

# Strathclyde Park Rowing Club



## Junior Application Pack

(September 2016)

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# Strathclyde Park Rowing Club

We hope you have enjoyed your introduction to rowing and that you will now move on to apply for membership of the club.

Some of this pack contains information which we are legally required to give you and your parents. The rest is forms which we need completed.

Here and there on the forms there will be fields for which you cannot provide an answer yet - eg Scottish Rowing Membership Number - or about which you are unsure. Please leave them blank and draw them to the attention of an office bearer.

Subscriptions run from 1<sup>st</sup> September until 31<sup>st</sup> August. Current fees are as below. The table shows the fee for the full year starting in September then the pro-rata fee for joining part-way through the year.

Subscriptions can be paid in one payment or in installments. If paid in installments, then for a full year we will allow up to five instalments, paid in the first five months of membership; for a nine month membership, three instalments over the first three months; for six month membership, two over two; and for three months or less, one payment.

2016 - 2017		Full Year	Dec - Feb	Mar - May	Jun - Aug
Junior	under 18s	£ 248	£186.00	£124.00	£ 62.00

Members' subscriptions entitle them to

- use without charge of the full range of the club's boats and other equipment (under the Captain's direction),
- the use also for training and practice of any available and appropriate Scottish Rowing Centre boats and oars,
- supervised SRC rowing tank or ergometer sessions,
- coaching from a qualified coach.

Some optional club activities use facilities for which the users have to pay directly, and the cost has to be borne by the members taking part. Examples include

- winter circuit training,
- use of *The Boathouse Gym* the Scottish Rowing Centre's commercial gym,
- regatta entry fees and transport.

It is a requirement that all SPARC Members take out membership of Scottish Rowing including an appropriate License (Competition or Coach).

The information you supply on the accompanying forms will be held in a database and used for administration purposes within the provisions of the Data Protection Act.

## Scottish Rowing Membership

It is a requirement for all of our members, whether intending to race or not, to apply for and hold Scottish Rowing Membership, (unless they already have this through membership of another club). This includes a competition licence - mandatory for taking part in open competitions. There is also an insurance element included in the SR Membership fee which covers members while participating in the sport of rowing, including aspects of the sport which would not be covered by our boat insurance policy.

Administration of SR Membership is done via an on-line system. This requires individuals to apply for and pay for SR Membership independently from the club. You can apply by going to: <http://rowing.ismysport.org> .

Please ensure that you apply for SR membership at the same time as you apply to join Strathclyde Park Rowing Club.

## SPRC Safety Guidelines

January 2013

SPRC adopts and fully endorses the advice given to clubs and rowers in the Scottish Rowing Water Safety Code a copy of which is available from the Downloads page on the Scottish Rowing web site [www.scottish-rowing.org.uk](http://www.scottish-rowing.org.uk) . In addition, members are expected to adhere to the following guidance which is relevant to our particular situation at Strathclyde Country Park.

### Common Sense should be applied at all times.

1. **All rowers and scullers must be able to swim 50 m in light clothing. All should be prepared to demonstrate this at the request of the Captain or Vice-Captain.**
2.
  - a. The most senior committee member present has the sole responsibility for deciding whether it is safe for boats to be launched. For this purpose, the Captain, followed by the Vice-Captain, is the most senior committee member.
  - b. Juniors and Cadets may only boat if there is present a senior club member who has given them permission to do so, having taken into account weather and water conditions, the boat it is proposed to use and the ability of the young sculler or crew. The senior club member should withhold permission and tell the Junior(s) or Cadet(s) not to boat if there are any doubts about the safety of the young people.
  - c. A Junior (not a Cadet) who wishes to boat at times when there is no senior club member present must make a formal advance request to the Committee for authorisation. The Committee will advise the member's parent or guardian that such a request has been made and may only proceed to consider the request once parental consent is given. The Committee will consider the rowing ability and experience of the Junior and any other factor it thinks relevant. The Committee will advise the Junior of its decision and, where permission is given, access to the water will be subject to any conditions imposed by the Committee and permission may be varied or withdrawn at any time. **This procedure applies to private boat owners as well as to those using club boats.**
3.
  - a. All members must make sure that they are fully acquainted with, and at all times obey, the local rules of navigation specific to Strathclyde Park Loch (see Circulation Maps).
  - b. Rowers must check out at the Booking Office or at the Boathouse Gym reception desk before boating for each outing.
  - c. Boats should be launched with their bows facing the Loch.
  - d. Before moving away from a pontoon, make sure that a rescue launch is manned.
4.
  - a. Adhere to the circulation pattern for rowing craft - including action to avoid any obstacles which are present - see maps.
  - b. Boats heading away from the Watersports Centre towards the body of the Loch

must pass under the bridge between the Hamilton shore and the timing tower.

