

**Maidenhead Rowing Club - Planning a safe return to rowing: Wave 7 1<sup>st</sup> October 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=YCF93GmFDQO>

**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/environmental-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 7 – effective from 0630 3<sup>rd</sup> October 2020**

Refer to British Rowing's Coronavirus advice guidance v7 issued on 30<sup>th</sup> September 2020:

- <https://www.britishrowing.org/wp-content/uploads/2020/09/200930-Coronavirus-Advice-Returning-to-Rowing-v7.pdf>
- Indoor training is available
- Boating for privately owned singles, club singles, 'Household' crew-boats, coxless pairs and doubles, Coxless and **coxed fours and quads**
- 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 or land training session and time via FITCLUB is mandatory. When you sign up to a session on FITCLUB
  - a. you agree that you have fully read and understood the Wave 6a Return to rowing protocols, watched the Covid-19 video, understood the reach map, and are familiar with all club safety procedures.
  - b. You understand and agree that in order for our club to mitigate the risk around coronavirus everyone in the club needs to follow the guidelines set out in the document.

- c. you auto-consent to the outing record being kept. Records of all crews will be kept by the club for at least 21 days to assist with NHS Test and Trace if required
- From 24 September, clubs are required to display an official NHS QR code (Appendix 9) to support NHS Test and Trace. This is provided alongside a sign-in book for members who have not signed up for a FITCLUB session to provide contact details for the same purpose.
  - Clubs should keep the same crew rowing together wherever possible to minimise the number of different close interactions rowers will have with each other during Covid pandemic. This situation is likely to be in place for some months and certainly into 2021; so, choosing bubbles wisely from the start will benefit all. Refer to Appendix 7 for **Rowing Bubble protocols**.
  - 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.
  - Access to clubhouse for **land training and** emergency bathroom use only, observing the one-way system.

**Subsequent Waves dependent on further easing of restrictions from UK Government/British Rowing/Environmental Agency, and contingent on outcome of Wave 7.**

**Procedures for specific activities and physical areas – for **Wave 7****

Area/activity	Procedure
<p><b>Preparing to go to the club</b></p>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Before setting out for the club, you must first book a boating / <b>land training</b> 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.</li> <li>● 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.</li> <li>● 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.</li> <li>● If you cannot attend your boating <b>or land training</b> 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. J16-18s should additionally notify session supervisors: <a href="mailto:Sessionsupervisors@maidenheadrc.org.uk">Sessionsupervisors@maidenheadrc.org.uk</a></li> <li>● 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, <b>if you must cancel please email rowingfitclub@gmail.com</b></li> <li>● 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.</li> </ul>

	<ul style="list-style-type: none"> <li>● 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.</li> <li>● 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</li> <li>● Before coming to the club, please check the weather and flow reports of the day to ensure you will be safe on the river.</li> <li>● 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)</li> <li>● 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 capsizing.</li> <li>● Please ensure for those with early morning or late afternoon sessions you wear high Viz and have lights</li> </ul>
<p><b>Opening and closing up</b></p>	<ul style="list-style-type: none"> <li>● When you arrive please wash your hands using your own soap and water from the outside tap. AVOID TOUCHING YOUR FACE.</li> <li>● 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 close all shutters, lock side gate and replace goose-wires and replace the chain on the car-park gate. If there is a gap in sessions, please close-up the boathouse.</li> <li>● When arriving for land training the first person must open the doors/windows as instructed in the induction – and close them on departure</li> <li>● 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.</li> <li>● When leaving please wash your hands using your own soap and water from the outside tap. AVOID TOUCHING YOUR FACE.</li> </ul>
<p><b>Clubhouse access</b></p>	<ul style="list-style-type: none"> <li>● Restricted access to the club house is for land training and for emergency use of the bathrooms only.</li> <li>● No showering is allowed, changing permitted only in extreme circumstances (e.g. capsizing).</li> <li>● If using the toilet ensure you clean the toilet after you have used it. Cleaning materials are available in the bathrooms.</li> <li>● Clean all door handles/locks/taps before and after use with cleaning products brought from home.</li> <li>● 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.</li> <li>● Please contact your squad captain (or club captain if you are unaffiliated) for the new door code.</li> <li>● Queuing in the bathrooms will take place to maintain the 1m+ social distancing regulation.</li> <li>● The disabled loo may be used during this period.</li> <li>● The bar is out of bounds</li> </ul>

