

Rev.7 w.e.f. 1st November 2022

NB: THESE PROCEDURES have been written in accordance with government guidance “Providers of grassroots sport and gym/leisure facilities”, Sport England Guidelines on “Return to Play” and British Rowing Guidelines.

While it is recognised that “Government Covid-19 Restrictions” have been lifted, Covid-19 is now endemic and common-sense regarding reduction of potential infection spread is still required.

Changes in government guidelines, or any localised Covid requirements will continue to be kept under review for potential impact on DPGC and these Rowing procedures will be amended as necessary.

Regular rowing sessions are scheduled and managed using the new club website Rowing Calendar system which has been developed to overcome reported confusion associated with using the combination of Doodle Poll and Facebook. Instructions for using the Rowing Calendar system are appended to this procedure.

Additionally, the boats can be booked outside of these times by contacting the Rowing Secretary for permission.

Gig Rowing is a very visible activity in Devoran, Mylor and Carrick Roads. Nothing we do under our Rowing procedures should compromise DPGC reputation, and our conduct should always be respectful of each and every one of our members, other water users and members of the general public with whom we come into contact.

Every Crew Member has equal responsibility in the Gig and during our Sessions and should act with care at all times in accordance with these procedures.

PRE-REQUISITES TO BEING PERMITTED TO ROW

1. Every rower and Cox must be logged in the boat using the Rowing Calendar.
2. No-one with Covid-19 symptoms is allowed to participate in Gig rowing.
3. DPGC members must always to be mindful of the other water users and the general public.
4. All DPGC activities must be self-contained, unless in an emergency.

GENERAL – LAUNCHING, ROWING, RECOVERY

1. The Cox is responsible for ensuring all requirements and activities are carried out safely and correctly.
2. The normal cox's thwarts may be used. However, the temporary ("remote") cox's thwart in the wooden gigs and the sternsheets (aft buoyancy tank) in Frayed Knot may also be used if necessary to increase distancing between Cox and No.6 or during cox training.
3. Nominated Cox to agree seating in the boat PRIOR to loading.
4. Personal belongings in the Gig should be MINIMAL and only contain the essentials for rowing safely. Do not leave any personal items in the boat after the session.
5. Oars must be positioned correctly to minimise handling in the boat when being prepared for launch (blades aft, stowed below the gunwales on correct side with numbered handle and loom/leather within easy reach of the respective thwart).
6. Once nominated a seat, you are responsible for preparation of that area of the boat including securing your cushion and placing of your oar (having greased the leather), stretcher and pins (including spares).
7. Note that each First Aid Kit contains disposable CPR masks to prevent cross infection in the unlikely event of CPR being required whilst out rowing.
8. Whenever possible a towing vehicle should be used for all trailer movements on the slipway at Mylor, in particular when only minimal crew are available and especially at low water.
9. Launching and recovery at Mylor during very low tides (below the end of the slipway) can be particularly difficult. Use of timber rollers (NOT fenders) has been found to greatly facilitate this operation and avoids the need for the trailer to be moved onto the rough ground below the slipway. Several rollers are required and it is necessary to "piggy-back" their location as the gig moves along with care being taken to ensure the gig doesn't ground during the operation. **IT IS ESSENTIAL THAT THE RUDDER IS NOT MOUNTED DURING LAUNCH OF RECOVERY IN THIS SITUATION.**
10. While manoeuvring the trailer with vehicle assistance the cox will appoint an experienced banksman who is solely responsible for giving clear signals and advice to the driver, must remain in clear line of sight and hearing of the driver during the operation and be able to clearly see the area of operations. The vehicle driver must personally supervise and check the hitching operation and ensure the gig is secure on the trailer. The cox must ensure everyone in the vicinity is both aware of the manoeuvring activity and is keeping well clear of the area behind the trailer.
11. Launching and recovery of the gig from the trailer must be carried out under the close supervision of the cox. The Cox is responsible for controlling the operation.
12. To minimise risk both from close proximity and manual handling, the launch and recovery ramp must be used. The ramp must be secured in place to prevent dislocation.
13. For launching, the bow must be guided onto the centre of the ramp as it clears the aft roller and then slid slowly down the ramp into the water, ensuring that the crew support the gig upright at all times.
14. For recovery the ramp **MUST** be used but there are options regarding use of the winch, the cox must consider the ability of the crew along with any time considerations (i.e. a busy slip) and can choose to deploy options a, b or c below:

