

Cambridge University

Combined Boat Clubs

REGULATIONS AND INFORMATION

for

CLUB CAPTAINS AND WATER SAFETY
OFFICERS

2009 – 10

1 TEN GOLDEN RULES FOR SAFETY

The following ten statements summarise the CUCBC Rules of the River. These must be followed by all University and College Crews rowing on the Cam between Jesus and Baitsbite Locks. Failure to obey these rules will result in clubs being fined and/or banned from using the river.

1. No College crew may be on the water during the 'Hours of Darkness' and no boat may be on the water without lights in the 15 minutes before lighting up or the fifteen minutes after lighting down.
2. No boat is allowed on the water when the CUCBC flag is red, and only University Crews, first boats and boats in the first two divisions of the May Bump (Men), or first boats and boats in the first division of the May Bumps (Women), or first fours, are allowed on the water when the flag is yellow.
3. Only University Crews, first boats, and any other boats in the top two divisions of the May Bumps may row below Baitsbite Lock.
4. No novice crew may be on the water before 7.30am or within fifteen minutes of lighting down, which ever is later, and all novice crews must be accompanied. In addition, the first outing of a novice eight must be with an experienced cox.
5. Loud hailers must not be used anywhere on the towpath, and coaching from the bank, and the use of cox boxes, should be kept to a minimum anywhere on the river before 7.30am. Coaching from the bank is not permitted at all above the railway bridge before this time.
6. No College crew may be on the water on a Sunday, save when participating in a CRA, ARA or CUCBC race, unless the Executive Committee has made an announcement to the contrary.
7. All coxless boats must have a steerer on the bank except for single sculls at any time and experienced pairs and doubles between the hours of 9am and 4pm in Full Term at specified times.
8. Boats going downstream must keep to the non-towpath side of the river until after Ditton Corner when they cross over to the towpath side. At the sign after Grassy Corner, they must cross back to the non-towpath side, and stay on that side until Baitsbite Lock.

Boats going upstream must keep to the towpath side until the middle of the Gut when they must cross to the non-towpath side, taking the inside of the corner. At the top of the Plough Reach, they must cross back to the towpath side, and stay on that side until they reach the boathouses.
9. Boats going downstream must give way to boats going upstream, and slower boats must give way to allow faster boats to pass. In addition, whenever a boat eases it must draw in close to the bank to allow other boats to pass unimpeded. Boats must not ease on corners.
10. Unless required for safety reasons, or acting on the instructions of an umpire during a race, boats may only spin at the Penny Ferry, between the two posts at the bottom of Long Reach and above the boathouses in Baitsbite Reach. When necessary, boats must queue to spin, and should only spin when it is clear that no boat is approaching that is likely to be impeded. Once spun, boats must move off immediately or, if pulling in on the Long Reach or Baitsbite, may only do so above the spinning area.

2 COLLEGE BOAT CLUB WATER SAFETY OFFICERS

The function of the water safety officer is to ensure that the policies of the ARA and CUCBC are implemented, CUCBC advice taking precedence where there is a discrepancy, since this is an adaptation of ARA advice to suit local circumstances.

Thus, the functions are, as outlined in the CUCBC general regulations,

1. To ensure and confirm that the appropriate insurance is in place for the club and all its members.
2. To record the names of college oarsmen and women and to confirm that:
 - a. They have signed a confirmation that they can swim 50 metres in light clothing.
 - b. The club is aware of any medical problems which may affect their rowing ability (any decision on whether they are fit to row rests with the member and their medical advisor).
 - c. Members who propose to take to the water in small boats (sculling boats, doubles and pairs (coxed or coxless but not tub pairs), have undertaken a swim test and capsize drill as soon as is practicable.
 - d. That they have received a safety briefing and that the date has been recorded.
3. That the safety requirements described in the ARA document “Water Safety Code” have been implemented and that the annual safety audit has been completed and returned to the ARA regional water safety advisor and copied to the CUCBC water safety advisor.
4. In conjunction with the boatman to ensure that all equipment meets the ARA safety standards.
5. That coaches for college crews and for scullers have undergone at least the minimum training, which is attendance at the CUCBC course at the beginning of the Michaelmas term, and later when required (from September 2007), and that they are members of the ARA or otherwise insured. If College insurance is deemed to be sufficient a written contract should exist between the coach and the club or college (a written request to coach by a college boat club officer is sufficient).
6. To ensure that the ten golden rules of the CUCBC are available and known to all members.
7. That all coxes are aware of the rules of navigation and adhere to the CUCBC rules.
8. Where a club organises a race open to other clubs, to ensure that the club (not necessarily the safety officer personally) has undertaken a risk assessment and submitted the proposed safety provisions to the CUCBC.

