

## Appendix 1

### 2024 - 2025 Rowing SA Safety and Compliance Checklist

#### **Updated: 25 September 2024**

To ensure compliance for clubs and schools, it is crucial to adhere to several safety, legal, and operational guidelines. This checklist outlines mandatory actions and recommended actions.

Mandatory actions sit within the highlighted boxes, marked mandatory and these must be completed under the affiliation agreement with clubs / schools and Rowing South Australia (Rowing SA).

Recommended actions are additional requirements that are deemed appropriate as good and safe practice to keep members and participants safe.

**The recommended safety measures / requirements described here are a minimum requirement.**

It is the responsibility of the clubs and schools to ensure all rowers are instructed and educated to ensure their safety with regards to their rowing, rowing equipment and rowing ability.

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

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

This checklist aims to complement local and State Rules and Regulations – including the Rowing SA Safety and training Policy, as updated from time to time.

Mandatory or recommended	Area	Details	Done
Mandatory	Communication	Maintain regular communication channels with Rowing SA and other relevant bodies regarding safety updates and compliance requirements.	
		Ensure all Club / School official positions are entered into Rowing Manager, to facilitate the season contact list with correct and current email and phone numbers.	
Mandatory	Communication	Advise RSA of any member who does not give permission to be photographed and filmed.	
Mandatory	Communication	Advise RSA of any member who does not give permission for their name to be publicly visible/withheld.	
Recommended	Communication	Clubs / Schools have a designated safety notice board in a prominent position.	
		Clubs / Schools ensure that new members are shown the safety notice board and information explained to them.	
		Clubs / Schools have a list of important club/school telephone numbers listed on the safety notice board.	
<b>Environmental Compliance</b>			
Mandatory	Environmental Compliance	Ensure all participants are aware of and adhere to clean waterway practices, including no littering or contaminating the water.	
Recommended	Environmental Compliance	Don't leave belongings on the grass or beaches unnecessarily.	
<b>Equipment Compliance</b>			
Mandatory	Rowing Vessel Safety	The bows of all boats shall be fitted with a solid ball shape, minimum diameter 4 cm which covers the point of the bows and is bright white.	
		If this is an external part, it shall be firmly affixed to the bow of the boat such that it does not significantly deflect if a side force is applied.	
		Bow balls must fit properly - the round part of the bow-ball should fit snugly against the sharp end of the bows.	
		<ul style="list-style-type: none"> <li>The bow ball must be securely fitted - preferably glued and screwed, not just taped</li> </ul>	

Mandatory or recommended	Area	Details	Done
		<ul style="list-style-type: none"> <li>It must not be cracked, torn, or perished.</li> </ul>	
		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.	
		Quick release foot stretchers - In all boats with the foot stretchers, shoes or other devices holding the feet of the rowers shall be a type which allow the rowers to get clear of the boat without delay in an emergency.	
		Where shoes and other devices holding the feet will remain in the boat, each shoe or device shall be independently restrained such that when the heel reaches the horizontal position the foot will be released from the shoe. In addition, where laces, Velcro or similar materials all such materials must be able to be released immediately with a single quick hand action of pulling on one easily accessible strap.	
		Where shoes or other devices holding the feet will not remain in the boat, each shoe or device must be able to be released by the rower without using their hands or with a single quick hand action of pulling on one easily accessible strap or release device.	
		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.	
		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.	
Mandatory	Motorboats – <i>where applicable</i>	Ensure that all lifejackets and buoyancy aids (PFDs) conform to the relevant national standards and carry the Australian Standard mark of approval.	
		Make sure your lifejacket fits well and is looked after.	
Recommended	Motorboats – <i>where applicable</i>	Regularly check that boats 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.	
		Coach/safety boats provide for easy entry from the water (e.g. step, ladder, or handhold).	

Mandatory or recommended	Area	Details	Done
		Are appropriate boats being used for coaching Adaptive/Novice athletes with regards to accessibility for water rescues.	
		Have motors equipped with a kill switch and are they being used appropriately e.g. make sure you have the correct lanyard attached to the operator.	
		Are coach/safety boat motors fitted with propeller guards if required under local regulations.	
		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	
Mandatory	Trailer Safety	Ensure your trailer and towing of the trailer adheres to the light vehicle towing and trailer regulations - <a href="#">Click here – SA Towing and trailer regulations</a>	
		Provide overhang markers/flags and lights when required	
		The rear of a load on a vehicle must carry a warning signal if the load projects more than 1.2 metres or cannot be easily seen.	
		In the daytime, the warning signal must be a brightly coloured flag measuring at least 300mm x 300mm.	