- c. Before moving onto the rowing course, always look both ways (stopping if necessary) and give way to oncoming craft.
  - d. At busy times, all pieces of work being done off the course, heading towards the 2000 m start, by crews or scullers must terminate at the 500m mark, dropping to one quarter pressure unless the crew is being accompanied and guided by a coach in a launch/cat or on the bank.
  - e. All crews and scullers must drop to light pressure once they draw level with the white (or blue) lane buoys at the top of the course.
  - f. **Use of the course lane nearest the motorway should be avoided.**
  - g. Wide turns onto the course to facilitate long, continuous pieces of work must be undertaken near the 250 m marker buoy, or earlier, and only after **careful** assessment of the on-course situation.
  - h. Wide turns off the course for similar reasons require an equal amount of care.
5.
    - a. In coxless boats, the bowman is responsible for acting as lookout no matter who is steering the boat.
    - b. All coxwains must learn and use the simple, standard commands for boat control both on and off the water. These commands must be used correctly, clearly and exclusively.
  6. Coaches must ensure that all members of the crews in their charge are aware of appropriate safety procedures.
  7.
    - a. Beginners must not use equipment without prior and adequate instruction and must not boat unsupervised.
    - b. Juniors and Cadets are not permitted to use shell single sculls until they have successfully completed a swim test. Adults who have not completed a swim test successfully are strongly recommended to wear a life jacket or buoyancy aid for initial outings in shell singles.
    - c. Juniors and Cadets who have not successfully completed a swim test may be allowed to use the training singles. The use of a life jacket or buoyancy aid is strongly recommended.
    - d. **In the (unlikely) event of a fall into the water, stay with the boat - it cannot sink! Hang on to a rigger, or sit astride the upturned hull.**
  8. If a change of position is required within a boat, this must only be done at a launching platform.
  9. Safety equipment, **First Aid** and **emergency assistance** may be obtained from the East Wing boatshed stewards.
  10. A telephone may be obtained at
    - Reception in the Watersports Centre (01698 402060), or
    - the Gym, or

- the East Wing boatshed public counter.

For contact with the Emergency Services, dial 9 9 9 . Before dialling make sure you have ready

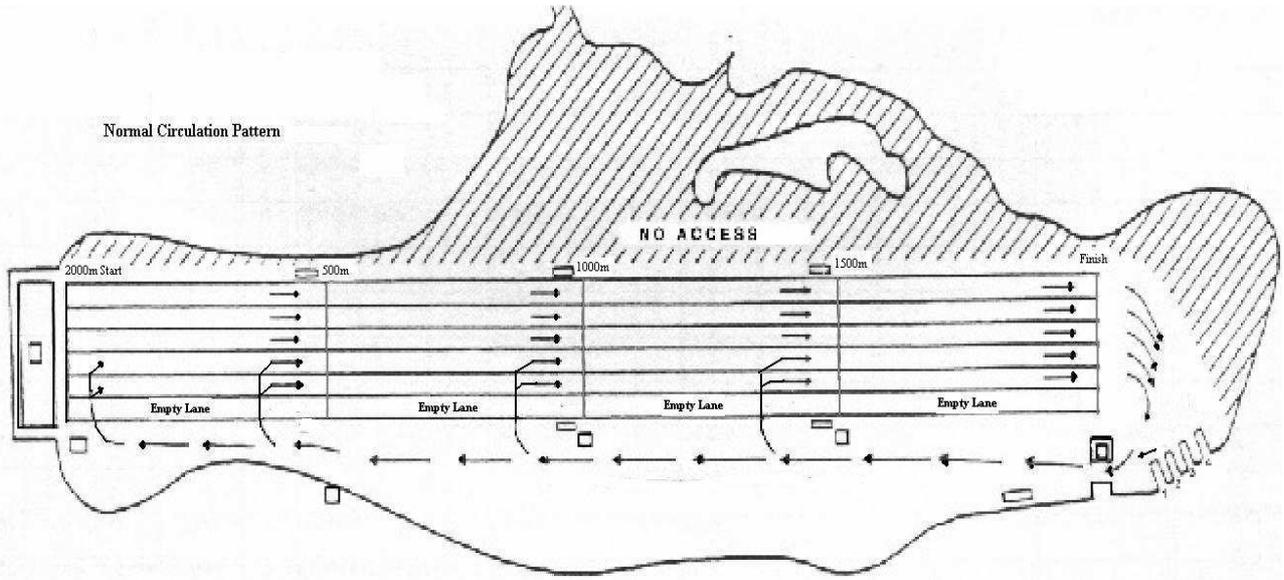
- the service which you require (police, fire, or ambulance),
- the location of the incident,
- details of the situation,
- details of access.

