

Instituted 1857  
**CLYDESDALE AMATEUR ROWING CLUB**  
Clubhouse The Weir Glasgow Green Glasgow G1 5QA



Dear New Member or Parent,

**CONFIRMATION OF MEMBERSHIP OF CLYDESDALE ARC**

On behalf of Clydesdale Amateur Rowing Club, I would like to welcome you to our club. We are a friendly and sociable club, and a well-organised one too.

The following information is provided to ensure the safety, health and wellbeing of all club members with some specific points relevant to junior members and their parents. Please refer to our club website and notice board for any information which is not included here. If you have any questions in relation to the information provided, please speak to your (or your child's) coach or a committee member.

The following documents are included in this Welcome Pack:

- Rowing for Everyone
- Club Information Notes
- Membership Form (to be completed and returned)
- Child Protection Policy Statement
- Code of Conduct
- Social Media Policy and Agreement Form (to be completed and returned)
- Club Safety Guidelines and Disclaimer

Additional documents for Juniors:

- Safety Policy for Junior Rowing
- Junior Code of Conduct Agreement (to be completed and returned)
- In Partnership with Parents Form (to be completed and returned)

Please read the following notes carefully, it is practical and helpful information intended to help you settle into club activities. If you require explanation or clarification, please do not hesitate to contact me or any other committee member.

Best wishes,

Ken Diamond

president@clydesdalearc.org.uk



## **Rowing is for Everyone**

At Clydesdale ARC, we believe in the power of rowing, sport, physical activity, and being part of a community to bring about positive changes in people and in society.

We are building strong community links with partners to create a network of people invested in positive social change.

We offer opportunities to young people with those young people at the centre of the activity. We look to address the needs of those young people; their ambitions and any barriers that they may have to engaging in physical activities.

We work with our partners and those young people to support their development as an individual and in supporting each other as a group. We put a greater emphasis on engaging young people, rather than on their rowing ability.

We aim to be more inclusive by reducing barriers for people to participate in rowing. We are actively seeking to engage with people who might not traditionally think of rowing as an activity for them.

We want to build lifelong relationships with these people.

We want to share all the physical and health benefits of being involved in physical activity and in being part of the wonderful volunteering community at Clydesdale ARC.



## **CLUB INFORMATION NOTES**

### Typical Club Training Session Times

The club is at its busiest on weekend mornings. Sessions run over 90 minutes: at the following times: 08.00 - 09.30; 09.30 – 11.00; 11.00 – 12.30; 12.30 – 2.00. These times get pushed back by 30 minutes in December and January, to take account of the dark mornings (we do not row in the dark). Please confirm with your coach which session times to attend and take responsibility to ensure that you do not overrun your session time.

Weekday evenings are also popular training times, with juniors typically taking priority after school between 4-6pm and seniors having priority after work between 6-8pm. Through the Summer months, a club circuit training session is held on a Thursday night in Glasgow Green, opposite the Club's portacabin whilst the West Boathouse is being refurbished. Once we return to the West Boathouse these times will be adjusted to reflect our shared use of this fantastic facility.

### Access to the Clubhouse

Junior and New members should always ensure that a committee member, coach or supervising adult will be at the club when they intend to come down to the club.

Once you have joined the club you'll be given the codes that allow you to gain access to the club portacabin and your coach will advise how to access the three other sites on the Green where our boats are temporarily housed.

### Use of Boats and Equipment

All boats and club equipment are under the control of the Captain who authorises their use in conjunction with the coaches or supervising adult:

- Juniors and New Members should check with their coach or the Captain before using any boats, oars, sculling blades or safety equipment.
- Club bikes are for coaching use only.
- Checks in advance of an outing should be that the boat and blades are in good condition with heel restraints and bow balls securely fastened.
- The boat should be lifted and carried safely, correctly placed on the trestles and tied down – if you require assistance, please ask.
- Do not attempt to carry more than you are comfortable with.
- Boats should always be washed after an outing and dried. Cloths, liquid soap and water buckets can be found inside the boathouse next to the double exit/entry doors.
- Members should only use club weights if instructed to do so by their coach.
- Ergometers should be cleaned after every use.
- Members are required to use fully enclosed and secured footwear whilst handling club equipment.



