

# Circular

**Title:** Compliance Briefing Season 2024 - 2025  
**To:** Club Presidents/Directors of Rowing/Coaches/Secretaries/Members  
**Date:** **2 September 2024**

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## Preamble

Safety and compliance are a shared responsibility among everyone involved in rowing. Rowing SA, its affiliated clubs, schools, participants, and members have specific roles in ensuring the safety of everyone and maintaining our permit conditions for using West Lakes. All users play a crucial role in identifying and managing the risks associated with rowing.

Rowing SA will be enforcing the penalties as outlined in the Training and Safety Policy, section 4.1.3.

*The current Rowing SA Training and Safety Policy is currently being revised. The policy on the website will remain active until some updates have been made – at this time, the policy will be distributed and published on the website.*

**Action:** Please remind your athletes and coaches to adhere to these safety conditions, which are essential for maintaining our permit to use West Lakes for rowing activities.

Please ensure contact details for the (Club) Safety Officer have been entered in Rowing Manager.

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## Key Compliance Areas

Bike Safety .....	2
Boat Lights (including setup).....	2
Club Policies and Procedures .....	3
(Club) Safety Officer .....	3
Coaches .....	3
Equipment (Boat) .....	3
Equipment (Other) .....	3
Noise Restrictions – West Lakes .....	4
Other Lake Users .....	4
Times of Use – West Lakes .....	5
Traffic Patten .....	5

## Bike Safety

- Hi-vis vests with the correctly allocated school and club number on the back, are required for anyone riding along the lake – this is for identification purposes and for your safety to ensure visibility for other lake users.
  - Check bikes to ensure they meet SA regulations – this includes having a workable bell, wearing a helmet, and using lights.
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## Boat Lights (including setup)

Lights make boats more visible to other water users and this reduces the risk of collisions, especially in conditions such as early morning/late evening when there is low light. This is a marine and safety Regulation and must be followed.

*All crews rowing on any South Australian waterway must show light(s) if operating between sunset and sunrise or in periods of low light or restricted visibility.*

This includes:

- Periods of low visibility, such as heavy rain or periods of fog.
- Periods of low light, such as overcast skies.
- The period immediately before and after sunrise and sunset.

Lights must be on both ends (stern and bow) of the boat in low light and they **must be used when the red light is on the finish tower at West Lakes.**

## Light Setup

- Two all-round white lights, one attached to the boat at or near the bow end and one attached to the boat at or near the stern end.
  - A red light is considered acceptable as an alternative, on the stern of the boat.
  - A continuous white light is considered acceptable if it is visible in clear conditions from 1 kilometre.
  - A flashing white light is considered acceptable if it flashes at least once per second and is visible in clear conditions from 1 kilometre.
  - Notwithstanding the above, it is considered acceptable for a light to be masked so as not to interfere with the vision of the vessel's occupants, provided at least one light is visible from any direction.
  - Lights may be mounted on the bow number holder OR secured to the hull using suction caps.
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## Club Policies and Procedures

- Ensure all club specific policies and procedures have been reviewed, updated, and communicated to members.
  - Review your safety processes:
    - -capsize drill
    - -swim test
    - -sign in/out sheets
    - -risk assessments (camps/trainings)
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## (Club) Safety Officer

- This position is for both clubs and schools – (despite the implication from the title).
  - Assign a Safety Officer to lead safety, compliance, monitoring and reporting at your club.
  - All positions, including a Club Safety Officer need to be uploaded into Rowing Manager to ensure Rowing SA's contact lists are up to date.
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## Coaches

- Coaching is only to take place at the reserves (not in front of residential properties).
  - Use hand-held radios for coaching – please don't yell to the crews.
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## Equipment (Boat)

- Coxbox noise must be at a level to be heard within the boat.
- If you can clearly hear the coxswain from the bank, the coxbox level may be deemed as excessive or too high - it must be turned down.
- If you are unable to fix this problem, Peter Hodson from Coxmate has offered his services to review your equipment and can be contacted via [peterhodson@coxmate.com.au](mailto:peterhodson@coxmate.com.au)
- Bow ball securely attached.
- Hatch covers on.
- Heel ties fitted correctly.
- Seat, slides, gates, riggers, and foot-stretcher secure.

