



Kinghorn Coastal Rowing Club Member's handbook

January 2017



Kinghorn Coastal Rowing Club. Scottish Charity number SC 047106

INDEX

- Welcome
 - Contact numbers
- KCRC Rules
- Safety
- Personal Floatation Devices (PFD)
- Coxswain
 - Responsibilities
 - Pre launch checks
 - Rowing commands used by the coxswain
 - Calling for help
- Radios
 - Use of radios
 - Radio protocol
- Rowing regattas
- Glossary of terms
- Appendix 1: Risk Assessment - Launching from the slipway •
- Appendix 2: Risk Assessment - Retrieving from the slipway •
- Appendix 3: Risk Assessment - Launching from beach •
- Appendix 4: Risk Assessment - Retrieving from beach •
- Appendix 5: Risk Assessment - Rowing
- Appendix 6: Rowing techniques
- Appendix 7: Basic knots

WELCOME

Welcome and thanks for joining Kinghorn Coastal Rowing Club.

The aim of this handbook is to give you some basic information to help you enjoy rowing and get involved, safely, in the club.

As a member of KCRC you should have:

- Completed a membership form - telling us if you have any medical conditions and provided us with emergency contact info.
- Paid your membership fee .
- Been invited into Kinghorncoastalrowingclub@gmail.com and <https://www.facebook.com/kinghornCostalRowingClub> sites. •
- Know where all rowing dates, times, events and news are shared. •
- Been given a copy of our constitution or directed to this on the website.

Contact info:

For up to date information you can contact us by:

- Email: Club Sec: Kinghorncoastalrowingclub@gmail.com
- Using our Facebook page:
<https://www.facebook.com/kinghornCostalRowingClub>
- [Twitter kinghorncoastal](#)
- <https://www.fifedirect.org.uk/orgs/>
- Fife Tourism Partnership Harbours Group-
- <http://www.fifetourismpartnership.org/forum/>

Our club can only exist if members do various tasks to help the club run smoothly. By joining you are expected to do your wee bit to make rowing happen. If our Club is to grow and develop we need everyone to help do what they can by using their skills, expertise and muscles!

KCRC RULES

The purpose of our club is simply to enjoy and promote the community sport of Scottish Coastal Rowing. We're all here to have fun, get fitter, work in teams, make friends and enjoy the odd race at a regatta.

A few rules to help us:

- Members should treat everyone with respect and in a manner you would expect to be treated.
- Take care to avoid damage or unnecessary wear and tear to the skiff and equipment.
- Show consideration and avoid causing offence through language, behaviour or actions that may bring our club or the sports of coastal rowing into disrepute.
- Always adopt a safety first attitude and follow instructions whilst on the water, when launching, recovering and handling the skiff. • Make sure you understand the rules, guidelines and safety procedures.
- If you're unsure about anything or want more help or training with something please ask.

Please understand that failure to follow the rules and guidelines could jeopardise the club's use of the skiff and also your membership of the rowing club.

SAFETY

- Everyone has a responsibility for safety, both personal, of others and club safety.
- All crew must wear a Personal Flootation Device (PFD) life jackets at all times when on the water, launching/recovering the skiff and before entering the skiff and not removed until you have left the skiff and are safely ashore.
- Crew and shore party helping to launch skiff are advised to wear PFDs.
- Only row when you feel up to it. If you are in any doubt about your health, please consult your doctor. Members should make any medical condition and possible treatment required known to the crew and coxswain.
- You will sometimes get cold and wet! It is recommended that you wear layers; you can get warm and may need to shed a layer. The outer layer should be waterproof.
- Members and Coxswain should be aware of effects of weather conditions, wind chill, sun etc. Sun block, hats and sunglasses are recommended to be worn as/when needed.
- Should any member of the Crew feel uncomfortable with the conditions or have any concerns about the row (e.g. equipment or safety) the boat should not be launched or should come in. Rowing is meant to be fun.