## Conduct and Behaviour

For the enjoyment and safety of all club members, it is expected that members and visitors treat others with respect and behave appropriately at all times at the club and when representing the club at events and regattas.

All members are expected to complete the relevant 'Code of Conduct' form enclosed in this pack. Parents should ensure the 'In Partnership with Parents' Form is completed. Parents will also be asked to complete a consent form in advance of activities outwith the club.

## Clothing / kit required

It is important to wear suitable clothing while participating in rowing:

- Members should wear light layers and leggings in winter, including a hat when very cold. The idea is that layers can be removed or replaced as you heat up and cool down.
- Clothing should be close fitting to avoid catching the oars which could cause a capsize.
- Tops are required to be worn during all training sessions.
- In warmer weather, an all in one or shorts and t-shirt will be sufficient. A skip cap and/or sunglasses are recommended in sunshine and sunscreen for sun protection.
- A bottle of water is always a must in all weather conditions.
- A change of clothing and footwear, including a towel should always be brought to a water session.
- The river is not always clean, so all members should wash their hands thoroughly after every water session, particularly before eating or drinking.

DO NOT wear loose clothes which could get stuck in your slide or catch your oars; bulky fleeces that can absorb water and become heavy when wet; clothes that restrict movement when rowing, like denims; or everyday non-sporting clothes. NEVER wear Wellingtons in the boat as they can be dangerous if you end up in the water. No football jerseys allowed.

When racing at a regatta, club colours must be worn which consists of a blue all in 'one piece'. This can be worn on its own or with a white long or short sleeved tee-shirt underneath. Rowing kit can be purchased, and order forms can be found on the wall just outside the main gym area and online.



### Racing/ Regattas

A racing calendar of all Scottish Rowing Events can be found at [www.scottish-rowing.org.uk](http://www.scottish-rowing.org.uk) and your coach will advise of which events the club will be attending. Entries will be submitted through the Captain. Most events have an entry fee which should be paid in advance of the event and a contribution to boat transport costs may be expected.

### Membership

Your membership runs from July to June. You may pay by standing order throughout the year. If paying in a lump sum, please do so by the AGM at the end of October. Please complete the following form, and if you are below the age of 16 then you will need to complete the Junior Forms and have these signed by your parent or guardian.



## Joining the Club

We are delighted that you wish to continue to attend our regular club activities at Clydesdale ARC. Here is some information about joining the club.

<u>Membership</u>	<u>Per month</u>	<u>Annual</u>	
Juniors	£20		£240
Seniors	£30		£360
OAP	£25		£300
Students (FTE)	£20		£240
Off-Peak (Mon - Fri)	£20		£240
Land training (Gym)	£10		£120
Unemployed	£15		£180
Country (Affiliate)	£15	£180	

Please follow these steps to join up to the club:

Step One	Complete the membership form	On the following page.
Step Two	Set-up a Standing Order for the 1 <sup>st</sup> of each month for £20 per month	Account Name: Clydesdale ARC Sort Code: 80-91-25 Account Number: 00226400 Please add a reference of Senior
Step Three	Take out a Scottish Rowing membership	<a href="https://scottishrowing.azolve.com/">https://scottishrowing.azolve.com/</a> If no immediate plans for racing - take a Non-Competitive membership. You can update once getting ready to race. Update to a competitive membership prior to entering a race. You'll find more information about SR membership: <a href="https://www.scottish-rowing.org.uk/index.php/takingpart/clubs/racinglicences">https://www.scottish-rowing.org.uk/index.php/takingpart/clubs/racinglicences</a>
Step Four	Confirm the first 3 steps have been completed	Please send an email to <a href="mailto:secretary@clydesdalearc.org.uk">secretary@clydesdalearc.org.uk</a> and <a href="mailto:treasurer@clydesdalearc.org.uk">treasurer@clydesdalearc.org.uk</a> to confirm the Standing Order and the Scottish Rowing Membership number and return a completed Membership Application form.