There are other regulations in the CUCBC handbook relating to behaviour on the water, and the captains are responsible for ensuring that these are observed.

3 SAFETY REGULATIONS

1. That each College Boat Club and each Women's and Men's Captain be required to have a copy of this Handbook for general reference. Further copies are available from the Hon. Secretary of the CUCBC. Any Club not in possession of three copies of this Handbook, an ARA Water Safety Booklet/poster and displaying a Ten Golden Rules Poster renders itself liable to a fine.
2. That all coxes must wear a lifejacket or buoyancy aid, as approved by the ARA, which is to be worn over the top of all other garments.
3. That each College Boat Club appoint a Safety Officer and that his or her name be notified to the Secretary of the CUCBC and the CUCBC Safety Advisor at the start of each academical year.
4. That each Club's Safety Officer must submit a written statement to the CUCBC at the start of each academical year confirming the following information:
 - a. The appropriate third party insurance cover is in place for the Club. **NB. It should be noted NO crew or individual from the Club will be allowed to boat when they return for the start of the Michaelmas Term until and unless confirmation that a valid insurance policy is in place has been received.**
 - b. Contact information for the Club's Safety Officer and Senior Treasurer.
 - c. That the Club has a detailed list of the boats it operates, and that each boat conforms to current ARA regulations in respect of bow balls, footplates, heel-restraints, registration and buoyancy. [*NB. All boats purchased since 30 April 2003 must have inbuilt buoyancy, as defined by the ARA. Any boats that do not have inbuilt buoyancy must have it added unless they will NOT be used off Cam, in which case it is advised. Clubs should consult the CUCBC Safety Adviser for guidance on this matter.*]
 - d. That each rower in the Club has signed an individual statement clearly specifying their ability to swim a minimum of 50m.
 - e. That the Club has a recording system in place for the number of outings undertaken by each crew to ensure that all crews meet the CUCBC ten outing requirement (Regulations for Racing, Rule 18.a).
 - f. That the Club has copies of Ten Golden Rules Poster on display in its Boathouse and that the Coaching Principles document has been distributed to all coaches.
5.
 - a. That any Club that has failed to submit the written statement referred to above by the end of Week 4 of the Michaelmas Term will be banned from using the river until the CUCBC Safety Adviser has confirmed receipt of the statement from the club concerned.
 - b. That any club that has failed to complete and return the ARA Annual Safety Audit by the due date will be banned from all CUCBC events (including the Lent and May Bumping Races) until confirmation has been received from the ARA that the audit has been completed and submitted.
6. That every boat display its ARA alphanumeric registration code on both sides of the boat, as defined in the following ARA rule: *The Boat ID must be a three letter code, together with a three digit fleet number (including zeros) as determined by the club. (e.g. CUB802). Lettering shall be in capitals, in a regular sans serif (Arial-style) font, with a minimum height 6cm and*

clearly readable (in a contrasting colour) on both port and starboard bow saxboard or vertical surface. Failure to do this may result in the disqualification of the boat from racing, at the discretion of the Chief Umpire.

7. That all boats (except tub pairs for coaching purposes) be obliged to carry, securely affixed to the bows, a solid ball of rubber or material of similar consistency with diameter of not less than four centimetres. This protection may be afforded by a specially shaped bow of suitable material.
8.
 - a. That the definition of a restricted boat be as in the ARA handbook.
 - b. That a clinker-built boat be defined as one with not fewer than five strakes a side, none of which shall exceed four and a half inches (outside measurement).
9. That all College Boat Clubs must have a valid insurance policy to cover bodily injury to third parties and their craft to the level currently recommended by the Environment Agency; all club craft must also be registered as required by the River Cam Conservancy.

4 MANAGEMENT GUIDELINES FOR COLLEGE-RUN RACES

Colleges intending to run an event on the Cam should prepare a report outlining the proposed procedures for the races and complete a Risk Assessment, in accordance with ARA guidelines. The CUCBC Risk Assessment on the Bumps can be found at http://www.cucbc.org/downloads/cucbc_risk_assessment.pdf. This will give some indication of how such an assessment should be prepared. The report should, at least, take into account the guidelines below, and a copy should be submitted to the Honorary Secretary of the CUCBC, along with a copy of the Risk Assessment, as early as possible in the term in which the event is to be held, and not later than 14 days before the event.

The report and the Risk Assessment will be studied by the CUCBC, and race organisers may be required to discuss the details in person. Once the CUCBC is satisfied with the proposals, both a representative of the College Race and the Honorary Secretary or Chairman of the CUCBC will sign the agreement.

Upon completion the CUCBC will grant permission for the event to be held, but this is in no way binding on the CUCBC and the College remains wholly responsible for the event. In extreme circumstances, CUCBC retain the overriding right to intervene on the day of racing where safety appears to be in jeopardy.