- a. Full recovery using winch: Form a bowline in the forward painter, ensuring that the painter has been secured to the bow towing ring. The hauling winch hook is connected to the bowline and the bow guided onto the centre of the ramp. Crew must ensure the gig is held upright as it is hauled onto the trailer. When the gig has been hauled onto the gig rollers (i.e. has tipped onto the trailer clear of the water), the winch hook can be repositioned to the bow towing ring for completion of the recovery operation. N.B. Take care to ensure that tension can be taken off the hauling strap to enable the hook to be disengaged. **DO NOT USE THE WINCH TO FULLY HOUSE THE GIG ONTO THE BOW BUFFER UNDER LOAD.**
 - b. Partial winch recovery: Boat can be easily slid up the ramp by a fit crew maintaining good distance – note – wetting the ramp helps this process. Once partially on the trailer, the winch hauling strap can be attached and the boat taken up the trailer, noting the point in red above.
 - c. No winch recovery: Boat is fully recovered by the crew using the ramp and maintaining correct distances.
15. The empty trailer must be parked safely in its designated parking space when not in use
 16. Embarkation of the Gig should be done as efficiently as possible, either over the bow from the slipway (in sequence Cox, No.6, No.5, No.4, No.3, No.2, No.1) or from the pontoon (in sequence Cox, No.1, No.6, No.2, No.5, No.3, No.4). Disembarkation at the end of the session will be in the reverse order. You must follow the Cox's instructions with only one person moving at a time as you move to your position.
 17. If the gig is found to be unbalanced with the original crew disposition, any necessary reassignment of rowing positions must be carried out before departing from the slip/pontoon. Once on the water, any changing of position within the crew (including the cox) should only be carried out in sheltered/calm conditions and one by one to minimise risk of MOB.
 18. Prior to launching, the cox must ensure that the crew are all aware of the conditions that are expected during the session (tidal conditions, visibility, wind strength and direction, sea-state, light levels, etc) that they are well within the ability of the crew and that the crew understand, are suitably dressed and are content to launch.
 19. If the cox deems conditions are such as to warrant wearing of lifejackets at any stage of the session, they must insist that the crew don lifejackets before setting out as conditions on the water can change rapidly with insufficient time to don lifejackets when required. Lifejackets may however be removed briefly during the session to enable excess clothing to be removed. If such conditions are expected, the cox, in conjunction with the crew should reassess if launching is prudent or if the session should be postponed or cancelled.
 20. If any crew member wishes to don a lifejacket at any time during a session when this has not been deemed necessary by the cox, then the session must be paused to facilitate this. In such circumstances, the cox must reassess whether the entire crew should don lifejackets prior to resuming the session, or if necessary and conditions dictate whether to terminate the session.
 21. At any time, if the Cox or any Rower feels uncomfortable about conduct in the boat during any part of the session, they are entitled to cancel the session or request to be returned to shore.
 22. The Cox is responsible for ensuring there is a working VHF radio in the boat and that it is handed on the next Cox going out. If the boat is being put away the radio must be turned off and placed on charge in the charging box which is mounted on the Mylor Sailing School wall adjacent to the trailer parking area. A fully charged radio must then be taken from the charger and, ensuring that it is switched off, placed in the safety box ready for use during the next rowing session. Any faults or problems with the radios must be immediately reported to the Bosun.