	<ul style="list-style-type: none"> <li>• Ergo Room, Weights room, and function room are only to be accessed by authorized land training users (see relevant section below)</li> <li>• If entering the clubhouse and not signed up to a FITCLUB rowing or land training session, please scan the QR code using the NHS app on your phone (Appendix 9) or fill in the track and trace document with your information.</li> </ul>
<b>Boathouse access and boating</b>	<ul style="list-style-type: none"> <li>• Daily boating will start at 0630 and finish at 2100. High-vis tops and lights (non-flashing white, fore and aft) required for low-light conditions at dawn and dusk.</li> <li>• In each 2-hour time slot there will be a maximum of 12 scullers/rowers.</li> <li>• No solo single or double/pair outings permitted, to support safely on the water in case of any difficulties/capsize</li> <li>• 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.</li> <li>• Do not come off the water leaving solo singles, doubles or pairs, or unsupervised Juniors.</li> <li>• In each of the boathouse bays a maximum of 5 persons from separate households, or a household group, maintaining social distancing are allowed at one time.</li> <li>• Only use the boat that has been allocated to you on FITCLUB, and the specific set of blades allocated to that boat as this important for Track and Trace purposes.</li> <li>• Check the boat and blades prior to boating (including bow ball, hatch covers, heel restraints, hull integrity).</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Do not use the EFA laptop in the boathouse.</li> <li>• Use of squad lockers is not permitted.</li> <li>• Do not block access to boathouse bays or pontoons whilst re-rigging or adjusting your boat.</li> </ul>
<b>Cleaning of Boats, Equipment and Shared Contact Surfaces</b>	<ul style="list-style-type: none"> <li>• Clean all surfaces frequently – you can't clean enough.</li> <li>• Clean hands and AVOID touching your face.</li> <li>• 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.</li> <li>• 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.</li> <li>• It is important to regularly clean shared contact surfaces.</li> <li>• Clean boat, blade handles, gates, shoes straps etc BEFORE and AFTER use.</li> <li>• In addition, pay attention to cleaning outside tap, door handles, locks, handrails, toilets.</li> <li>• Bringing your own bucket with your cleaning equipment and cloths is suggested to facilitate this new cleaning regime.</li> <li>• Do not share cleaning equipment or cloths as this can transmit the virus.</li> </ul>
<b>Crew boats of mixed households</b>	<ul style="list-style-type: none"> <li>• Coxless pairs and doubles permitted.</li> <li>• Coxless &amp; coxed quads and fours permitted</li> </ul>

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Coxless Quads and Fours should be made up of 2 existing double/pair bubbles or 4 singles or 1 double/pair and 2 singles to form new bubbles.</li> <li>• In a Coxed Quad or Four, crew bubble will comprise of 5 to include the cox. The cox will cox for a whole session with no interchanging again to reduce interactions. These should be made up of 5 singles, 2 doubles/pair and 1 single, 1 double/pair and 3 singles, 1 single and 1 quad/four. This Group of 5 will have formed a new bubble and can row in any combinations amongst themselves.</li> <li>• Combinations of double/pair and coxed/ coxless quad/four crews need to be set for the foreseeable future, and requested through FITCLUB email: <a href="mailto:rowingfitclub@gmail.com">rowingfitclub@gmail.com</a></li> <li>• Records of all crews will be kept by the club for at least 21 days to assist with NHS Test and Trace if required.</li> <li>• Before and after an outing, a minimum of a 2m distance should be maintained at all times unless in the boat.</li> <li>• Rowers may wish to wear a face-covering during the launching process.</li> <li>• 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.</li> <li>• 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.</li> <li>• Rowers should avoid shouting to reduce the risk of droplet transmission.</li> <li>• 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.</li> <li>• Coxes must wear PPE and follow the guidelines in Appendix 6</li> </ul>
<p><b>Launches (Junior coaches) and fuel-cans (see fuel rota)</b></p>	<ul style="list-style-type: none"> <li>• RSCat16s will be used in preference, as these enable emergency rescue. For coaching purposes only, the Blue Launches may be used</li> <li>• Launch will be allocated to Junior coach on FITCLUB (vessel usage will be rotated).</li> <li>• Please use allocated Launch as important for Track and Trace purposes.</li> <li>• Use club two-way radios: 1 with launch-based coach; 1 with session supervisor (unless they are the same person)</li> <li>• Clean all touch points on launches before and after use</li> <li>• 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).</li> <li>• 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 padlock, the petrol tank handles and filler caps, the green jerry can handles and</li> </ul>

