

Maidenhead Rowing Club - Planning a safe return to rowing: Wave 5 – 29th July 2020

This document entirely replaces all preceding 'Planning a safe return to rowing' documents. Please read it carefully. To be read alongside video found on MRC website under Safety / Covid19 tab: <https://www.youtube.com/watch?v=YCF93GmFDQ0>

Key principles

1. Follow UK Government guidance <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation>, British Rowing advice <https://www.britishrowing.org/>, and Environmental Agency advice <https://www.gov.uk/government/publications/environment-agency-waterways-coronavirus-covid-19-update>
2. Cautious, safety-led, risk-based approach. As with all rowing activity, the responsibility is for individuals to make their own risk-based decision if they are safe and competent to use club facilities, equipment and to go out on the water. All scullers/rowers make a risk assessment for each outing (suggested approach in Appendix 3). The designated Junior session supervisor will do this for junior sessions. The full Club Safety Plan can be found on MRC website under Safety tab <https://maidenheadrc.org.uk/index.php/safety>
3. All existing Club and British Rowing safety plans and procedures continue to hold. The following are additional measures to help manage the health risk related to the COVID-19 pandemic, based on the Club's Risk Assessment. They are subject to periodic revision, according to UK Government and British Rowing rules and advice, and may be changed immediately if deemed necessary by the Club Committee.
4. Return to rowing will be a phased process. Experiences will generate lessons to be learned, to inform subsequent phases.
5. Given the severity of the situation and the inherent risks involved the Club takes the adherence to these stipulations most seriously. Contravention will likely lead to individual sanction and possibly a halt of all boating activity from the club.

Wave 5 – effective from 0630 1st August 2020

- Consistent with British Rowing's Coronavirus advice **guidance v5 issued on 23rd July 2020**: <https://www.britishrowing.org/wp-content/uploads/2020/07/200723-Coronavirus-Advice-Returning-to-Rowing-v5-2.pdf>. British Rowing Phase D from 1st August.
- Boating for privately owned singles, club singles, 'Household' crew-boats, **coxless pairs and doubles**.
- All scullers/rowers must be competent, confident to self-rescue, have completed a club-recognised capsize and recovery drill, and can demonstrate a knowledge of the reach for safety purposes. Existing safety rules (e.g. environmental conditions, navigation patterns and turning points) apply.
- Pre-booking boat and time via FITCLUB is mandatory.
- Maidenhead RC Juniors in J16-18 and WJ16-18 squad, with their coach's approval, prior consent of parent/guardian, and Wave 3 Junior supervision criteria. If you have previously completed this, and had it approved by CRSAs, you do not need to repeat it.
- Maidenhead RC Juniors younger than W/J16-18 squads, with their coach's approval, prior consent of parent/guardian, Wave 3 Junior supervision criteria, plus coach's supervision from a launch. The coach will organise the session attendees. If you have previously completed this, and had it approved by CRSAs, you do not need to repeat it.
- With respect to coaching, **British Rowing Coronavirus v5** advises this is "only to facilitate personal exercise, not a return to normal club activity and/or training".

- Access to clubhouse for emergency bathroom use only, observing the one-way system.
- Records of all crews will be kept by the club for at least 21 days to assist with NHS Test and Trace if required.
- When you sign up to an outing, you auto-consent to the outing record being kept, and your acceptance of all club protocols.

Subsequent Waves dependent on further easing of restrictions from UK Government/British Rowing/Environmental Agency, and contingent on outcome of Wave 5.