Mandatory or recommended	Area	Details	Done
		At night, the warning signal must be a red light that can be seen for 200 metres	
Recommended	Trailer Safety	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	
		Ensure that adequate ties, (in good condition), are available	
Recommended	Motor Vehicle Safety	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	
<b>Bicycle Safety</b>			
Mandatory	Bicycle Safety	Ensure bikes are maintained and equipped with a working bell and working brakes	
		Ensure all bike users wear a high vis vest, with correct identifying number on back of vest.	

Mandatory or recommended	Area	Details	Done
Recommended	Bicycle Safety	Store all boats, oars, bikes, and other equipment safely and securely when not in use.	
<b>Incident Reporting</b>			
Mandatory	Incident Reporting	Follow the incident reporting process for accidents, injuries, or breaches of rules. The form is available from the Rowing SA website.	
		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.	
Recommended	Incident Reporting	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.	
<b>Legal and Regulatory Compliance</b>			
Mandatory	Legal and Regulatory Compliance	Maintain appropriate insurance coverage, including public liability and personal accident insurance for all participants, via the affiliation process	
		Display your Certificate of compliance.	
		Comply with Rowing SA and local council regulations for lake use – see above.	
Recommended	Legal and Regulatory Compliance	Keep your equipment safe with contents insurance	
<b>Off Site Rowing and Camps</b>			
Recommended	Off Site Rowing and Camps	<p>When organising Training Camps:</p> <ol style="list-style-type: none"> <li>1. Establish emergency contact details for all participants.</li> <li>2. Check insurance is in place for: <ul style="list-style-type: none"> <li>• club and relevant non-club equipment.</li> <li>• personal travel insurance.</li> </ul> </li> </ol>	

Mandatory or recommended	Area	Details	Done
		Complete appropriate risk assessments and insurances to cover competitions and training camps for these activities.	
		Ensure the Training Camp Organising Committee/Coaches addresses the topics raised by the RA Safety Guidelines	
<b>Risk Assessment and Management</b>			
Mandatory	Risk Assessment and Management	Review and update risk assessments regularly, especially when new equipment, programs, or conditions change.	
Recommended	Risk Assessment and Management	Develop strategies to mitigate identified risks, including additional training or equipment modifications	
		Have appropriate and suitable risk assessment(s) and insurances (including contents) that covers all its activities both on and off the water, training, competitions, camps, and tours, and take steps to put in place a 'logbook' or 'buddy system' for instances when athletes will be training on their own and with limited or no supervision.	
		Review risk assessments and insurance policies regularly.	
<b>Rowing Manager</b>			
Mandatory	Rowing Manager	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>			
Mandatory	Safety Requirements	Conduct regular safety briefings to ensure all rowers, coaches, volunteers (and staff – when applicable) are briefed on safety protocols and emergency procedures.	
		Members with any medical conditions that may require treatment on the water have informed the club of these conditions	

Mandatory or recommended	Area	Details	Done
		All members should know the traffic pattern for all waterways that you use.	
		All members are aware of the venue specific requirements for West Lakes as per the City of Charles Sturt permit	
		All rowers are to have proper instruction in the actions to be taken in the event of a capsize, at least once a year.	
		Ensuring swimming ability and capsize training is recorded for each member.	
		Ensure members can release themselves from the boat	
		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	
Recommended	Safety Requirements	Members and participants should be able to demonstrate they are both competent and confident in and under the water and can swim underwater for at least 5 metres.	
		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.	
		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.	



Mandatory or recommended	Area	Details	Done
		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 capsized,	
		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.	
		Conduct regular safety drills, (including capsized and rescue procedures) throughout the season.	
<b>Training and Competency</b>			
Mandatory	Training and Competency	Ensure all coaches are accredited by Rowing Australia and hold a current WWCC.	
		Advise Rowing SA if there are any concerns or any members who cannot swim	
		Non-swimmers are provided additional flotation aids, either on the person or within easy reach in the boat, or modifications to the equipment must be adopted in conjunction with additional supervision and rescue plans.	
		Ensure Club media personnel have a current and not prohibited WWCC and this is recorded in rowing manager.	
		Ensuring all club members are aware of and comply 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,	
		Appoint a Safety Officer	

Mandatory or recommended	Area	Details	Done	
		Ensure that All members & participants in rowing must be able to demonstrate they are both competent and confident in and under the water by:		
		Swimming at least 50 metres in light clothing (rowing kit)		
		Treading water for at least three minutes		
		Require participants, who are unable to demonstrate the minimum swimming standards, to wear a personal flotation device (PFD).		
Recommended	Training and Competency	All active rowers can demonstrate that they can swim under water for at least 5 metres		

*This checklist will be updated from time to time and as necessary.*