FIRST AID – RESCUSCITATION – COVID PRECAUTIONS

Because of the heightened awareness of the possibility that any victim may have COVID-19, Resuscitation Council UK offers this advice:

- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.
- Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.
- If there is a perceived risk of infection, rescuers should use a CPR FACE SHIELD from the on-board First Aid Kit or place a cloth/towel over the victim's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.
- Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.
- If the rescuer has access to any form of personal protective equipment (PPE) this should be worn.
- After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.

Use and maintenance of the TS winch

1. Preparation before launch and hauling operations.

1.1 Make sure nobody stands behind or on the boat. Check the correct strap position above the guide roll of the winch stand (fig.1) and secure a direct line pull between the winch and the boat. Verify if the angle between the strap and the fixing ground of the winch lies within prescribed limits (grey zone of fig.2).

1.2 Check the strap condition: verify that the strap is not damaged, knotted or tied and if it can move freely on its total length. Control the correct attachment of strap to the bow eye of the boat and if the hook is working properly.

1.3 Make sure the strap guide is in up position "load brake" (fig.3). Check the status of load brake by pulling on the strap until it is blocked (after max. 20 cm) by the security system (fig.4). If strap is not blocked do not use the winch.

2. Launch operation

2.1 Position handle on drive shaft 1 or 2 (fig.5) and lock it (fig.6). Shaft 3 only dedicated to fast up-winding of strap (under no load conditions).

2.2 Turn handle as indicated by the arrow (fig.7). During launch operation, keep your hand on the handle. The operation can be interrupted at any moment by stopping any action on the handle.

2.3 Never unwind the strap beyond the mark, printed about 40 cm before strap end.

3. Winding up the strap

3.1 For increased life of webbing strap wind up strap after each use.

3.2 Position handle on shaft 3 (fig.8). Caution: any action on shaft 3 to be performed WITHOUT load.

3.3 Wind up in direction indicated by the arrow (anti-clockwise). To avoid strap damage, make sure that strap does not grind in the water or on the ground, while winding it up.

3.4 Do not completely wind up the strap. Fix the hook on the trailer during transport. Take the handle off the winch.

4. Hauling operation

4.1 Take handle off the shaft and push strap guide in lower position until it is clipped on lower bar and brake is blocked (fig.9).

4.2 Pull off the webbing smoothly, without shocks and hook it to the bow eye of the boat. Make sure it is attached correctly and the locking lever of the hook is working properly. Verify that strap is not twisted, jammed or knotted, split or damaged.

4.3 Position the handle on drive shaft 1 or 2 (fig.5) and lock it there. Never use shaft 3 only dedicated for fast wind-up of strap under no load condition.