11. The club's Safety Adviser is the **Captain**.

The Scottish Rowing Medical Officer is **Dr Elizabeth Crighton**.

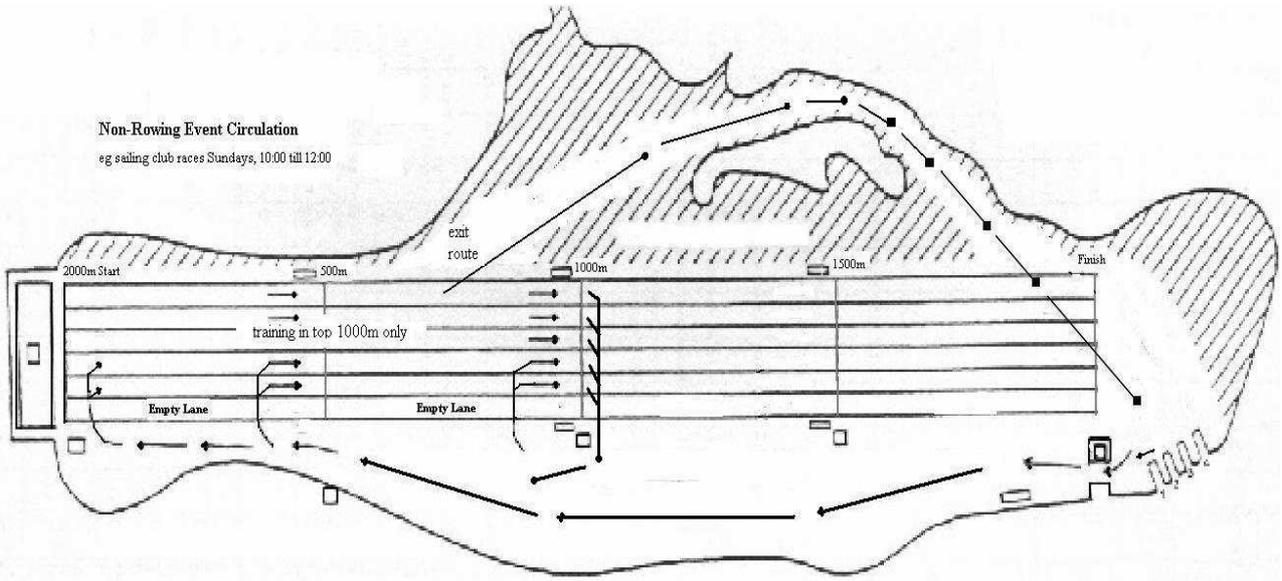
12. **All incidents which have the potential for damaging equipment or injuring athletes must be recorded on an Incident Report Form which should be handed to the Captain or Vice-Captain once completed.**
13. Finally, everyone must be constantly aware of the rights of others who use the Loch. Extend to them at all times the courtesy which you would hope to receive from them yourself.

Normal Circulation Pattern



Non-Rowing Event Circulation

eg sailing club races Sundays, 10.00 till 12.00



## Clothing for Rowing

Specialist clothing is available (see rowing magazines for suppliers), but it is not necessary for novices. If you follow the advice below you will not go far wrong.

- Dress appropriately for taking part in physical exercise, and for the weather on the day. In good weather, lycra/cycling shorts and a tee-shirt are fine. In wet weather a waterproof top or rain jacket plus hat becomes advisable. While in winter adding close-fitting leggings is ideal; trousers and jeans are not suitable for rowing. On cool days, wear several thin layers rather than one thick one.
- Try to ensure that your outer garment doesn't have pockets at the front. These can catch your oar handles when on the water and cause you to lose your grip. Folds in baggy jackets or shirts can also cause problems.
- If you can, wear something brightly coloured on the outside so that you can be seen on the water from a distance.
- Wear old trainers (new ones are quickly spoiled).
- Always bring a towel and a full set of spare clothing with you. Remember that in Scotland you can get soaked even if you don't fall in the water!
- Bring a sports bottle filled with water or still juice – not fizzy drinks.
- Bring a skip cap and sunglasses, and wear sun-block in sunny weather/summer.