	<p>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"> <li>● Clean hands and AVOID touching your face.</li> <li>● 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.</li> <li>● Do not share cleaning equipment or cloths as this can transmit the virus.</li> </ul> <p>In line with BR guidance PPE is to be made available and used when operating a launch both in rescue and coaching scenarios. PPE kits have been placed in each Launch Bag for this purpose. Extra PPE supplies are available in box located by Launch Bags in Boathouse if tops ups required. Please see Appendix 5 below for detail.</p>
<b>Pontoons</b>	<ul style="list-style-type: none"> <li>● Maximum at any one time of 2 boats (1x, 2x-, 2-, 3x, 4-, 4+, 4x, 4x+) on each of the large pontoons, 1 on the middle pontoon, and 2 on the lower pontoons, maintaining a minimum of a 2m social distance between individuals.</li> </ul>
<b>On the water</b>	<ul style="list-style-type: none"> <li>● Scull/row in buddy groups of 2-3 to watch out for each other.</li> <li>● 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.</li> <li>● 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.</li> <li>● Only effect a rescue if it is deemed an emergency.</li> <li>● There will be no launch safety cover (as per British Rowing guidance)</li> <li>● 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.</li> <li>● Maidenhead Rowing Club Safety Plan and Safety Rules continue to apply (<a href="https://www.maidenheadrc.org.uk/">https://www.maidenheadrc.org.uk/</a> -&gt; Safety -&gt; 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.</li> <li>● Refresh your knowledge of capsized and recovery skills on this British Rowing video: <a href="https://www.youtube.com/watch?v=A6un3TkbQUQ">https://www.youtube.com/watch?v=A6un3TkbQUQ</a></li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>● 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 &amp; additional cleaning regimes. <a href="mailto:safety@maidenheadrc.org.uk">safety@maidenheadrc.org.uk</a></li> <li>● Please report incidents, all capsizes, or serious concerns to the Club Safety Advisors</li> </ul>
<b>Land Training</b>	<ul style="list-style-type: none"> <li>● Land training is being opened up to members, following an induction, and signing up using the Fitclub group MHD Wave 7 Land training. Please read Appendix 8.</li> </ul>
<b>Maidenhead RC Juniors W/J 16-18</b>	<ul style="list-style-type: none"> <li>● All Juniors are permitted to boat in Wave 7, 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.</li> <li>● Squad session times will be advised to relevant squads by coaches.</li> <li>● 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).</li> </ul>



