

Guidance Notes for Schools, Colleges & Clubs Visiting PCRC On Training Days:-

These notes have been produced so as to set out the key principles for which a booking from a third party club is accepted & are designed to enhance your time spent at Peterborough City Rowing Club (PCRC). They are not intended to be restrictive or to negate any club or individual from their own duty of care under any other legislation.

By attending PCRC for a 'training day/camp' you agree to abide by all rules & guidelines as set down from time to time, by the rules of the ARA, our national governing body &/or local rules applied by PCRC.

With this in mind, your attention is drawn to the ARA 'Water Safety Code' & other such publications which should be adhered to at all times along with any local rules which may be in force.

Please acquaint yourself & your athletes as to the layout of the clubhouse, its safety procedures (some of which are set out below), the circulation pattern on the lake & the layout of the local river course.

Should it be agreed that a set of keys is issued to you to give you access to & from the clubhouse, then these keys are issued on a temporary basis & must be handed back to the Course Committee either upon you completing your stay at PCRC or upon request, whichever is sooner.

Should any keys be lost or stolen whilst in your charge, then PCRC reserves the right to charge you for the replacement of the keys or locks, whichever is required.

The clubhouse is fitted with an intruder alarm and a demonstration of the operation of the alarm will be given to you when keys are issued. Please satisfy yourself as to the operation as PCRC reserves the right to charge all reasonable costs to you for any false alarms or engineer callouts due to misuse. (Please try to avoid false alarms as this can have an impact on Police response & ultimately on our insurance cover).

Please leave the clubhouse locked at all times including when you are on the water (lake or river) or when no responsible person is present.

Changing facilities & showers are available. Please note although that the changing rooms have digital door locks fitted to aid security, any valuables SHOULD NOT be left within these areas. Please leave these areas clean & tidy after use and please avoid trafficking mud & debris into these or other areas of the premises.

The codes for the changing room doors will be issued to you under separate cover.

Communal areas of the club may be used only with the permission of the Course Committee. Such areas may include the conservatory (for briefings, video analysis, meals, relaxation between outings, etc, but not as a 'drying room' or for stretching, warming up or any other exercise), kitchen, or gym (should permission for this area be given, then it will be for specific times which may be altered or amended at any time by the Course Committee or Club Captain).

No equipment whatsoever is to be borrowed from PCRC without the permission of the Course Chairman or Club Captain.

Positioning of trailers & external boat storage is to be agreed with the Course Committee &/or Club Captain & is usually available at the front of the boathouse on the grass (please note that no internal storage is available). Please make every effort to minimise damage to grassed areas. It is recommended that any trailers left overnight should be wheel clamped. During times when PCRC members are present (generally evenings during the week & daytimes at weekends), please use the public car park opposite the hotel & not the car park adjacent to the boathouse.

With regard to storage, PCRC accepts no responsibility whatsoever for loss or damage to equipment or property owned by any third party howsoever caused whilst being stored in this manner.

It is your responsibility to ensure that adequate insurance cover is in place prior to attending PCRC.

Key Positions & Information

A list of emergency contacts is posted next to the telephone in the main foyer area.

An additional payphone is located within the foyer area of the Ramada hotel at the finish end of the lake.

First Aid boxes are located in the kitchen & boathouse. However, it is advised that you make your own arrangements when planning your stay & that you provide your own first aid equipment as you may see fit.

The nearest A & E Department is situated approximately 1km away at Peterborough District Hospital (towards the city centre along Thorpe Road).

Course Chairman: Nick Hubble 07778 680655 / nh@amsystem.co.uk (for any additional information)

Club Safety Advisor: Chris Gill cgill@trada.co.uk

Club Captain: TBC.

Safety Plan & Instructions for Water Training at PCRC

This plan has been written to provide information & guidance to all visiting Schools, Colleges & Clubs that have booked water training sessions at PCRC & should be read in conjunction with the 'Rules of Racing and Water Safety Code' of the Amateur Rowing Association (these being revised from time to time), along with any risk assessment/safety plan that has been produced by the said visitors. The ARA has a standard 'Visiting Club' risk assessment plan available from its website.