Procedures for specific activities and physical areas – for Wave 5

Area/activity	Procedure
Preparing to go to the club	<ul style="list-style-type: none"> • You must NOT come to the club if you, or anyone in their household has, any symptoms of the Coronavirus. NOTE: The self-isolation period set out by the UK Government must still be adhered. • Before setting out for the club, you must first book a boating slot (day/time), using the online booking system FITCLUB, and had a slot confirmed to you (via email). FITCLUB bookings will close at 1900hrs the day before each boating roster. You may not book after this time. • Sessions for juniors younger than J16-18 will be booked by their squad coach, who must also be present (in a launch) for their session. The squad coach will communicate boating times, once confirmed in FITCLUB, to Juniors. • Members are restricted to a maximum of 1 booking in a day. We reserve the right to limit the number of outings per week, depending on demand. • If you cannot attend your boating time, please ensure that you cancel your allocated session on FITCLUB in time for the slot to be rebooked prior to the 1900hrs cut-off. • If for any reason you have to cancel your slot after the 1900 cut off, the slot cannot be rebooked or re-allocated to anyone else as administratively this is very burdensome. Please stick to your booked slots. • You must stick to your allocated time. Do not arrive before your allocated time slot, and not depart after your allocated time slot, in order to maintain social distancing. • The allocated 2-hour total slots will include getting out equipment, time on the water and putting away equipment. These 2-hour slots will be overlapped by 1 hour (e.g. 0700 – 0900 Slot 1; 0800 – 1000 Slot 2), to minimise interactions on the pontoons. Please respect each other and strictly adhere to the time slot. • Do not arrive back at the pontoons 15 mins to or 15 mins past the hour as this compromise social distancing for the next group boating • Before coming to the club, please check the weather and flow reports of the day to ensure you will be safe on the river. • Please arrive at the club ready in rowing attire, as changing rooms will not be available for changing, and bring your personal and boat cleaning items (disinfectant spray, boat cleaning cloths, antibacterial wipes, hand soap, hand gel) • You are advised to carry a mobile phone in a water-tight pouch when boating, that remains attached to you or the boat in the event of capsize.
Opening and closing up	<ul style="list-style-type: none"> • When you arrive please wash your hands using your own soap and water from the outside tap. AVOID TOUCHING YOUR FACE. • The first person to arrive at the clubhouse will remove the chain from the car-park gate and open up the shutters in all 3 boathouse bays. The last person to depart will

	<p>close all shutters, replace goose-wires and replace the chain on the car-park gate. If there is a gap in sessions, please close-up the boathouse.</p> <ul style="list-style-type: none"> • We are asking members to self-select for this task, identifying themselves by checking the day's FITCLUB roster the evening before planned boating and communicating with the other scullers/rowers. • When leaving please wash your hands using your own soap and water from the outside tap. AVOID TOUCHING YOUR FACE.
Clubhouse access	<ul style="list-style-type: none"> • Restricted access to the club house for emergency use of the bathrooms only. • No showering or changing permitted, unless in extreme circumstances (e.g. capsize). • If using the toilet ensure you clean the toilet after you have used it. Cleaning materials are available in the bathrooms. • Users will be also expected to clean all door handles/locks/taps before and after use with cleaning products brought from home. • ONE-WAY system in clubhouse – entry via front door, exit via rear door. Users should clean their hands after using the door code keypad, and all surfaces touched. • Please contact your squad captain (or club captain if you are unaffiliated) for the new door code. • Queuing in the bathrooms will take place to maintain the 1m+ social distancing regulation. • The disabled loo may be used during this period. • Ergo Room, Weights room, bar, and function room are out of bounds.
Boathouse access and boating	<ul style="list-style-type: none"> • Daily boating will start at 0630 and finish at 2100. • In each 2-hour time slot there will be a maximum of 12 scullers/rowers. • Minimum of 2 boats in the water at a time, to support safely on the water in case of any difficulties/capsize. • No solo boat outings permitted. • At least one sculler/rower must be a member of a non-Junior squad. If Juniors are rowing, this adult, known as the session supervisor, must fulfil the criteria for supervising Juniors. See separate criteria for Juniors below. • Do not come off the water leaving solo boats, or unsupervised Juniors. • Maximum of 2 persons from separate households, or a household group, maintaining social distancing in the boathouse bays at one time. • Only use the boat that has been allocated to you on FITCLUB, and the specific set of blades allocated to that boat. • Check the boat and blades prior to boating (including bow ball, hatch covers, heel restraints, hull integrity). • Be aware that there may be many members of the public walking or cycling along the towpath, and trestle your boats out of their way. • You MUST extensively clean boat carrying points, gates, seats, shoe straps and blade handles before and after the session. Also clean the touch-areas on trestles. • Trestles will be put out by the first set of scullers/rowers; they will need to extensively clean the trestles. The final scullers/rowers should clean and put them away. All scullers/rowers should wash down the trestles when they are cleaning their boats. • Do not use the EFA laptop in the boathouse. • Use of squad lockers is not permitted. • Do not block access to boathouse bays or pontoons whilst re-rigging or adjusting your boat.