	<ul style="list-style-type: none"> <li>● 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).</li> <li>● Juniors rowing in crew boats of mixed households: consistent training bubbles on recommendation of the coach and with prior approval of the parent/guardian</li> </ul>
<b>Maidenhead RC Juniors younger than W/J16-18</b>	<ul style="list-style-type: none"> <li>● All Juniors are permitted to boat in Wave 7, 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.</li> <li>● Squad session times will be advised to relevant squads by coaches.</li> <li>● 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.</li> <li>● 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.</li> <li>● The presence of a coach is only to facilitate personal exercise, not a return to normal club activity and/or training.</li> <li>● The squad coach/es will organise these sessions, booking them on FITCLUB.</li> <li>● Juniors rowing in crew boats of mixed households: consistent training bubbles on recommendation of the coach and with prior approval of the parent/guardian</li> </ul>
<b>Vulnerable, Shielding and over 70's</b>	<ul style="list-style-type: none"> <li>● 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).</li> <li>● They will need to sign up on FITCLUB, and follow the same procedures as all other members.</li> <li>● "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.</li> <li>● They will use the pontoon furthest down-stream of the club house, to minimise noise disturbance to neighbours at this early time.</li> </ul>
<b>Brunel University</b>	<ul style="list-style-type: none"> <li>● Specific boating slots have been allocated to Brunel. Currently Sat 15:30 to 17:30 and Sun 15:00 to 17:00. These times may be revised.</li> <li>● All our procedures (except for those specific to Maidenhead RC Juniors) will apply to BUBC.</li> </ul>
<b>Claire's Court School BC</b>	<ul style="list-style-type: none"> <li>● Subject to separate arrangement,</li> <li>● School rowing is now permitted, specific boating slots have been allocated to CCBC. Currently Mon to Fri 13:00 to 17:00. No Maidenhead RC members (except club officers) to access the club during these times.</li> <li>● All our procedures (except for those specific to Maidenhead RC Juniors) will apply.</li> </ul>

### **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](mailto: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](mailto: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 capsize, 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) <<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.

**Appendix 5: Launch PPE**

Area/Activity	Procedure
<p><b>Launch PPE</b></p>	<p>Both safety launches and coaching launches are to be equipped with appropriate personal protective equipment (PPE). PPE “bags” have been added to each Launch Safety Bag, containing x4 pairs gloves, x4 aprons, x4 face masks &amp; x1 bottle hand sanitizing gel. These items are placed in a “zip lock” bag to ensure cleanliness.</p>
	<p><b>Normal Operations</b> For launch use when there are <b>two people aboard</b> i.e. driver and a crew member who are <b>not</b> from the same household or in a ‘bubble’; then:</p> <ul style="list-style-type: none"> <li>➤ In <i>safety launch</i> scenario where primary purpose is to provide rescue cover; full PPE must be worn and 1+ metre distance maintained as far as possible. E.g. the crew and the driver should keep to their respective half of the launch. Full PPE consists of face mask / face covering, gloves and apron</li> <li>➤ In <i>coaching launch</i> scenario a face mask / face covering must be worn and 1+ metre distance maintained as far as possible, i.e. for example, the crew and the driver should keep to their respective half of the launch.</li> </ul>
	<p><b>Rescue Situations</b> When in close proximity to crews undertaking a rescue situation; full PPE must be worn. Full PPE consists of face mask / face covering, gloves and apron. You may use your own face covering or use one from the PPE bag. Provide the casualty with a face mask.</p>
	<p><b>Disposal of PPE</b> After use, dispose of the PPE. It must not be shared. All PPE provided in the launch bags is for single use only. Place in bin by Boathouse or take home with you and dispose.</p>
	<p><b>Replenishment of PPE</b> Any PPE that is used must be replaced in the launch bag. It is your responsibility to do this. There is a box by the Launch Bags in the Boathouse containing spare PPE. Please also email: <a href="mailto:safety@maidenheadrc.org.uk">safety@maidenheadrc.org.uk</a>, stating what PPE has been used from which Launch Bag so that CRSAs can ensure there is sufficient stocks available.</p>
	<p><b>Note:</b> Cleaning of touch surfaces in the launch is still required before and after use to minimise the potential transfer of virus.</p>