## SPRC Code of Conduct for all Members

- Play by the rules – the rules of your club and the laws of the sport.
- Be a team player and treat all rowers as you would like to be treated – fairly and with respect.
- Co-operate with your coach, the officials and crew.
- Arrive on time and prepared for both training and races.
- Row for your own enjoyment & to improve your skills.
- Control your temper – it can be frustrating when training or races don't go as planned but getting angry at officials, coaches, or crew won't help.
- Don't make unpleasant remarks based on race, religion, gender or ability – you'll let down your coach, crew and family if you do, plus many such comments are actually now illegal.
- Bullying, intimidating, or aggressive language or behaviour will NOT be tolerated. This includes through social networking sites such as Facebook and Twitter. Any concerns regarding behaviour which makes you uncomfortable should be reported to the Child Protection Officer.

## Child Protection Policy

January 2013

### General

Strathclyde Park Rowing Club (SPRC) fully adopts and endorses the Child Protection Policy and Procedures of Scottish Rowing (SR). This may be downloaded from the *Child Protection* page (obtained via the *About Us* tab) of the SR web site [www.scottish-rowing.org.uk](http://www.scottish-rowing.org.uk).

**In addition, SPRC will implement the following procedures designed for its specific circumstances.**

### The Club Environment

Strathclyde Park Rowing Club operates on the basis of acknowledging the rights of young people under child protection legislation, and endeavours to pre-organise training sessions, water outings, attendance at regattas, trials and club social activities with the full knowledge and support of their parent(s)/legal guardian.

The Club Captain is normally the Club's Child Protection Officer.

While child protection good practice suggests that two (2) adults should be present, in a small club like ours that will not always be achievable. This may therefore involve:

- young people being in a one to one situation with their own coach or a member of the coaching team;
- a number of young people being supervised by their own coach or a member of the coaching team;
- female young people being supervised by a male member of the coaching team;
- male young people being supervised by a female member of the coaching team;
- The transportation of young people by car, van or from time to time by public or other commercial transport with only one authorised adult present - this may or may not be a member of the coaching team.

### Safeguards

To provide assurance for young people, their parents/legal guardian and approved members of the club coaching team, Strathclyde Park Rowing Club has the following safeguards in place:

- Members of the club coaching team have been assessed and certificated to at least the SR's Basic Instructor's Certificate or Introduction to Coaching;
- Members of the club coaching team will be vetted under the Protecting Vulnerable Groups Scheme (PVGS).

- Where possible all coaching and training sessions will be carried out with other members of the club in the vicinity;
- Where visits to locations away from home involving overnight stay are planned, then parents will be given the option of accompanying their young person or nominating a same sex adult, family friend or representative to act on their behalf. Where by agreement the representative is an adult member of the club then the composition of the accompanying members must reflect the young people's male/female composition and meet as a minimum the ratios quoted below.

## Best Practice Procedures

Child protection legislation and best practice have been taken into account in developing the following procedures.

- At no time shall a coach require to come into direct personal contact with anyone in their charge (except in a first aid/emergency situation);
- Technique/positioning should always be demonstrated in a manner that avoids any form of personal contact;
- Separate changing facilities including toilets & showers are provided for males/females; the doors are equipped with electronic locks to prevent unauthorised access;
- Parental/legal guardian consent, preferably written, should be in place to cover the day to day aspects of vehicle journeys, coaching, travel to local regattas etc where no overnight stay is involved (signing of the attached document, *Child Protection - Statement of Understanding*, provides that consent);
- Where an overnight stay is involved then separate permission must be obtained;

## Recruitment and Selection of Coaching Team Members

The club recognises that anyone may have the potential to abuse children in some way and that all reasonable steps must be taken to ensure unsuitable people are prevented from working with children. As a first step, membership of the coaching team will normally be restricted to existing members of the club. When undertaking pre-selection checks the following will be included.

- All prospective coaches should complete an application form. The application form will seek information about an applicant's past and encourage self disclosure about any criminal record;
- Consent will be obtained from an applicant to seek information via a PVGS membership application, including information from the Banned List (Children);
- Evidence of identity (passport or driving licence with photo).
- Evidence of residence (driving licence, utility bill, etc).