## Equipment (Other)

- Check and test your radios and lights both in the boat and on your bike are in good working condition.
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## Noise Restrictions – West Lakes

### Voice amplification in boats

Coxbox systems are permitted between 0600 hours and 2000 hours Monday to Saturday and 0700 hours and 2000 hours on Sunday **provided** they are set to a level to be heard within the boat only, thereby minimising any noise disturbance to residents in the area.

### Use of Amplification Devices

- The use of voice amplification devices for general coaching purposes is prohibited.
  - The use of 2-way radios, or similar devices, is necessary to communicate from the shoreline to crew members on water to minimise any noise disturbance.
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## Other Lake Users

Our rower's safety and well-being, as well as other lake users, are our priority. To ensure a secure aquatic environment, we would like to remind clubs of the crucial protocol to follow in the event of a collision on the water with anyone.

If a rower/boats accidentally collides with another craft, swimmer or other lake user:

- 1. Stop Immediately:**
  - Cease all movements and come to a complete stop.
- 2. Assess the Situation:**
  - Quickly assess the condition of the other party involved in the collision. Ensure everyone is safe.
- 3. Signal for Assistance if Needed:**
  - If there are any injuries or concerns, call and signal for assistance immediately.
- 4. Exchange Information:**
  - Exchange information with the other party who was involved, such as names and contact details, for documentation purposes (insurance).
- 5. Report via the Incident Form**
  - Report the incident to Rowing SA via the [Incident Report form](#) as soon as possible, providing details of the collision.

This protocol is in place to uphold the safety of all users in the Lake and to facilitate a swift response in case of any emergencies.

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## **Times of Use – West Lakes**

Activities are restricted to the hours of:

<b>Monday to Saturday</b>	<b>0600 hours to 2000 hours</b>
<b>Sunday</b>	<b>0700 hours to 2000 hours</b>

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## **Traffic Patten**

Please ensure all coaches and athletes are aware of the traffic pattern for all waterways where you train/compete. Please refer to [Rowing SA Safety & Training Policy \(page 13-14\)](#):

Rowing SA has created an additional compliance checklist to assist you in meeting “other” compliance requirements. Please see Appendix 1 – SA Safety and Compliance Checklist which is attached.

We appreciate your cooperation in adhering to these guidelines to ensure a safe and enjoyable experience for everyone.

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If there are any questions or concerns, please do not hesitate to contact me – my details are below.

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## Appendix 1

### 2024 Rowing SA Safety and Compliance Checklist

To ensure compliance for clubs and schools, it is crucial to adhere to several safety, legal, and operational guidelines.

Here is a compliance checklist which we hope may assist you.

Key Compliance Areas:

- Communication
- Environmental Compliance
- Equipment Standards
- Incident Reporting
- Legal and Regulatory Compliance
- Off Site Rowing and Camps
- Risk Assessment and Management
- Rowing Manager
- Safety Requirements
- Training and Competency

Action	Completed
<b>Communication</b>	
Have a designated Safety Notice Board in a prominent position.	
Ensure that new members are shown the Safety Notice Board and information explained to them.	
Have a list of important club/school telephone numbers listed on the Safety Notice Board.	
Follow the incident reporting process for accidents, injuries, or breaches of rules. The form is available from the Rowing SA website.	
Maintain regular communication channels with Rowing SA and other relevant bodies regarding safety updates and compliance requirements.	
<b>Environmental Compliance</b>	
Follow local environmental protection guidelines, including waste disposal and water pollution prevention. Please ensure that West Lakes is green – recycle your waste!	
Ensure all participants are aware of and adhere to clean waterway practices, including no littering or contaminating the water.	
Don't leave belongings on the grass or beaches unnecessarily.	