Cleaning of Boats, Equipment and Shared Contact Surfaces	<ul style="list-style-type: none"> • Clean all surfaces frequently – you can't clean enough. • Clean hands and AVOID touching your face. • Please bring your own cleaning products (disinfectant spray, hand gel, wipes, hand soap) for your own use, and do not leave them in the clubhouse. • Coronavirus can remain on surfaces for a number of days and can be spread by an infected person touching a surface. Someone could not be showing symptoms but still be spreading the virus. • It is important to regularly clean shared contact surfaces. • Clean boat, blade handles, gates, shoes straps etc BEFORE and AFTER use. • In addition, pay attention to cleaning outside tap, door handles, locks, handrails, toilets. • Bringing your own bucket with your cleaning equipment and cloths is suggested to facilitate this new cleaning regime. • Do not share cleaning equipment or cloths as this can transmit the virus.
Crew boats of mixed households	<ul style="list-style-type: none"> • Coxless pairs and doubles permitted. • Some members may not feel comfortable returning to crew boats and any crew boat rowing should be subject to all individuals understanding the risk and agreeing to follow the protocols. • The same crews should row together wherever possible (outing after outing) to minimise the number of different close interactions rowers will have with each other. • Records of all crews will be kept by the club for at least 21 days to assist with NHS Test and Trace if required. • Before and after an outing, a minimum of a 2m distance should be maintained at all times unless in the boat. • Rowers may wish to wear a face-covering during the launching process. • Before launching the boat, and after the outing, rowers should clean down their area of the boat and oars and after cleaning the boat, rowers should wash their hands. • Crews should aim to maintain the maximum distance between rowers at all times including: rowing full crew at all times to avoid someone rowing towards another rower sat at backstops; take a slow approach back into crew rowing, easing people back up to pace to avoid a rower falling out of sync with the rest of the crew. • Rowers should avoid shouting to reduce the risk of droplet transmission. • Whilst the use of face-covering during the outing itself is a personal choice, British Rowing would advise rowers to consider the risk of a mask getting wet through breath, sweat or splashes, restricting breathing and equally becoming less effective as protection against viral transmission when wet.
Launches (Junior coaches) and fuel-cans (see fuel rota)	<ul style="list-style-type: none"> • Only RSCat16s will be used as these enable emergency rescue. Launch will be allocated to Junior coach on FITCLUB (vessel usage will be rotated) • Use club two-way radios: 1 with launch-based coach; 1 with session supervisor (unless they are the same person) • Clean all touch points on launches before and after use • Additionally clean: fuel cans; keys/locks for launch key and fuel storage box; launch safety bag handles; anchor bucket handles; paddle handles; all parts of PFDs/lifejackets, whilst taking care not to totally immerse the red automatic ones (as they might inflate); both two-way radios (these are waterproof). • When filling fuel cans (as per MRC Fuel Rota) clean where personal contact is made, including: cleaning the Texaco Fuel card before and after it is used, cleaning the side gate padlock, key and hasp and Fuel Bin key and keyring, the Fuel Bin lid and