The Club Captain (and CPO) will be responsible for organising PVGS applications and receiving the results. Once the results are received, the Captain will discuss each application with the President and Vice-Captain and a decision taken on the applicant's

suitability.

**Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children and hence from the coaching team.**

## **Photography at Sporting Events**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. It is advisable that all members be vigilant with any concerns to be reported to the club Child Protection Officer.

Club officials and coaches may, from time to time, use video and photographic equipment as a coaching aid and for publicity purposes. Athletes and their parents/carers should be aware of this. All due care will be taken in the storing of such material.

## **Responding to Suspicions or Allegations**

No-one expects any club member to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities.

The club assures all members that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

## **Participation at Regattas**

The following guidelines have been prepared to inform parents about the procedures for entering, transporting and supervising of junior athletes at rowing regattas. Our aim is to enable all of our members to compete safely and enjoy the regatta atmosphere. The content of the document has been agreed by the SPARC Committee, Coaches and Club Captain.

As a Club, we hope that the parents and families of our junior athletes will take an active interest in their activities and we would encourage them to attend regattas whenever they can to support them. It is important to note that rowing regattas will usually involve a full day's commitment from each athlete and present a less protected and controlled environment than the normal training situation at Strathclyde Park. We therefore urge all parents/guardians to attend at least one regatta early on in their child's rowing career so that they are aware of how regattas operate and have satisfied themselves that they are happy for their child to participate under these conditions.

We also understand that parents may not wish their child to compete at any regattas, or the children themselves may not want to take part in any racing activity. If this is the case, please inform the Captain or one of the junior coaches.

## Entries to Regattas

1. The club provides all members with a fixture list at the start of each year. The club will not normally race at every regatta listed, but junior athletes will be informed at least two weeks prior to an event if they have been selected to compete. Parents should inform the junior coaches or Club Captain if their child cannot attend the event for which they have been selected as soon as possible, and at the latest one week prior to the event itself.
2. The Club Captain submits entries to the regattas one week prior to the event, and will notify competitors of the arrangements for boat loading and the expected time that the trailer will return to the Park after racing. The notification will normally be by email, 2 or 3 days before the event. All competitors must pay their entry fees by the day of the regatta and compete in club racing uniform.

## Transport to and from Regattas

1. All junior athletes who have been selected to race at an event must be available to de-rig and load their boats prior to the regatta and to unload their boats when the trailer returns to the Park. If the regatta is a substantial distance away, boat loading may take place the evening before, or early in the morning on the day of the event. If there is any reason why a junior athlete cannot take part in these activities on a particular occasion, parents should inform the Captain or one of the junior coaches as soon as possible. Repeated absence from this activity may result in the athlete being withdrawn from racing crew selection.
2. It is the parents'/guardians' responsibility to arrange transport for their child to and from regattas. If they are unable to transport your child themselves, then they should arrange transport with another parent or club member prior to the regatta date. The Club cannot guarantee transport for any junior athlete who has not made previous arrangements and who turns up on the day looking for a lift. This may result in the crew being withdrawn from the regatta and, as well as the obvious disappointment for all involved, will also result in the loss of full entry fees for the whole crew.
3. Once transport arrangements have been made, the junior members themselves must not change them on the day.

## At the Regatta Itself

1. It is the responsibility of parents/guardians to ensure they are satisfied that appropriate supervision arrangements are in place at regattas. Please remember that club coaches, the Captain and senior club athletes will be heavily involved in organisational and racing activities at the regatta and cannot provide constant supervision of junior athletes. If parents feel the level of supervision that can be offered by the Club is less than they feel appropriate for their child, and are unable to attend the event itself, they should inform the Club Captain or one of the junior coaches that they do not wish their child to be considered for selection in racing crews.

2. Most regattas provide tearoom facilities, but parents may also wish to ensure that their child has a packed lunch with them. Minimally, all junior athletes should bring a water bottle or some other form of fluids with them to every regatta, as well as a small sum of money.
3. As we cannot rely on the vagaries of the Scottish weather, please ensure that each child has a full change of clothing, a towel and, during summer regattas, sun block and protective headwear with them.
4. If parents will not be attending the regatta, please ensure that your child has a contact telephone number for you.

Please note that, occasionally, certain junior athletes will be asked to compete at regattas which will require travelling considerable distances and staying in overnight accommodation. Parents/guardians of athletes in this category will be provided with specific information about these events prior to them taking place.