Action	Completed
<b>Equipment Standards</b>	
Regularly check that all boats are fitted with a white bow ball of not less than 4cm diameter as per RSA's Safety and Training Policy.	
Regularly check that all boats are equipped with stretchers or shoes that allow the rowers to get clear of the boat without using their hands and with the least possible delay. If heel restraints are used, they should not allow the heel to lift more than 7cm.	
Require all buoyancy compartments to be watertight to ensure effective operation.	
Require rudder lines, steering mechanisms, rudder and fin, to be secure and in good working order.	
Regularly check that coach/safety boats (if applicable) are equipped with safety equipment in accordance with the local on-water code of conduct as well as such items as a medical kit, spare lights (for coach/safety boat and rowing boats), thermal blanket, hand pump and compass.	
Regularly schedule servicing of coach/safety boat engines (if applicable).	
Coach/safety boats provide for easy entry from the water (e.g. step, ladder, or handhold).	
Are appropriate boats being used for coaching Adaptive/Novice athletes with regards to accessibility for water rescues. (If applicable)	
Have motors equipped with a kill switch and are they being used appropriately e.g. attached to the operator. (If applicable)	
Are coach/safety boat motors fitted with propeller guards if required under local regulations. . (If applicable)	
Ensure that all lifejackets and buoyancy aids (PFDs) conform to the relevant national standards and carry the Australian Standard mark of approval.	
Have written procedures in place for the use of safety aids (such as bow lights, reflective clothing, floatation rings, etc.) and ensure that all members understand and follow them.	
Require lifejackets and buoyancy aids to be checked for wear and tear before each use and provide a proper designated place where they can dry out naturally away from a heat source.	
Ensure all safety aids, particularly throw lines, and bow lights readily accessible and stored ready for use.	
Have all those involved in rowing been trained and have had practice in the use of safety aids (such as a throw line).	
Ensure throw lines and space blankets carried in all coach/safety boats	
Require junior beginners to wear a PFD until they have completed a swim test, received training in capsize procedure and reached a satisfactory level of competence in, for example, a single sculling boat	

Action	Completed
Provide information and diagrams showing the recommended arrangement for loading, including the maximum allowable load and maximum allowable 'overhang' and appropriate indicators as per local road regulations	
Ensure that a copy of the trailer insurance and any club vehicle insurance is displayed in the club/boathouse and towing vehicle	
Regularly schedule servicing of club trailer and/or vehicle	
Have a method to check the nose weight of the trailer	
Provide overhang markers/flags and lights	
Ensure that adequate ties, (in good condition), are available	
Require that the driver checks the tyres (including spare), lights, projection markers and the security of the load, jockey wheel and brakes before each trip.	
Ensure that the vehicle used for towing is appropriate for the length, load and type of trailer and that the trailer carries a spare wheel and suitable tools and jack for changing a wheel	
Require drivers, when possible, to carry a passenger to help with navigation, manoeuvring, and any emergency, which may arise and to be aware of the dangers of high winds and icy road conditions and consult the weather forecast before setting off	
Require drivers to take breaks for journeys of longer than 2hrs duration or have a buddy driver accompany them on long journeys and ensure an effective communication system is set up with the club for the journey (mobile phone – note hands free sets required)	
Conduct pre-rowing safety checks on all boats and equipment, including foot stretchers, heel restraints, bow balls, and steering mechanisms	
Ensure bikes are maintained and equipped with a working bell	
Store all boats, oars, and equipment safely and securely when not in use.	
Equip boats with lights for early morning or late evening rowing, as required.	
Ensure Bow ball securely attached, hatch covers on, heel ties fitted correctly seat, slides, gates, riggers, and foot-stretcher secure.	
<b>Incident Reporting</b>	
Ensure all club members are aware of what constitutes an incident and 'near incident' that needs reporting and are aware of how to report them.	
Have a club or school 'Incident Reporting Logbook' in an accessible location for all club members to access.	
Have a reporting system ensuring that all incidents are reported to the Club Safety Officer and reported to the RSA Office.	
Keep the members informed of incidents and 'near incidents' at the club and ways in which action must be taken to avoid repetition.	