	<p>padlock, the petrol tank handles and filler caps, the green jerry can handles and filler caps and the fuel funnel where it is touched, so please bring the appropriate cleaning materials with you.</p> <ul style="list-style-type: none"> • Clean hands and AVOID touching your face. • Please bring your own cleaning products (disinfectant spray, hand gel, wipes, hand soap) for your own use, and do not leave them in the clubhouse. • Do not share cleaning equipment or cloths as this can transmit the virus.
Pontoons	<ul style="list-style-type: none"> • Maximum at any one time of 6 boats (1x, 2x-, or 2-) on the pontoons, maintaining a minimum of a 2m social distance between individuals.
On the water	<ul style="list-style-type: none"> • Scull/row in buddy groups of 2-3 to watch out for each other. • Scullers/rowers must be competent, confident to self-rescue, have completed a club-recognised capsized and recovery drill, and can demonstrate a knowledge of the reach for safety purposes. • Sculling/rowing is restricted to the reach between the A4 road bridge and the white-bridge turning point above Bray lock. There are no easy egress points above the A4 road bridge. • Only effect a rescue if it is deemed an emergency. • There will be no launch safety cover (as per British Rowing guidance) • For Juniors, a designated “session supervisor” must be present at all times that Juniors are out. “Session supervisors” are selected, by Club Captain, Safety Advisors, Club Welfare Officer and Boat Manager, subject to a number of safety and safeguarding criteria. See Appendix 4 for role and responsibilities of coach and session supervisor. • Maidenhead Rowing Club Safety Plan and Safety Rules continue to apply (https://www.maidenheadrc.org.uk/ -> Safety -> Full Safety plan). Note the Reach map (including hazards, egress areas - shallow walk out areas, and turning points) is shown on page 13, and is posted outside the front door of the boathouse. • Refresh your knowledge of capsized and recovery skills on this British Rowing video: https://www.youtube.com/watch?v=A6un3TkbQUQ
Reporting	<ul style="list-style-type: none"> • If you, or anyone you have been in contact with, develops Coronavirus symptoms (see latest NHS information) please notify Club Safety Advisors immediately in order to instigate contact trace & additional cleaning regimes. safety@maidenheadrc.org.uk • Please report incidents, all capsizes, or serious concerns to the Club Safety Advisors
Land Training	<ul style="list-style-type: none"> • No land training at the club at this time.
Maidenhead RC Juniors W/J 16-18	<ul style="list-style-type: none"> • All Juniors are permitted to boat in Wave 5, adhering to all the preceding stipulations, and after acceptance by one of Club Safety Advisors, Club Welfare Officer, Boat Manager, or Club Captain, of their coach’s approval and relevant parent/guardian consent. • The consent accepts that the W/J16-18s will not be covered by the usual launch safety cover, and will be supervised by a non-junior member with BR qualification and DBS check, designated “session supervisor” (see above). • The juniors will be expected to self-rescue in the event of capsized and be able to demonstrate a knowledge of the reach for safety purposes (including hazardous areas and egress points).
Maidenhead RC Juniors younger than W/J16-18	<ul style="list-style-type: none"> • All Juniors are permitted to boat in Wave 5, adhering to all the preceding stipulations, and after acceptance by one of Club Safety Advisors, Club Welfare Officer, Boat Manager, or Club Captain, of their coach’s approval and relevant parent/guardian consent.