**Appendix 6: Coxes PPE**

<b>Area/Activity</b>	<b>Procedure</b>
<b>Coxed Quads/fours</b>	<p><b>Background</b></p> <p>Coxes are in close proximity to the crew and, in stern-loaders, sit facing the whole crew and face-to-face with stroke. For these reasons, there is an increased risk of Covid-19 transmission between a rower and a cox so additional precautions must be taken to mitigate this risk.</p> <p>This protocol is put in place to help keep every member of a crew boat safe. If at any time the cox or the stroke feels it is unsafe at any point, they will be supported by the coach to make any necessary changes.</p> <p>MRC will keep the same crew rowing together wherever possible to minimise the number of different close interactions rowers will have with each other. As such, coxes will cox same crew in a bubble of 5.</p> <p>PPE and cleaning materials are provided in the Cox PPE Box located by the PFDs in the Boathouse. Replenishment of items in the Cox PPE Box must be reported to Safety Officers via <a href="mailto:mrc.rowingsafety@btconnect.com">mrc.rowingsafety@btconnect.com</a></p>
	<p><b>PPE for Coxes</b></p> <p>To limit the risk of transmission of Covid-19 coxes must wear personal protective equipment (PPE).</p> <ol style="list-style-type: none"> <li>1. Coxes must sanitise their hands before and after an outing, before touching cox boxes, life jackets or boats and again when these are put away. Avoid touching your face.</li> <li>2. Coxes are to wear a face-covering during the launching process.</li> <li>3. In a <b>stern loader</b> during the outing, coxes should wear both a face covering and eye protection in the form of goggles.</li> <li>4. In a <b>bow loader</b> during the outing, coxes should wear a face covering.</li> <li>5. Coxes must provide their own face covering but “spare” face masks are available in the Cox PPE Box. If a Club “spare” mask is used this must be disposed of securely after use and not left around in the boathouse or on the pontoons as it may be contaminated.</li> <li>6. Goggles are available in the Cox PPE Box. Each pair of goggles can be found wrapped in its own plastic zip lock bag for hygiene purposes. Goggles must be cleaned by the Cox using a disinfectant wipe before and after use. After use and after cleaning the goggles must be replaced in the plastic bag.</li> <li>7. The cox’s seat, steering wires/bar and other touch points must be wiped with a sanitising wipe before and after each outing</li> <li>8. If disposable gloves are worn, a clean pair must be worn for each outing. Gloves are available in the Cox PPE Box if required.</li> </ol>

	<p><b>Cox Boxes</b></p> <p>Coxing equipment (e.g. cox boxes) should be used only if absolutely necessary to avoid the need for shouting.</p> <p>Use of stern loaders will require a cox box as will rowing in an 8+ or 8x+. Ideally equipment (cox boxes &amp; lifejackets) should not be shared between different coxes.</p> <p>At MRC it is the case that such equipment will need to be shared. To mitigate the risk of touching shared surfaces the following must be adhered to:</p> <ol style="list-style-type: none"> <li>1. Coxes must sanitise their hands before touching cox boxes, life jackets or boats, and again when these are put away. Avoid touching your face.</li> <li>2. Cox boxes need to be cleaned before and after use. Cleaning spray, wipes and paper towel are available in the Cox PPE Box</li> <li>3. The microphone and rubber connector of the cox box headset must be cleaned before and after use using a sanitizing wipe and then worn outside of the cox's face covering</li> <li>4. Coxes must use a clean head band from the plastic bag labelled "clean headbands". Head bands will be cleaned between use by the Club. After every outing coxes must place used headbands in the plastic zip lock bag labelled "Used headbands".</li> <li>5. A record of what equipment has been used and by whom is to be kept.</li> </ol>
	<p><b>PFDs:</b></p> <p>Ideally equipment (including PFDs/lifejackets) should not be shared between different coxes where possible.</p> <p>At MRC it is the case that equipment will need to be shared. To mitigate the risk of touching shared surfaces the following must be adhered to :</p> <ol style="list-style-type: none"> <li>1. Cox must wash /sanitise hands before touching the PFD.</li> <li>2. Cox must use the Dettol disinfectant spray found in the Cox PPE Box to clean the PFD clasp before putting the PFD on.</li> <li>3. Cox must use the Dettol disinfectant to spray and clean the PFD after use. Spray the fabric, the handling loop and the fastening clasp.</li> </ol>
	<p><b>Consent for Juniors</b></p> <p>consent for Maidenhead RC Junior in squads for crew boats (coxed &amp; uncoxed) copy and paste the following text into an email, and send to <a href="mailto:safety@maidenheadrc.org.uk">safety@maidenheadrc.org.uk</a></p> <p>stating your consent for your child to row in a crew boat.</p> <p>You must receive confirmation of acceptance from one of Club Safety Advisors, Club Welfare Officer, or Club Captain, prior to participate in a junior training session.</p> <p>I, as Parent/Guardian of (.....NAME....) in the (... Squad ) understand that :</p>