Details of the event

1. Definition of the course.
2. Classes of boats.
3. Number of entries expected in each class.
4. Time intervals.
5. Entry fees.

Marshals

1. Minimum number of marshals present at any one time, and their locations along the course.
2. How the marshals will be briefed as to their responsibilities before the event.
3. Co-ordination of marshals – The CUCBC suggests race organisers consider having a team leader for key points on the course, so that all marshals have a direct point-of-contact and it is clear who holds responsibility.
4. Provision of loudhailers.

Organisation of crews

1. Circulation patterns at the start and finish.
2. Management of returning crews.

Bank parties

1. Control of bank parties to ensure the towpath is clear for marshals e.g. bike passes.
2. Will bank parties be allowed to use loudhailers?

Emergency

1. Emergency medical provision.
2. Emergency stop signal – The CUCBC suggests race organisers consider introducing an easily heard and recognisable emergency stop signal, that should be demonstrated to crews, before each race by the start Marshal.
3. Throw lines should be available along the course.

Safety checks

1. Check for bow ball, lifejacket or buoyancy aid and heel restraints.

Insurance

1. Events must have appropriate insurance. Further details are available from the CUCBC Senior Treasurer.

Timing

1. No race should be scheduled to start before 2.00pm on a weekday during Full Term.

5 RISK ASSESSMENT FOR ROWING EVENTS ON THE CAM

Risks involved in racing on the Cam other than in the bumping races, and safety precautions to be taken by the event organisers.

Risks involved in side-by-side and time races for rowing and sculling boats on the Cam are similar for all events varying only slightly with the arrangement of the event. They may be summarised as

- a. Those due to collision between moving racing boats, and between racing boats and other boats, the severity ranging from slow collisions resulting in minor damage to the boats and equipment, to injury and/or immersion of the participants.
- b. Those due to collision with stationary objects, e.g. the bank and moored or stationary boats and logs.
- c. Those attributable to poor weather.
- d. Those attributable to unsafe boats or equipment e.g. lack of bowballs, heel restraints etc.
- e. Those resulting from carelessness on the bank.

Race organisers should take steps to reduce or remove these risks, and the list of risks and appropriate actions is listed below. They should answer the questions on the Risk Assessment form (see pp 69 – 70). If the organisers are uncertain of the size and tolerability of any risk, they should use the method in the appendix for estimating and classifying risk. The Risk Assessment form can also be found online at <http://www.cucbc.org>.

The race organiser will be responsible for making decisions or seeking advice on whether racing can continue if conditions are poor, or that crews are disqualified, if there are breaches of safety requirements.

Name of Event Date

Name of Responsible Organiser

Reducing risk, and the duties of the race organiser

What classes of boats are involved?

Is the Cam Conservancy aware of the event? Confirm

Action Checklist for Organisers

1 Ensuring that boats and crews are suitable to race, using ARA/FISA standards

Clubs should be informed that they should check themselves, and should confirm on entry, that

- a. all equipment, and
- b. the competing club

have conformed to CUCBC/ARA safety rules

Have all crews confirmed on entry that their equipment and crews meet CUCBC/ARA safety standards? Confirm

Crews from CUCBC clubs should have returned an annual safety audit form to the CUCBC and the college club safety officer should be responsible to ensure, via the boatman, that the boats and crews entered are fit to race. Non-CUCBC crews should be informed that they will be required conform to CUCBC standards, and spot checks may be made. Marshals should act on any defects seen on the day. If boats and crews do not conform they cannot race; they should be disqualified or should rectify the shortcoming if the opportunity is available.

2 Ensuring that boats are properly marshalled

Check that

- a. There are enough marshals to see the whole course and marshalling areas and they will be close enough to act in an emergency (no further than 250 metres away from each other).

How many marshals?

Where will they be?

- b. They are equipped with appropriate communication equipment.

List equipment

- c. They can stop the race if necessary.

How?

d. They are equipped with proper safety equipment.

List equipment

e. They are aware of the race safety plan, including the location of medical or first aid, and the location and address of access points.

Confirm

f. There is a “barge” marshal able to halt other boats entering the course.

Confirm

3 Ensuring the race is NOT held under unsuitable weather conditions

Bear in mind that poor conditions, which in themselves would not be sufficient to cause racing to be stopped, may combine to have that effect. The acceptability of conditions must be judged on the spot using the guidelines below, and if it is decided to continue racing despite poor conditions, the organiser should seek advice from a senior member of the CUCBC.

Poor conditions will include those affecting the controllability or safety of the boat.