	<ul style="list-style-type: none"> • The juniors will be expected to self-rescue in the event of capsize and be able to demonstrate a knowledge of the reach for safety purposes (including hazardous areas and egress points). Please note that we are investigating training options for less competent scullers, as we wish to enable all members to return to the water as soon as safely possible. • Younger Juniors than the W/J16-18 squad will be permitted to row, as organised by their coach in groups of up to 11. Their squad coach must be on the water in a launch, and where required, a session supervisor present at the club. • The presence of a coach is only to facilitate personal exercise, not a return to normal club activity and/or training. • The squad coach/es will organise these sessions, booking them on FITCLUB.
Vulnerable, Shielding and over 70's	<ul style="list-style-type: none"> • The “shielders” will be expected to self-rescue in the event of capsize and be able to demonstrate a knowledge of the reach for safety purposes (including hazardous areas and egress points). • They will need to sign up on FITCLUB, and follow the same procedures as all other members. • “Shielders” will be allocated a daily 0630 to 0830 rowing slot, to minimise interaction with other people. They must not return to the pontoon at times when other groups (who may number 12) are boating. • They will use both private and club singles as allocated on FITCLUB. • They will use the pontoon furthest down-stream of the club house, to minimise noise disturbance to neighbours at this early time.
Claire's Court School BC	<ul style="list-style-type: none"> • Subject to separate arrangement, and once school rowing is permitted, specific boating slots will be allocated to CCBC. These procedures (except for those specific to Maidenhead RC Juniors) will apply. No Maidenhead RC members (except club officers) to access the club during these times.

Appendix 1A – Consent for Maidenhead RC Juniors in W/J16-18 squad

Copy and paste the following text into an email, and send to safety@maidenheadrc.org.uk stating your consent. You must receive confirmation of acceptance from one of Club Safety Advisors, Club Welfare Officer, or Club Captain, prior to booking sessions.

I, as Parent/Guardian of [...NAME..], understand that they will be sculling/rowing without the usual launch safety cover, and they will be supervised by a non-junior member with BR qualification and DBS check.

They will be expected to self-rescue in the event of capsize, as there will not be a safety launch on the water, in keeping with British Rowing COVID-19 guidance, and be able to demonstrate a knowledge of the reach for safety purposes (including hazardous areas and egress points).

[...NAME....] is in the [... Squad], and has the approval of their coach [...NAME...] to scull independently, or row with a member of their household.

I have discussed the content of this document with [...NAME...] and they understand it.

Appendix 1B – Consent for Maidenhead RC Juniors in squads younger than W/J16-18

Copy and paste the following text into an email, and send to safety@maidenheadrc.org.uk stating your consent. You must receive confirmation of acceptance from one of Club Safety Advisors, Club Welfare Officer, or Club Captain, prior to booking sessions.

I, as Parent/Guardian of [...NAME..], understand that they will be supervised by a non-junior member with BR qualification and DBS check.

They will be expected to self-rescue in the event of capsizes, and be able to demonstrate a knowledge of the reach for safety purposes (including hazardous areas and egress points).

[...NAME....] is in the [... Squad], and has the approval of their coach [...NAME...] to scull independently, or row with a member of their household.

I have discussed the content of this document with [...NAME...] and they understand it.

Appendix 2 - Instructions for joining FITCLUB and booking sessions

- Go to <http://fitclub.me> <<http://fitclub.me/>>
- Select "Sign Up" in the top right corner
- Enter your email address
- Open your email account and find a "Sign Up" email from fitclub.me <<http://fitclub.me/>>
- Open the email and click the link "to continue FitClub <<http://fitclub.me/>>.me <<http://fitclub.me/>> sign up at"
- Continue the sign up process by filling in a password, your name details and agree with the terms and conditions. Click 'Sign Up'
- Click login enter your email address and chosen password. Use the 'remember me' check box if you wish for faster access next time
- Under My Clubs top right. Click Join a club. In the search box, type 'Maidenhead'
- On the right, click 'Join' next to Maidenhead Rowing Club
- A message will now be sent to the Admins and we will then accept your request. Give it some time you will get email confirmation when complete.

SETTING YOUR PROFILE (FIRST USE ONLY)

When you have been accepted into the return to rowing Squad, please set up your profile.