	<ul style="list-style-type: none"> <li>• they will be supervised by a non-junior member with BR qualification and DBS check.</li> <li>• they 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).</li> <li>• they may be placed in a crew boat “bubble” at the discretion of their coach. This bubble group / crew remains fixed &amp; cannot be changed unless in exceptional circumstances (such as Junior leaves the Club or is long term injured). This is to reduce the number of close interactions in compliance with the Clubs Covid Secure Protocols. If a change is required this will be risk assessed &amp; agreed between Coach &amp; CRSA.</li> <li>• Records of crew bubbles will be kept for Track &amp; Trace purposes</li> <li>• In a non coxed boat / crew bubble will comprise of x4 Juniors (of x2 doubles making a quad). This allows flexibility in training sessions to put out singles, doubles &amp; quads.</li> <li>• In a coxed boat / crew bubble will comprise of x5 to include the cox. The cox will cox for a whole session with no interchanging again to reduce interactions. Coxes will take turns for each session.</li> <li>• if rowing in a coxed crew, the cox is to wear Personal Protective Equipment PPE comprising i) face covering &amp; eye protection for stern loaders ii) face covering for bow loaders to reduce the risk of Covid transmission in accordance with BR guidance. Coxes are often in closer proximity to the stroke of the crew and also in stern-loaders are sat face-to-face. For that reason, there is an increased risk of transmission between a cox and rower. Further instructions on Cox Covid Protocols will be supplied by Coach / CRSA.</li> <li>• cox boxes will not be used where possible to eliminate the additional risk Covid transmission from shared contact surfaces. However for safety reasons in bow loaders there will be a need to use a cox box &amp; a separate protocol re booking out &amp; cleaning cox boxes will be shared.</li> <li>• PFDs (life jackets) to be cleaned before &amp; after use observing hand hygiene</li> </ul> <p>I have discussed the content of this document with [...NAME...] and they understand it.</p>
	<p><b>Note:</b> This protocol can and will be reviewed if BR guidance changes or indeed evidence of Corona cases in the immediate local area increases. Crew rowing in coxed boats could be suspended if local lockdowns or government advice dictates.</p>



**Appendix 7: Rowing bubble protocols**

Area/Activity	Procedure
<b>Rowing Bubbles</b>	<p><b>Aim</b></p> <p>Clubs should keep the same crew rowing together wherever possible to minimise the number of different close interactions rowers will have with each other during Covid pandemic. This situation is likely to be in place for some months and certainly into 2021; so, choosing bubbles wisely from the start will benefit all.</p>
	<p><b>Forming Bubbles</b></p> <ul style="list-style-type: none"> <li>- Doubles or pairs to be formed by two people in a permanent pairing.</li> <li>- Quads and Fours can be made up of:               <ul style="list-style-type: none"> <li>- existing doubles or pair bubbles</li> <li>- existing double / pair plus x2 singles</li> <li>- x4 singles</li> </ul> </li> <li>➤ <b>Coxed Quads and Coxed Fours can be made up of:</b> <ul style="list-style-type: none"> <li>- existing quad plus 1 single</li> <li>- existing double/s or pair/s plus x1/x3 single/s</li> <li>- x5 singles</li> </ul> </li> </ul> <p>These bubbles must be set and row together in all outings for the foreseeable future and must not swap or change with others.</p> <p>Existing pairs can still row as a double or pair from within the quad bubble, giving flexibility should a crew member be missing.</p> <p>The formation of a double/pair or quad/four bubble must be made via FitClub &amp; pre agreed by emailing: <a href="mailto:rowingfitclub@gmail.com">rowingfitclub@gmail.com</a></p> <p>FitClub will maintain a list of bubbles and only allow booked outings to be within those pre agreed bubbles. This is to support reduced interactions Track and Trace should we have a case of Covid19.</p> <p>Junior Coaches are responsible for forming Junior crew bubbles and informing FitClub. Coaches are responsible for maintaining those bubbles.</p>
	<p><b>Changing Bubbles</b></p> <p>Occasionally due to circumstances unforeseen it may be necessary to change bubble configurations. This must be avoided &amp; only proposed in justified circumstances such as:</p> <ul style="list-style-type: none"> <li>- due to injury or illness or absence of crew member for other reasons</li> <li>- Member leaves the Club</li> </ul> <p>If an existing bubble needs to change its configuration please contact <a href="mailto:rowingfitclub@gmail.com">rowingfitclub@gmail.com</a> to discuss. A risk assessment will be completed jointly with crew concerned, taking into consideration the reason for change, circumstances of individuals involved.</p> <p><b>Existing bubbles, prior to forming a new bubble, will be required to quarantine from rowing in crew boats for 14 days.</b></p> <p><b>If an existing double/pair bubble wishes to reform, members can still row in singles during this quarantine period.</b></p> <p><b>If an existing quad wishes to reform, members can still row in household or existing double bubbles or singles during this quarantine period, where appropriate.</b></p>
	<p><b>Note:</b> This protocol can and will be reviewed if BR guidance changes or indeed evidence of Corona cases in the immediate local area increases. Crew rowing in bubbles could be suspended again if local lockdowns or government advice dictates.</p>