## Points of Contact

The following points of contact are available to young persons should they wish to discuss further any aspect of child protection.

- A junior member's first point of contact should always be their own coach or coaching team member.
- Should the young person wish independent advice then the undernoted can be contacted at any time.

Laura Graham  
(Vice Captain and Child Protection Officer)

Gillian Connal  
(President)

## SPRC Code of Conduct toward Juniors and Cadets

All Members should:

- play their part in helping to develop an ethos where all people matter and are treated equally, and with respect and dignity.
- always put the care, welfare and safety needs of a child first.
- respect a child's right to be involved in making choices and decisions which directly affect them.
- listen attentively to any ideas and views a child wants to share with you.
- respect a child's culture (for example their faith and religious beliefs).
- respect a child's right to privacy and personal space.
- respond sensitively to children who seem anxious about participating in certain activities.
- speak to a member of the child protection team immediately if you suspect that a child is experiencing bullying or harassment.
- be aware of the vulnerability of some groups of children to being isolated and hurt (for example, children with disabilities and learning difficulties; children from Gypsy & Traveler communities; Black & Minority Ethnic children).
- ensure that when you are working with children you are at least within sight or hearing of other adults.
- listen carefully to any child who 'tells you' (sometimes through drawings and behaviour as well as words) that they are being harmed and report what you have discovered immediately to a member of the child protection team.
- report immediately any suspicion that a child could be at risk of harm or abuse.
- never dismiss what a child tells you as 'lies' or exaggeration.
- only restrain a child who is at imminent risk of inflicting harm to themselves or others, or is at risk of damaging property.
- never underestimate the contribution that you can make to the development of safe communities for children.

You should not:

- exaggerate or trivialise another member's concerns about a child or ignore an allegation or suspicion of abuse in the hope that it will either 'go away' or that 'someone else will deal with it'.
- discuss personal issues about a child or their family with other people except a member of the child protection team when you are concerned about the child's well being.
- be drawn into any derogatory remarks or gestures in front of children or young persons.
- allow a child, young person or adult to be bullied or harmed by anyone in the organisation.
- allow children to swear or use sexualised language unchallenged.

You must never:

- engage in sexually provocative games, including horseplay.
- allow others to, or yourself engage in, touching a child in a sexually provocative manner.
- make sexually suggestive comments to a child, even in fun.
- engage in rough or physical contact unless it is permitted within the rules of a game or sports activity or conforms to the guidance on appropriate physical restraint.
- form inappropriate emotional or physical relationships with children.
- harass or intimidate a child or other member because of their age, 'race', gender, sexual orientation, religious belief, socio-economic class or disability.
- invite or allow children to stay with you at your home.

The foregoing applies equally to members' behaviour toward vulnerable adults.

## Personal Data Protection



### How information about you will be used

Personal information which you supply to SPARC may be used in a number of ways [by both the club and Scottish Rowing to which we are affiliated], for example:-

- to administer and manage your membership and related benefits. Your information will be held by the club in a central membership database for this purpose
- to review, develop and improve the services and activities offered by us
- to provide you with details of forthcoming activities, events, tournaments and competitions (as well as those of selected third parties (including our partner organisations)
- to research, develop and manage new and existing programmes and projects and to promote our sport
- to monitor compliance with equal opportunities legislation and the Equity Standard For Sport and to promote / maintain equality of opportunity or treatment
- for statistical analysis.

### Sharing Information

We will also share aggregated and anonymised information about our members with certain other organisations, which include **sportscotland**, the Scottish Government and Sports Coach UK for the purposes of supporting sports and policy development. This information will not identify you specifically.

### Electronic Marketing

We would also like to send you information about our activities, events, tournaments and competitions as well as those of selected third parties (including our partner organisations) by e-mail. On the application form you will be given the opportunity to opt out of such electronic marketing.

### How to contact us

For further information on how your information is used, how we maintain the secrecy of your information, and your rights to access information we hold on you, please write to the Club Secretary at Strathclyde Park Rowing Club, Strathclyde Country Park, 366 Hamilton Road, Motherwell, ML1 3ED or e-mail the Club at [secretary@strathclydeparkrc.co.uk](mailto:secretary@strathclydeparkrc.co.uk).

By signing our membership application form you apply for SPARC membership and agree that we may use and disclose your information for the purposes described above. **An application cannot be accepted without this signature.**

Please retain these pages for reference