- Go to <http://fitclub.me> <<http://fitclub.me/>>
- Login if necessary
- Under the 'Me' section on the left, select Profile
- You will be on the 'General section'. Fill out as much information as possible (especially phone numbers) then click Update

BOOKING SESSIONS

- Log-in to FitClub
- Under 'Me' (icon top right-hand side), select 'Availability', click on 'Y' for sessions you request to book
- To request a club single, or 'household boat' (i.e. a crew boat that will be sculled/rowed by members of the same household), click on '+' and type in the boat name, then 'save' icon (looks like a computer disk)

- If you are flexible with slot times on the day for which you are booking, please note this in the comments.
- Cut-off time for each day's session bookings is 1900hrs the preceding day
- You will be emailed the session line-ups later that evening. **DO NOT GO TO THE CLUB UNTIL YOU HAVE A CONFIRMED BOATING SLOT**

Appendix 3 – Suggested Risk Assessment approach

For each element associated with your outing (on the water, weather, other water users, local environment, going afloat and landing, boathouse, equipment, pre-existing health conditions and fitness level), consider: Hazards, Barriers, Hazardous Events, Controls.

E.g. On the water: Hazard – debris in the water; Barriers – keep a good look-out; Hazardous event – capsized; Controls – know how to self-rescue and egress points on the reach.

Appendix 4 – Roles and responsibilities of Junior rowing sessions supervisors

Background

To meet the obligations of the insurance policy to ensure the club is protected by having liability cover and also to comply with personal liability and British Rowing legal and Welfare Guidance documents, the club needs to ensure that a British Rowing qualified coach is present as session supervisor for every junior session.

British Rowing recently changed their membership categories and also the benefits associated with each category of membership, Only British Rowing qualified coaches will be given Coaching membership, who then qualify for the Liability Insurance as part of the membership benefits. The Club's insurance policy covers the club for accidental liability for junior sessions if we have a UK Coaching Certificate for rowing i.e. a UK qualified coach (UKCC are the awarding body used by British Rowing) in charge of the session.

British Rowing Safeguarding and Protecting Children Guidance:

<https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingWG3.1.pdf>

Roles and Responsibilities

The coach and session supervisor have different but connected roles.

Session Supervisor

The supervisor should introduce themselves to the junior group, and state their role is to be responsible for a safety briefing and risk management of the session. The supervisor should have checked the weather forecast. Windfinder is a good App on smart phones where accurate local wind forecasts for Bray lake can be found for the next five days. The supervisor completes a risk-assessment for every outing (checks and notes stream levels, direction of wind, checking for wind over stream and waves. In later Autumn and Winter conditions, they will also check water temperature).

The supervisor should have had a discussion with the coach about experience levels and any known health conditions of the athletes, such as asthma. The supervisor will give a short briefing to the group on risks, and check they know the principles of self-rescue. This self-rescue briefing will only need to be done once for each supervisor junior group interaction. The coach stands away from the group

whilst this briefing is done, to maintain social distancing with a group size **maximum of 12 individuals**, and then the supervisor hands over to the coach to boat the athletes.

The supervisor can then stay close to the club or observe the scullers from a distance at the sounding arch or regatta lawn. The supervisor can also monitor large pleasure boat movement and wash, and sudden changes in weather or flow conditions.

If the supervisor has concerns, due to a change in weather conditions such as squalls and larger waves for example, the supervisor should end the session and tell the coach to return the group to the club. The supervisor has precedence over the coach for safety matters.

Coach

The coach has responsibility to keep in contact with the supervisor and keep a watch on the junior scullers/rowers during the water session. They should supervise any capsize incidents from the launch by advising and encouraging the juniors to swim the boat to a suitable shallow place to re-enter the boat. If there is a capsize, the junior will need to return to the club and change into dry clothes.

In addition to the supervisor having precedence over the coach for safety matters, the coach can also end the session early if they have concerns about weather conditions.

Club Rowing Safety Advisors (CRSA) and Club Welfare Officer

Support can be sought from the CRSAs and/or Club Welfare Officer, by both Coach and Session Supervisor if needed.