**Appendix 8: Return to Land Training protocols**

Area/Activity	Procedure
<b>Clubhouse Land Training</b>	<p><b>Aim</b> Keeping in line with the Club’s aim of a safe return to rowing, Covid Security protocols have been put in place throughout the Clubhouse in order to facilitate a safe and structured return to land training by Squads and individuals who express a desire to a return to land training and then complete the Induction process.</p> <p>Clubs should keep the same squads who are rowing together and also land training together wherever possible to minimise the number of different close interactions rowers will have with each other during Covid pandemic. This situation is likely to be in place for some months and likely into 2021; so, choosing bubbles wisely from the start will benefit all.</p>
	<p>NO INDIVIDUAL CLUB MEMBER MAY TRAIN ON THEIR OWN IN THE CLUBHOUSE.</p> <p>Clubhouse first floor Gym Training Zone – Existing rowing double/pair/quad/four can train together in groups of 2 or if no rowing bubble has been formed then a Gym Training bubble can be formed for training in the gym training zone – please advise <a href="mailto:rowingfitclub@gmail.com">rowingfitclub@gmail.com</a></p>
	<p><b>Session Times</b> Specific Squad times are in place and are noted on the FitClub booking system. For example:</p> <ul style="list-style-type: none"> <li>● Women’s Squads Mon &amp; Wed 7:00pm-8:15pm   8:30pm-9:45pm</li> <li>● Men’s Squads Tue &amp; Thu 7:00pm-8:15pm   8:30pm-9:45pm</li> <li>● Day Rec Squad Friday 10:00am-11:15am   11:30am-12:45pm</li> <li>● Junior Squads Monday to Friday 5:00pm-6:45pm</li> </ul> <p>Please note, all other times, unless specified are GENERAL training times and may include Club Members from across the Squads (However no mixing of Adult and Junior Squads). The Committee reserves the right to modify these times to maximise training opportunities for the membership.</p>
	<p><b>Note:</b> This protocol can and will be reviewed if BR guidance changes or indeed evidence of Corona cases in the immediate local area increases. Crew rowing in bubbles could be suspended again if local lockdowns or government advice dictates.</p>

## **Land Training Protocols | What to Expect**

Extensive Covid security measures have been put in place by Maidenhead Rowing Club and these are evident as soon as you step into the entrance foyer. All members returning to land training must have completed an Induction with a Committee-approved Club Member.

