

Circular

Title:	Club Safety Officers
Document ID:	C24021
To:	All Clubs and Schools – all members
Date:	11th July 2024

Club Safety Officer

Rowing SA is granted a permit for the use of West Lakes by the Charles Sturt Council covering the use of the Lake and adjacent footpath, by our affiliate members, regardless of the location of their boatshed.

All clubs and members should be aware that when they are engaged in activities associated with rowing at West Lakes they are bound by the conditions of the permit, which contains obligations that may differ to those of private citizens.

Any act by a coach, athlete, spectator, official, or volunteer of any club or school that jeopardises this permit, and in turn, the reputation and future of our sport, will be treated in the most serious manner.

From August 2024, each club will be required to appoint a Club Safety Officer. This position will be required to be filled within Rowing Manager, which will suffice for the correct notification to Rowing SA.

The Club Safety Officer will:

- Ensure Club Coaches and Athletes are aware of rules and safety requirements (including club or shed rules).
- Ensure relevant rules and safety signage and course maps are displayed around the Club and sheds.
- Monitor and improve compliance with all rules and safety policies and procedures within the club.
- Ensure all members are familiar with incident reporting procedures and obligations.
- Report hazards, incidents, and near misses to the club and to Rowing SA.
- Be the main point of contact between the club and Rowing SA regarding safety and rules issues (including breaches, general updates, communication).

Club Responsibilities

Clubs are the frontline for educating members and monitoring compliance and are held responsible for any breaches of this policy committed by their members.

Clubs are responsible for:

- Ensuring all club members are aware of and comply with all traffic, rules and safety requirements of relevant waterways.
- Ensuring all club members are competent and capable of managing the conditions on any given waterway prior, to entering that waterway, and are aware of, and practiced in,

- capsized and rescue procedures.
- Creating, implementing and regularly reviewing safety and compliance procedures and practices within their club.
- Appointing a Club Safety Officer
- Maintaining a visible copy of the relevant traffic rules and emergency phone numbers in all boatsheds.
- Ensuring all equipment being used for all rowing and training activities, is safe and fit for purpose.
- Ensuring appropriate supervision is in place during all rowing and training activities.
- Ensuring swimming ability and capsized training is recorded for each member.

Individuals

All members of the rowing community have a responsibility to ensure their actions, both on and off the water, do not compromise the safety of themselves or others.

All individuals must familiarise themselves with relevant course and waterway maps. Athletes must be sufficiently capable of manoeuvring their craft in accordance with those course or waterway maps, and any prevailing conditions, prior to conducting any rowing activities on that waterway.

Individuals must take all reasonable action to avoid a crash or collision when on any waterway or any shared path.

Coaches

Coaches are responsible for the athletes in their charge (particularly so for underage athletes).

Coaches must ensure they are informed of all safety procedures and rules and abide by them at all times.

Coaches should be aware of the weather forecast and should evaluate the environmental conditions before deciding, in light of the rowers' capabilities and limitations, whether it is safe for rowers to go out on the water.

Near Misses or incidents

All individuals should report any concerns, incidents, or near misses to their Club Safety Officer, or directly to Rowing SA. Please see Section 5 of the Rowing SA Safety and Training Policy for further information on Incident Reporting.

Compliance Officers

Prior to the commencement of season, Rowing SA will issue a reminder to all Clubs and Schools regarding compliance items. For a limited time during the season, Rowing SA Compliance Officers will attend West Lakes, to monitor adherence to the rules and requirements, as stipulated by the West Lakes Aquatic Permit.

These compliance officers will:

- Monitor and improve compliance with all rules and safety policies and procedures within the club.
- Ensure all members are familiar with incident reporting procedures and obligations.
- Report hazards, incidents, and near misses to the club and to Rowing South Australia.

100 Military Rd, West Beach SA 5020
t: + 08 8242 3288
w: rowingsa.asn.au

Club Safety Officers will be contacted in the case of a there is a breach of the rules and will be expected to :

- Educate the members/athletes
- Communicate with the club or School Sport Director
- Contact Rowing SA to provide the follow-up that may be required.

For all questions and queries, please contact

Christine Newberry

Operations Manager

Rowing SA

E: cnewberry@rowingsa.asn.au

P: 0419 618 704