Action	Completed
<b>Legal and Regulatory Compliance</b>	
Maintain appropriate insurance coverage, including public liability and personal accident insurance for all participants	
Have your Certificate of compliance accessible.	
Comply with Rowing SA and local council regulations for lake use – see above.	
<b>Off Site Rowing and Camps</b>	
When organising Training Camps: <ul style="list-style-type: none"> <li>• Establish emergency contact details for all participants.</li> <li>• Check insurance is in place for:               <ul style="list-style-type: none"> <li>“ club and relevant non-club equipment.</li> <li>“ member-to-member cover.</li> <li>“ personal travel insurance.</li> </ul> </li> </ul>	
Ensure the Training Camp Organising Committee/Coaches addresses the topics raised by the RA Safety Guidelines	
<b>Risk Assessment and Management</b>	
Review and update risk assessments regularly, especially when new equipment, programs, or conditions change.	
Develop strategies to mitigate identified risks, including additional training or equipment modifications	
Have appropriate and suitable risk assessment(s) and insurances (including Public Liability) that covers all its activities both on and off the water, which adequately addresses emergency issues.	
Have appropriate risk assessments and insurances to cover competitions and training camps if it organizes these activities.	
Review its risk assessments and insurance policies regularly.	
<b>Rowing Manager</b>	
Ensure all contact details and committee positions are uploaded correctly into Rowing Manager	
All rowers, coxswains, administrators, coaches, volunteers; both competitive and noncompetitive have an individual Rowing SA membership to be covered by insurance and the National Integrity Framework.	
<b>Safety Requirements</b>	
Conduct regular safety briefings to ensure all rowers, coaches, volunteers (and staff – when applicable) are briefed on safety protocols and emergency procedures.	
Members have been instructed in the actions to be taken in the event of a capsized.	
Ensure members can release themselves from the boat	

Action	Completed
Ensure members can swim 50m in light clothing (e.g. rowing kit) and be sufficiently at ease in the water not to panic.	
Ensure members can tread water for a minimum of 3 minutes.	
Ensure life jackets are available and used where required, particularly for non-swimmers or when using coastal boats.	
Ensure First Aid Kits are maintained and accessible on-site.	
Emergency Contact Information is display prominently in the boathouses/sheds	
Emergency Action Plan (EAP) is documented and includes procedures for capsizes, medical emergencies, and weather conditions	
Weather is continuously monitored especially wind and storm forecasts and suspend rowing activities during unsafe conditions.	
Ensure that an accurate annual Club Safety Audit is completed and delivered time to the RSA Office.	
Review the findings of the Club's Safety Audit at committee level and implement its recommendations as appropriate.	
Have a Club Safety Plan which satisfies the points in RSA's Safety and Training Policy and is it communicated to new and existing club members.	
Have a designated notice board listing the responsibilities of rowers/coaches, the rules of the waterway, hazards and on-water circulation pattern.	
Prominently display procedures in the event of a capsize,	
Prominently display weather rules and weather conditions under which rowers are not to venture on the water,	
Prominently display competency requirements of coach/safety boat operators and marine recreational licensing regulations,	
Prominently display guidelines relating to rowing before sunrise and prior to sunset (are these times posted in the club?)	
Have a copy of the boatshed rules posted in the shed.	
<b>Training and Competency</b>	
Ensure all coaches are accredited by Rowing Australia	
Advise Rowing SA if there are any concerns or any members who cannot swim	
Provide PFDs are utilised for non-swimmers.	
Conduct regular safety drills, including capsize and rescue procedures	
Ensure Club media personnel have a current and not prohibited WWCC and this is recorded in rowing manager.	
Ensure that ALL participants are instructed in the actions to be taken in the event of a capsize (for all boat types).	
Ensure that All members & participants in rowing must be able to demonstrate they are both competent and confident in and under the water by:	

Action	Completed
<ul style="list-style-type: none"><li>Swimming at least 50 metres in light clothing (rowing kit)</li><li>Treading water for at least three minutes</li><li>Swimming under water for at least 5 metres under water for at least 5 metres</li></ul>	
Require participants, who are unable to demonstrate the minimum swimming standards, to wear a personal flotation device (PFD).	
Ensure swimming ability and capsized training is recorded for each member.	

The intent of Rowing SA's Safety Guidelines and Compliance Checklist, is to support and encourage clubs to be proactive in regard to their safety practices.

NOTE: This Checklist aims to complement local and State Rules and Regulations