These include, but are not limited to the following:

1. A Sanitisation Station and digital Temperature Check device – When using the digital temperature device please hold it 1-5cm away from the forehead
2. Site Registration for Guests not booked in via FitClub are required to scan the NHS QR code to support the NHS track and trace or sign in track and Trace book to provide contact details for the same purpose
3. One-way Entry and Exit with clearly marked posters guiding members through the Club to the pre booked training space and finally exiting via the back stairs
4. Hand sanitiser and disinfectant wipes available in all training spaces - please use them when entering and exiting each training zone
5. All equipment and training spaces to be cleaned before and after your session
6. No equipment to be shared or removed from a Training pod
7. Training Pods/Zones meet the Government guidelines of a minimum of 3m<sup>2</sup> with a 2metre space of social distancing between Ergs / Mats etc.

Please note the following:

1. Arrive ready to train - no changing room facilities are available
2. Bring your own water for your session - no water fountains are in use
3. Leave the building as soon as your session is finished to allow a 15min void and exchange of air between sessions.
4. You are NOT required to wear a mask or gloves whilst training, however, we request you wear a MASK when arriving and exiting the building. You may choose to wear gloves when cleaning the equipment before and after your session. Spray mops have been supplied to clean the floor of your training pod/Zone after your session.
5. Switch on the mechanical air ventilation in the Gym when training in this space. Windows and doors to be opened in the other Training spaces during your session. Please turn off the air ventilation and close all windows and doors if you are the last session of a block or the evening
6. Earpods to be used when playing music during your session
7. Toilets are available in case of emergency. Please use disinfectant wipes on all touch points before and after using these facilities.

Please bring a **CoVid BioSecurity Kaddy** as a backup should you be 'caught short' of any particular item at any stage during your visit. It should contain the following items:

1. Hand Sanitising Gel
2. Disinfectant Wipes
3. Disinfectant Spray
4. Tissues
5. Face mask & gloves

### **CoVid BioSecurity Consent Form**

You will be required to complete a CoVid BioSecurity Health Questionnaire online once per week before your session. It will cover the following areas:

1. Are you or any member of your household suffering from any CoVid like symptoms?
2. Are you currently self-isolating due to the possibility of being exposed to CoVid during the last 2 weeks?
3. Have you returned from abroad in the last 2 weeks and as a result are currently in quarantine?

REDUCE THE RISK OF

# COVID-19

## 6 x CLUBROOM ERG ROOM PODS

**MAXIMUM of 6 people | General Squad Members | Squad Sessions Available | NO Training Alone**

**Pod 1 - 6 | 1 x Erg : 1 x Exercise Mat**

**Arrive Dressed & Ready to Train : Open All Doors & Windows**

**Clean Before & After Your Session in ALL TRAINING SPACES : Follow One Way System**

## 2 x GYM TRAINING ZONES

**MAXIMUM of 2 people and must attend in BUBBLE PAIRS**

**Zone 1 | 1 x Watt Bike : Assisted Smith Machine : 1 x Power Rack : 1 x Back Pull : 1 x SPN Station  
1 x Weight Bench : Assorted Dumbbells**

**Zone 2 | 1 x Watt Bike : Leg Press : 1 x Power Rack : 1 x SPN Station  
1 x Weight Bench : Assorted Dumbbells**

**PLEASE NOTE | NO Swapping Training Zones : NO Max Rep Session : NO Spotting**

## 6 x FUNCTIONAL ERG ROOM PODS

**MAXIMUM of 6 people | General Squad Members | Squad Sessions Available | NO Training Alone**

**Pod 1 & 2 | 1 x Erg : 1 x BOSU : Light Dumbbells : Light Kettlebells : Foam Roller**

**Pod 3 | 1 x Erg : 1 x Fit Ball : Assorted Dumbbells**

**Pod 4 & 5 | 1 x Erg : 1 x Fit Ball : 16kg/20kg/24kg Kettlebells**

**Pod 6 | 1 x Erg : 1 x Weight Bench : 1 x Fit Ball : 17.5kg/22.5kg/27.5kg dumbbells**



Test and Trace

# LET'S HELP STOP THE SPREAD OF CORONAVIRUS



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NHS COVID-19 App to check-in



Maidenhead Rowing Club

Bridge Boat House, River Road, Taplow, SL6 0AT

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