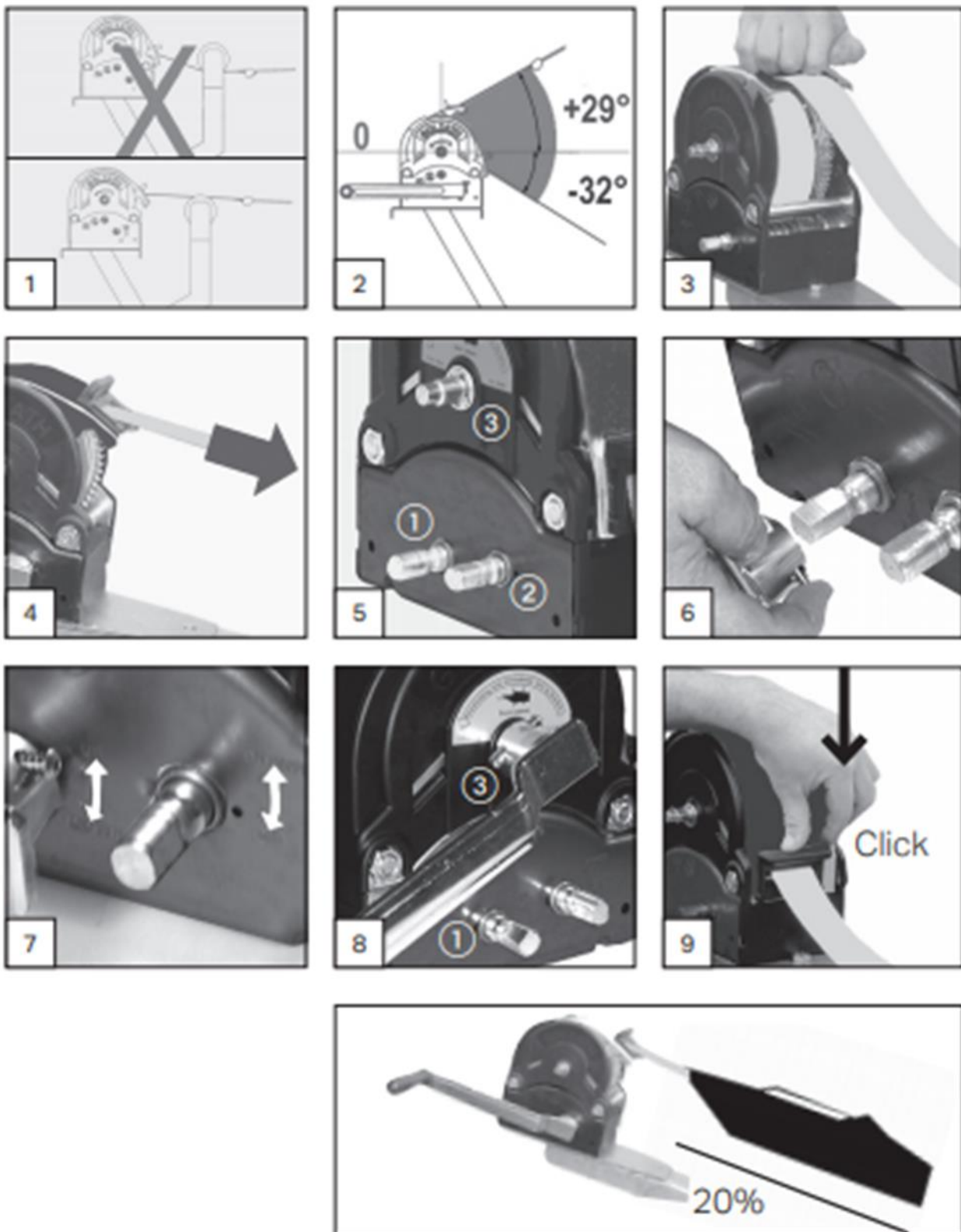
4.4 Turn handle in direction indicated by the arrow. The strap guide shall open up automatically. If it does not, push up the strap guide up manually and repeat test described in point 1.3.

4.5 During the hauling operation, you should hear a regular clicking sound indicating the proper operation of the winch. If you hear nothing, it is possible that the brake is not working. Turn the handle 2 or 3 times in the « up » direction to engage the brake. If you still do not hear the clicking sound after some turns, do not use the winch.

4.6 Keep a hand on the crank during the whole hauling operation. It is possible to interrupt the operation at any moment by stopping all action on the handle.

4.7 As soon as the boat is pulled on the trailer, secure it with the QuickFlex System. Do not depend on the winch to support or fix the boat on the trailer during the transport. Take the handle off the winch (fig.6).

NB: Pay close attention to item 2.3 (unwinding strap) and when hauling, take great care to ensure that tension can be taken off the strap to enable the hook to be disengaged!!!



If it is found that the hauling strap has been tightened and the hook cannot be disengaged, it is possible to release the ratchet mechanism pawl by **VERY CAREFULLY PUSHING A SUITABLE IMPLEMENT (E.G. SCREWDRIVER) AGAINST THE PAWL.**

****UNDER NO CIRCUMSTANCES WHATSOEVER IS A FINGER BE USED TO RELEASE THE PAWL****