Once you have joined up for a membership, should you be on Facebook, please request to join the closed member's group: Clydesdale ARC Members Only <https://www.facebook.com/groups/1090539504645861/> and a Friends and Members: <https://www.facebook.com/groups/232802420078175>

*Please note, that we have a Club policy, that no one should not be able to attend our activities due to finance. We offer support through our **Captain's Fund** for those who may wish to access it. Please contact our club Treasurer at [treasurer@clydesdalearc.org.uk](mailto:treasurer@clydesdalearc.org.uk).*



## Membership Application

Details of Activity:

Date:

Name		Date of birth	
Address		Tel	
Email			

## Emergency Contacts

Main Emergency Contact Name		Relationship		Tel	
Alternative Emergency Contact Name		Relationship		Tel	

## Medical Information

GP Name		Tel	
Details of any medical conditions.		Details of any dietary requirement	

## Consent Details

- I agree to participate in the above activity.
- I acknowledge that CARC is not liable in the event of any accident but will take reasonable steps in their duty of care during the activities.
- I agree to my receiving medical treatment as required and any emergency medical, dental or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
- I give permission to take photographs and filmography. I grant full rights to use these images and film content, reproductions or adaptations of this content in digital and/or printed; for the purpose of fundraising, publicity and/or other purposes to help achieve club aims.
- **I acknowledge that crew boat rowing counts as close contact (within 2m for more than 15 minutes) for the purposes of contact tracing and in the event of an occurrence of the virus being diagnosed in a crew member. This would result in those individuals in adjacent seats having to self-isolate.**

Signature		Date	
Print Name			



## **CODE OF CONDUCT**

“All personnel of Clydesdale Amateur Rowing Club are expected to conform to the clubs Equality Policy and ethical standards in all areas including humanity, relationships, commitment, co-operation, integrity, advertising, confidentiality, abuse of privileges and personal standards.”

### **ALL PERSONNEL REPRESENTING THE CLUB MUST:**

- Place the well-being and safety of the members above all considerations, including developing performance.
- Comply with club rules and the rules of any competition in which they participate
- Operate without discrimination on the grounds of age, gender, marital status, sexuality, employment status, social class, colour, race, ethnic or national origin, religious belief or disability.
- Respect the basic human rights, dignity and worth of each individual
- Provide a balance between the development of performance and social, emotional, intellectual and physical needs of the individual.
- Encourage performers to obey the spirit of the rules and fair play, on and off the sports arena, at all times, and observe the authority and decisions of all officials.
- Ensure that all activities, training and competition programmes are appropriate for the age, maturity, experience and ability of the individual performer.
- Treat opponents with due respect, in both victory and defeat.
- Be able to present evidence of current qualifications upon request.
- Treat all personal information about performers and members alike as confidential, except for in exceptional circumstances i.e., health and safety, legal or medical requirements, disciplinary action or to protect children and vulnerable adults from abuse.
- Consistently display high personal standards and project an image of health and cleanliness
- Not drink alcohol or smoke either during or before supervising or coaching performers.
- Seek ways of increasing personal and professional development.
- Abide by the Club's policies and procedures.





## CHILD PROTECTION POLICY STATEMENT

Clydesdale Amateur Rowing Club adheres to the Child Protection Policy of its Governing Body, which is Scottish Rowing.

Clydesdale Amateur Rowing Club is fully committed to safeguarding the welfare of children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.

Members, volunteers, and employees will endeavour to work together to encourage the development of an ethos which respects the rights of children and young people and embraces difference and diversity.

Clydesdale Amateur Rowing Club will:

1. Ensure that members understand their legal and moral obligations to protect children and young people from harm, abuse and exploitation.
2. Develop best practice in relation to the recruitment of members, volunteers, and employees.
3. Carry out criminal record checks via Disclosure Scotland and the 'Protection of Vulnerable Groups' Scheme, for volunteers or employees who will be responsible for supervising junior members.
4. Endeavour to keep up to date with national developments relating to the care and protection of children and young people.
5. Ensure that all members understand their responsibility to adhere to the standards and procedures detailed in the organisation's *Code of Conduct*, *Code of Good Practice* and the *Child Protection Procedures*;
6. Ensure that members understand their obligation to report any concerns about the welfare of a child/young person, or about a member's conduct towards a child/ young person, to the organisation's named Child Welfare and Protection Officer (CWPO). Email: [welfare@clydesdalearc.org.uk](mailto:welfare@clydesdalearc.org.uk)
7. Ensure that the designated CWPO understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e., Police and/or Social Work).
8. Ensure that procedures relating to the conduct of members are implemented in a consistent and equitable manner.
9. Provide opportunities for members to develop skills and knowledge in relation to the care and protection of children and young people.
10. Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's *Complaints Procedure*.
11. Ensure that parents/carers are encouraged to be involved in the work of the organisation and, when requested, have access to guidelines and procedures.