- a. Poor visibility. Each crew must be able to see another boat within 200 metres.
- b. Excess wind. On the spot judgement takes precedence, but if a boat drifts sideways more than its own length when spinning, it is probably too windy.
- c. Excess current; as for wind.
- d. Ice. More than 1mm thick more than 2 metres from the bank.

Confirm that the criteria are understood and agreed

And those affecting the crews.

If weather conditions impose a risk of harmful exposure, it can be reduced if proper precautions are taken (mainly clothing, but sun cream if appropriate). The risks include

- a. Excess cold or wind chill, or
- b. Rain, or
- c. Excess heat or sun exposure

The risks can be reduced if the crew’s clothing is appropriate to the weather conditions and time to be spent on the water. **This is the responsibility of the crew**, but check that advice has been given to crews on forecast weather conditions and likely waiting times.

Given or will be given? Confirm

How?

4 Controlling bank parties

How will bank parties be controlled?

Name and function of the signatory if not the organiser

Signature Date

Appendix

The risk in the case of collision between eights and fours is small as rowers are usually protected by robust equipment, On nearly all of these occasions damage is mainly to equipment, but sometimes a crew member catches a crab, which can be uncomfortable, but still only slightly harmful, but if an oarsman is ejected or falls from the boat the risks are those of immersion (drowning and hypothermia), and being hit by blades or boats. This situation would be slightly harmful or harmful and unlikely, thus tolerable or moderate.

Uncoxed boats (pairs, doubles and singles) are at greater risk, partly because

- i. they can see less,
- ii. the steerer's mind is on racing,
- iii. the crews are more exposed to damage by another boat
- iv. they are less stable.

The rarity of drowning suggests as long as a sculler or oarsman can swim, and stays with his/her boat, falling in poses a moderate risk at most. However, the increased probability of immersion increases the prevalence of moderate risk.

The ARA Water Safety Code publishes a risk estimator in the form of a matrix;

	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	Trivial risk (1)	Tolerable risk (2)	Moderate risk (3)
Unlikely	Tolerable risk (4)	Moderate risk (5)	Substantial risk (6)
Likely	Moderate risk (7)	Substantial risk (8)	Intolerable risk (9)

It should be the aim of the organisers to reduce all risk, acknowledging that it can never be nil. Most importantly, an intolerable or substantial risk should not exist [(6), (8) and (9)], and every effort should be made to ameliorate moderate risk. For example, under (9) racing boats should never be allowed to row at full speed in opposite directions on the same water, and under (6) or (8) boats should not be allowed to race in poor visibility. More realistically, collisions can occur between boats moving to the start and boats coming the other way. Given proper marshalling, this would be unlikely, but could be slightly harmful, thus being classified as tolerable risk. It is the responsibility of the race organisers to envisage all reasonable risks and to take steps to reduce them as much as is practicable.

7 ALPHANUMERIC REGISTRATION CODES

The CUCBC defines the alphanumeric registration codes as being comprised of two or three letters, identifying the club to which the boat belongs, followed by a number such as to form a unique sequence for each boat. The following is a list of the letter codes to be used by each boat club.

AD	Addenbrooke's	LMB	LMBC
CCA	Anglia Ruskin	MGD	Magdalene
CAI	Caius	NEH	New Hall
CCO	Christ's	NNM	Newnham
CLA	Clare	PEM	Pembroke
CLH	Clare Hall	PBC	Peterhouse
COR	Corpus Christi	QCC	Queens'
CHU	Churchill	ROC	Robinson
DAW	Darwin	SCC	St. Catharine's
DOW	Downing	SEL	Selwyn
ED	St. Edmund's	SID	Sidney Sussex
EMM	Emmanuel	TC	Theological Colleges
FIT	Fitzwilliam	TRH	Trinity Hall
GIR	Girton	FTT	1st & 3rd Trinity
HOM	Homerton	VS	Vet School
HU	Hughes Hall	WOC	Wolfson
JEC	Jesus	CUB	CUBC
KCB	King's	CUW	CUWBC
LC	Lucy Cavendish	CLR	CULRC

8 ELY

Under the terms of the CUCBC Constitution the CUCBC has no regulatory powers over College Clubs when they are using the Ouse at Ely. However, clubs are reminded of the following:

The CUWBC Constitution expressly forbids the College womens' Boat Clubs from rowing between the Fish and Duck PH (South of Ely) and the Adelaide Course (North of Ely) without the express permission of the CUWBC President.

A CUBC Rule which was re-affirmed in 2001, bans rowing by College crews on the Adelaide course and on the River between Ely and the Fish and Duck PH without the express permission of the CUBC President.

Any clubs who do receive permission to row at Ely are reminded:

- The river is not regulated by the Cam Conservators and other licences may be required.
- Permission to boat is required from the landowner whose land you are boating from.
- If using a launch, the ARA Safety Code provisions regarding launches must be followed.