:	Safety Officer		
Tel (m):			
Where RRC has not achieved full compliance, they will be asked to provide a reason for non-compliance and rectify immediately or within an agreed time period.			
1.0	Safety Officer		
	1.1 Has a person been appointed to act as Safety Officer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	1.2 Is the Safety Officer a member of the Club?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	1.3 Is Safety a regular item for review by the Club?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.0	Emergency Services		
	2.1 Is a list of vital addresses and telephone numbers for emergency services clearly displayed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	2.2 Is the location of the nearest telephone clearly displayed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.0	Is there a fully stocked and readily accessible first aid kit (cabinet)?		
	3.1 Is there a routine for regularly checking and replacing the contents of first-aid cabinet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	3.2 Date of last check for First Aid Kit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	3.3 Date of last check of Defibrillator	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.0	Are the following available and ready to hand?		
	4.1 Thermal/exposure blankets	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	4.2 Lifebuoys	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	4.3 Throw bags (rescue lines)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	4.4 Lifejackets/buoyancy aids	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.0	Insurance		
	5.1 Does RRC have Public Liability Insurance to cover its committee and members, third parties and the Safety Officer for a claim by a third party for damage or injury to property or persons on and off the water?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	5.2 Does RRC carry Directors and Officers Insurance to cover RRC for indiscretion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	5.3 Has RRC reviewed its Insurance Policy to ensure it has all the required insurances?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.0	Equipment		
	6.1 Is there a person designated, or a system clearly identified, to ensure that all rowing equipment is kept in good working order?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	6.2 Is there a "quarantine" system by which unsuitable equipment is isolated to avoid its use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	6.3 Is there a damage repair log?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

7.0	Navigation Rules		
	7.1 Are rules for the safe use of local waters with supporting diagrams as necessary, including referencing danger spots, prominently displayed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	7.2 Is there a formal method of advising/instructing rowing members on the observance of local navigation rules, and of ensuring that they fully understand implications?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	7.3 Is there an accident log available for inspection at all times?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	7.4 Is a log of boats in and out and planned outing times available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	7.5 In case of accident involving damage or injury, is a report sent to RV??	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.0	Health & Safety		
	8.1 Has swimming competency been obtained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	8.2 Does the Club request a statement from new members to confirm the absence of any medical or physical condition precluding heavy exercise?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.0	Supervision		
	9.1 Are coaches registered members of the RV and in possession of a recognised coaching qualification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	9.2 Are coaches fully aware of their responsibilities to their charges and that they in turn are fully conversant with safety practices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	9.3 Are coaching and safety launches fully equipped with safety aids?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.0	Local Conditions		
	10.1 Do any particular hazards exist peculiar to the organisation or location and does a procedure exist to counteract them (as identified in risk assessment)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Non-compliance has been observed against the following item references #

#	Rectification Required	By when

Action Required

a) You are required to correct these non-compliances within _____ days/weeks

b) Until such time as these non-compliances are corrected, no water-based activities are to be undertaken from these premises.

RV Safety Advisor &/or Officer of RV

Name: _____

Signature: _____

Date: _____

On the satisfactory completion of an audit a **certificate of compliance** will be provided.

Appendix 9. Competency Assessment & Supervision and Rescue Support

Competency Assessment

The purpose of the assessment is to determine the supervision and rescue support required for each rower. The competency assessment needs to be undertaken by an accredited coach.

	Competency	Competency Rating (place 1 in each competency once successfully achieved)
1.	Pass Multi-Choice Safety Theory Assessment (will test understanding of waterway regulation and safety management plan)	
2.	Swim 100 metres (or produce current written evidence obtaining Level E VicSwim or equivalent)	
3.	Safely Launch & Retrieve Boat (from beach, pontoon or staging)	
4.	Safely Enter and Exit a Boat	
5.	Able to keep boat stable in stationary position (the Safety Position)	
6.	Understand Blade Positions	
7.	Turning and Steering Boat	
8.	Stopping Boat	
9.	Row Boat Backward and Forward in Straight Line	
10.	Understand Capsize Recovery	
Overall Competency Rating		

Supervision and Rescue Support

Competencies 1 and 2 are required for all levels of supervision and rescue support.

Supervision and Rescue support 3 and 4 listed below are only allowable under the following conditions:

1. Once a risk assessment has been conducted and the condition are appropriate, and
2. The rower/s informs club personnel where they are rowing and their expected return time.

Competency Rating	No	Supervision and Rescue Support Requirements (supervision participation ratio)
0 – 2	1	An approved Personal Flotation Device (PDF) must be worn
3 – 6	2	Coach must accompany boat in motorboat or on bicycle beside the boat
7 – 8	3	Rower must row with other boats
9 – 10	4	No Rescue Support Required

Appendix 10. Boat and Equipment Usage - Checklist

Check for hull damage, leaks etc.	
Check that buoyancy compartments, seals, hatch covers and ventilation bungs are secure and watertight.	
Check that the bow ball is securely fixed and fully covers the bow of the boat in order that adequate protection is given to any person or object struck by the moving boat.	
The Bow ball check should also examine any fixing screws or bolts to ensure that they do not represent a further hazard in the event of an accident.	
Check that outriggers, swivels, gates, seats and stretchers are secure and operating freely.	
Check that heel restraints are adequate, secure and effective (i.e. a rower can release their feet from the shoe without using their hands).	
Check that rudder lines, steering mechanisms, rudder and fin, are secure and in good working order	
Check oars for damage and ensure that “buttons” are secure and properly set.	
If, after a risk assessment for a planned activity, it is judged that a boat, new or old, does not have sufficient inherent buoyancy, additional buoyancy should be added	