# SAFETY POLICY FOR JUNIOR ROWING

## Introduction

This policy defines the guidelines for safe rowing practice for junior club members, taking into account the wide range of ability and experience levels represented.

The following definitions are used within this document:

**Junior** - a club member who is under 18.

**Rowing level** - Ability and experience of the junior rower, as follows:

**Beginners** - Juniors who have recently started rowing.

**Development** - Juniors who have reached the standard of sculling outlined in Appendix 1.

All new juniors should be tested against this standard. The competencies of existing juniors should be assessed by current coach plus one other coach. Any junior not thought to meet this standard should be designated as Novice until they have been tested.

**Performance** – A small group of very experienced junior rowers whose elite status has been agreed by both their coach and the committee. These rowers must be at least 16 years of age.

**Supervised outings** – Outings where a coach or designated adult volunteer accompanies the junior members along the river within view of the boats (where riverside vegetation and buildings allow) in order to summon or provide help in case of capsizes.

## Safe Rowing Guidelines

### **Beginners and Development Junior Members**

- 1.1 No new juniors should be allowed to try any activities until the following forms have been completed by their parents:  
Disclaimer form (includes swimming ability).  
In Partnership with Parents form (includes any medical conditions & permission to treat)
- 1.2 Any juniors that cannot swim should not be permitted to row or to try out.
- 1.3 A register should be kept of attendance at all training sessions. Coaches should remind juniors of the obligations expected of them under the Junior Code of Conduct, to notify the coach or a responsible person when they (the junior) are leaving the club. When juniors leave the club for the day, this should be recorded in the register.
- 1.4 The safety launch will be on the water (either moored, or in use by a coach on the water) at all times during junior training sessions. If moored, the engine shall be mounted, filled with fuel, started and run until warm, before being shut down, to ensure a state of readiness.
- 1.5 For on-the-water coached sessions the recommended maximum coaching ratios are:
  - 1 coach to 2 large boats (4x, 4-, 4+, 8+), or
  - 1 coach to 4 small boats (2x, 2-, 1x)



NB: This ratio should be lower if the juniors are very inexperienced. This ratio may be higher in exceptional circumstances, depending on conditions, experience of coach, experience of participants and structure of session.

1.6 On-the-water practice sessions (where the rowers are not being actively coached) should be supervised where possible (maximum ratios apply as in 1.5 above). However, it is recognised that there will be times where coaching/volunteer levels may not permit this. In these cases, unsupervised practice sessions may be permitted depending on rowing level, weather and river state – please see Table 1 for conditions.

a. NB: Written parental consent is required for unsupervised rowing (this consent would apply 'in principle' rather than being required per session).

1.7 Novice and Standard juniors may only take out a boat provided: -

- Their coach (or a substitute coach responsible for them) is present at the club/river.
- They have permission from their coach to take the boat out.
- The coach has carried out a risk assessment for that outing (does not have to be written down). This will be based on:
  - Combination of ability & experience in the crew, particularly the person steering the boat.
  - Size of boat
  - River conditions and weather
  - Adequate clothing being worn by the crew and cox for the prevailing weather conditions.
  - Any relevant restrictions relating to the standard of boat being used.
  - Age, behaviour and responsiveness of the juniors to instructions
  - Safety check of equipment/boat (i.e., riggers and foot plates secured, fixed and tight, heel restraints attached, bow ball secure etc).

This assessment will guide how far the crew are allowed to row away from the clubhouse for that outing and the types of activity they are permitted to do. The assessment will not necessarily be written down.

1.8 These juniors must not use weights without supervision from suitably experienced coach.

### **Performance Level Junior Members**

1.9 Unsupervised outings should be kept to an absolute minimum. Under no circumstances should any junior be out on the water when there is no responsible adult at the boathouse (who is aware of their session and prepared to wait until their return).

b. NB: Written parental consent is required for unsupervised rowing (this consent would apply 'in principle' rather than being required per session).