These instructions cover all water sessions other than when a regatta is in progress (for these times see 'Peterborough Regatta Safety Plan & Instructions').

PCRC endeavours to provide a safe environment within the above mentioned code although competitors, coxswains & coaches are specifically reminded that persons using the lake and/or adjacent river do so entirely at their own risk & are solely responsible for:-

- 1) Their own safety, remembering that they have a duty of care to themselves & any third party both on the water & on land.
- 2) Ensuring that any equipment (e.g. boats, blades, buoyancy aids etc.) are safe & prepared to the standards as required under the above code.
- 3) The strict observance of the circulation patterns (see below) along with the 'Water Safety Code'.
- 4) Deciding whether or not they are competent to use the lake/river in the prevailing weather conditions; this decision may be taken by the individual or with their coach/crew.
- 5) Ensuring that they can swim in accordance with the 'Water Safety Code'.

All athletes, coaches & participants are also reminded of the following:-

- 1) PCRC does not provide any safety cover/rescue boat on the course or river unless specifically agreed.
- 2) They should make their own safety arrangements prior to attending a training session.
- 3) They should make their own safety arrangements if boating on the River Nene. Should the river be used for training then it is advised that your boat is launched within the channel adjacent to the lake, paddled down towards the river turning left (coxes left, or strokeside) onto the river, where you should proceed downstream using normal navigational rules. The first lock in this direction is 6 miles downstream. Note that there are no safety/rescue boats on the river. A map of the river is displayed within the clubhouse.
- 4) Juniors should be supervised with a high degree of vigilance & anticipation, a higher standard of care is expected from those acting '*in loco parentis*'.
- 5) They should ensure that **all** access roads/routes are kept clear at all times & that the lakeside towpath is not blocked in any way by vehicles, cycles, chairs or the like.
- 6) Prior to boating they should check that the landing stages to be used are secure & safe as fluctuations in water level & vandalism can sometimes make these insecure or inoperable.
- 7) Coaching from vehicles is NOT permitted without specific permission of the Course Chairman.

- 8) When in the boating area, or when boating/de-boating, extra care & right of way should be given to other participants & members of the public so as not to cause distress or injury to third parties. NB: Members of the public do cycle through this area, sometimes at speed.
- 9) Visitors are not permitted to engage in any 'night rowing'.
- 10) Any accident or incident, either on or off the water, should be brought to the attention of any Officer of PCRC & to both the PCRC Safety Advisor & Course Chairman.

Lake Circulation Pattern

This applies at all times other than when the lake is designated a 'Regatta Course', even if only a single boat is on the lake. Any deviation from this pattern will result in the withdrawal of facilities.

- 1) Boating should only take place from the landing stages on the clubhouse side of the course below the finish line. Boats should be placed in the water with their bows pointing up the lake, when 'pushing off' ensure that there are no approaching boats.
- 2) Once boated, crews should proceed across the lake below the finish line at 90 degrees to the racing lanes & proceed up the course in the access lane (the lane furthest away from the clubhouse). Static crews within the access lane must be vigilant & not allow their boats to drift into the path of other oncoming crews.
- 3) When you are in sight of the 'start end' of the lake you should stop and, if the racing lanes are clear, turn through 90 degrees into one of either lanes 1, 2, or 3. Once in these lanes, proceed down the course. NB: Lane 1 is generally used for slow moving crews or those that are wishing to stop & start.
- 4) **Lane 4** is designated a 'Safety Lane' & should only be used by distressed boats. Lane 4 is used as a separation between boats proceeding in opposite directions (i.e: towards the start end in the access lane and towards the finish end in lane 3)
- 5) When approaching the finish line be vigilant of outbound craft. Once stopped, ensure that there are no oncoming craft and turn through 90 degrees across the course and proceed as before. Diagonal crossing is NOT permitted. Visiting crews should not race completely up to the finish line unless they place a competent Safety Marshall upon this line to act as a supervisor.
- 6) Warming Down/travel up part of the course. This is permitted on the following basis: The crew should stop in the access lane, ensure that there is no oncoming traffic in either direction, turn across the course (do not turn in the access lane) & proceed into lanes 1, 2 or 3, returning immediately towards the finish ensuring that they are clear of any oncoming craft.