1.10 A risk assessment must be carried out (by the junior) for each outing as above.



- 1.11 Rowers' behaviour must be exemplary (e.g., following the Junior Code of Conduct) and befit the level of responsibility being given to them in order to safeguard themselves, their fellow rowers and equipment. Any examples of behaviour not respecting this will result in being these rowers being restricted as per a Standard Junior member above, in addition to any separate restrictions placed on them by the Captain/Flag Captain with respect to boats or equipment.
- 1.12 These rowers are not permitted to supervise Standard and Novice junior rowers i.e., the rules laid out above for Standard and Novice juniors apply regardless of whether an Elite junior is present or not.



## JUNIOR CODE OF CONDUCT AGREEMENT

It is important to remember that all members of Clydesdale Amateur Rowing Club are representative of the “character, reputation and good order of the Club” as set out in the Club constitution. (Part V111, Conduct of Members)

### You Should

1. Respect the feelings of others.
2. Treat others as you would wish to be treated.
3. Make new members feel welcome.
4. Do not use bad language.
5. Cooperate with your coach and crew.
6. Respect the property of others.
7. Clean/tidy up after yourself.
8. Take care with equipment.
9. Accept others’ culture, religion, gender and ability.
10. Adhere to the rules of the river.
11. Juniors should only leave the club to go to the shop when accompanied by at least one other person and advise the coach or responsible person before doing so.
12. Juniors should advise their coach or responsible person when you are leaving the club for the day.
13. Adhere to the club *Social Media Code of Conduct*.

Signature:-.....Date:-.....



## **Social Media Code of Conduct (All Members)**

- I will be responsible for my behaviour when using the internet and social media, or any digital content in relation to Scottish Rowing, Clydesdale Amateur Rowing Club, or the West Boathouse, including the content I access and how I conduct myself.
- I will not deliberately create, browse or access material that could be considered offensive or illegal. If I accidentally come across any such material, I will report this to my Club Welfare Officer.
- I will not use social media or the internet to send anyone material that could be considered threatening, offensive, upsetting, bullying or that is illegal.
- I understand that all my use of internet and social media is potentially visible to everyone and that any issues involving my behaviour online may be addressed by my coach, other official at my rowing club, or by Scottish Rowing.
- I will not give out any of my personal information (such as name, age, address, or telephone number online), or that of anyone else.
- I will not share my passwords with anyone else.
- I am aware that if I am experiencing bullying behaviour or abuse online, I can contact my Club Welfare Officer.

### **In addition, if I am under 18:**

- I understand that I should only use my club's formal/prior-agreed communication channels to contact coaches and should not seek out individual adult members or coaches.
- If I have a concern, I know that my Club has a Child Protection and Welfare Officer who I can contact using the email address [welfare@clydesdalearc.org.uk](mailto:welfare@clydesdalearc.org.uk)
- I will not arrange to meet someone that I have met online unless accompanied by a parent/carer.
- I understand that these rules are designed to keep me safe, and if they are not followed my parent/guardian may be contacted.
- I will avoid using my mobile or smartphone during activities at my rowing club as I understand that it will have an impact on my safety and my opportunity to learn and achieve.

Signature: -.....Date: -.....



# IN PARTNERSHIP WITH PARENTS FORM

## Clydesdale Amateur Rowing Club in Partnership with Parents

Clydesdale ARC values the involvement of children in our sport. We are committed to ensuring that all children have fun and stay safe whilst participating in rowing. To help us fulfil our joint responsibilities for keeping children safe, we need to complete this form when your child joins and at the start of every season. Please let us know as soon as possible of any changes to the information given. All information will be treated sensitively, and only shared with those who need to know, e.g. coach or first aider.

Name of Child:-.....D.O.B:-...../...../.....

Address:-.....

Tel. No:-.....Mobile:-.....

Name of parent/guardian/carer:.....

Alternative emergency contact Tel.No:.....

Relationship to child:-.....

GP's Name:-.....Tel. No:-.....

Allergies, medications or medical conditions, give details:-.....  
.....  
.....

**Medical Treatment:-** I CONSENT/I DO NOT CONSENT (please delete) to my child receiving medical treatment, including anaesthetic, which the medical authorities present, consider necessary.

**Transportation of Children:-**I CONSENT/I DO NOT CONSENT (please delete) to my child being transported by persons representing CARC, for the purposes of taking part in rowing. I understand that CARC will ask any person using a private vehicle to declare they are properly licensed and insured, and in the case of a person who cannot so declare, will not permit that individual to transport children.

**Photography, film or video recordings of children:-** I CONSENT / I DO NOT CONSENT (please delete) to filming, photographing, or videoing my (my child's) involvement in rowing related activities. Photographs may be shared on relevant Club Social Media Outlets.

Signature

Child .....Parent..... Date:...../...../.....  
(Over 16 yrs) Email address: -



## Club Safety Guidelines

Make sure you are fully acquainted with, and at all times obey, the local rules of navigation specific to the Clyde above the weir, namely:

1. Boats should be launched and returned to the steps facing upstream.
2. Boats should head upstream on the north bank (i.e., the side of the boathouse) and downstream on the south bank.
3. Boats going upstream should use the north arch of each bridge with the exception of Dalmarnock and Rutherglen bridges where the north arch should be used unless impractical.
4. Boats going downstream should give way to faster crews going downstream.
5. Boats going upstream should give way to crews going downstream.
6. Boats must start to turn prior to the steps located on either side of the river at the boathouse.
7. Rowing is not allowed without the presence of an authorised member.
8. The most senior committee member present has the sole responsibility as to whether it is safe for boats to take to the water.

Beginners should not use equipment without prior and adequate instruction and not boat unsupervised. It is also important that they do not go above the 500 metre straight on which the boathouse is situated – i.e., out of sight. All rowers and scullers must be able to swim 100 metres in light clothing. All should be prepared to demonstrate this on request by the Safety Officer. Beginners should also make themselves aware of obstacles on the river. See map on the boathouse door.

Do not attempt to turn your boat around on a bend, or under a bridge.

No rowers are allowed beyond the corner at the top of the 5km Belvedere straight.

All equipment should be in good working order and in a safe condition before use. If you discover this not to be the case, please report the damages to the Clubmaster and do not use the equipment until it has been repaired. If damaged, a note must be left on the boat to warn other club members of the boat condition.

All coxswains must wear a lifejacket when on the water. Coxswains in “front-loader” positions must wear lifejackets, which allow them easy escape from their position – i.e., not the foam filled type. There are also lifejackets available for beginners going out in aquajogs and sculls.

All coxswains must learn and use simple commands for boat control on and off the water: use them correctly, clearly and instinctively: and understand the basic commands and signals of other river users.

All persons steering a boat are responsible for the crew/sculler in his/her charge. The coach shall ensure that every member of the crews in which he/she has charge is aware of the appropriate safety procedures at all times.





All coaches on the bank should carry a rescue line/throw-bag with them up the bank.

In cases of emergency the Human Society (located at the top of the 500 metre straight) should be contacted. Please see notice on the boathouse door for contacts in case of emergency.

Finally, you must be constantly aware of the right of others to the free use of the water and extend to them at all times the courtesy you would similarly wish to receive.

**DISCLAIMER: CLYDESDALE AMATEUR ROWING CLUB IS NOT RESPONSIBLE FOR ANY INJURY (OR LOSS OF PROPERTY) TO ANY PERSON SUFFERED WHILE WATCHING OR PARTICIPATING IN ACTIVITIES AT WITH OR UNDER THE AUSPICES OF CLYDESDALE AMATEUR ROWING CLUB FOR ANY REASON WHATSOEVER INCLUDING NEGLIGENCE ON THE PART OF THE CLYDESDALE AMATEUR ROWING CLUB INSTRUCTOR/COACH, MEMBER, VOLUNTEER, OR AGENT OF CLYDESDALE AMATEUR ROWING CLUB OR ANY OTHER ROWER, VISITOR OR PERSON PRESENT AT OR PARTICIPATING IN ACTIVITIES SUPPORTED BY CLYDESDALE AMATEUR ROWING CLUB**