If in doubt, don't go out!

PERSONAL FLOATATION DEVICES (PFD).

- A personal floatation device is to be worn by all members whilst, entering, being in and leaving the skiff whilst it is on the water. • To don the PFD, put it on like a jacket, fasten front buckle, adjust waist belt and fasten the crotch strap and adjust for a close secure fit. A PFD incorrectly fitted will not help you in the event of you being in the water; it will be a hindrance.
- Your PFD is manually inflated by jerking on the red inflation tag, so check the red inflation tag on the front left of you PFD is clear and visible.
- Do not inflate your PFD unless it is in the event of an emergency and you are to enter the water.

COXSWAIN

Coxswain Responsibilities

On the water the coxswain is the helmsman and skipper of the skiff and the Coxswain should be identified to all rowers before preparing and taking out the skiff.

Their role must be taken seriously and respected.

- The Cox is responsible for the safety and well being of the crew and skiff whilst they are on the water.
- The Cox will assess weather conditions, rowing ability of crew and consult with the crew if conditions are marginal.
- The Cox shall discuss with the crew the plan of action regarding rowing, route, expected timeframes and rowing conditions (e.g. tide, wind, sea state).

Cox pre-launch check:

- Weather and sea conditions are favourable and appropriate for Crew.
- You know the state of the tide and wind direction.
- You have identified any new rowers and that they are fully briefed in 'The Guidelines for New Rowers'.
- All rowers are comfortable to row in the conditions. N
- Dry bag with working radio and any other safety or medical equipment is in the skiff.
- 2 means of bailing out boat
- Oars and rudder are in place and are in good condition.
- Hats, gloves, water or sunscreen, if needed.

When rowing close to shore, or in a sheltered area with few hazards then a handheld two-way radio (or even a mobile phone) in a waterproof case is an essential.

If the skiff is to venture further into open or rougher sea or unfamiliar water then a hand held VHF radio is to be taken in the skiff. This can be carried and/or attached to boat

Rowing Commands Used By Cox

- Forward to row - crew in forward position with the oar just in the water.
- And row - everyone starts to row (at the same time!)
- Easy oars - stop rowing before the next stroke.
- Let her run - oars are out of the water and Skiff glides.
- Hold Water - the cox will call for one or more oars to be held square in water to slow or reduce drift. This is mainly used to manoeuvre the boat.
- Back water - the cox will call for one or more oars to back paddle by putting oar in behind and pushing oar away to move boat backwards. This is mainly used to manoeuvre the boat.
- Oars In - slide oars in and across the boat in front of you.

Calling for help

- Use radio to call the Coastguard: VHF channel 16.
- Mobile phone: 999 and ask for Coastguard and / or ambulance as required.
- Whistle: 6 short blasts.
- Arms: Raising and lowering both arms outstretched, slowly and repeated is also a distress signal (no batteries required!).

RADIOS

The club owns two waterproof hand held marine VHF radios. Although they are waterproof, do your best not to drop them in the water. Under normal conditions, one will be in the skiff with the Coxswain and the other kept with the shore party.

Use of the radio

The radio operates on Very High Frequency (VHF) radio frequency and the distance the signal travels is generally considered 'line of sight'.

The main controls that concern us are: -

On/off/volume control, this is the top right hand knob.

Channel up and down buttons, these buttons allow you to select the required channels that are to be used.

Lock button, this is the bottom button on the left hand side. By depressing this button for two seconds until you hear a double beep. The buttons on the front panel of the radio and the selected channels are now locked. A padlock symbol will appear in the top right hand corner of the screen.

If you depress any button whilst the controls are locked, you will hear three beeps.

By depressing this button again for two seconds the buttons can now be used.

Push to talk button, this is the top button on the left hand side. This button is depressed for the duration when you wish to transmit a message. Release the button on completion of the message. The radio will not transmit and receive messages simultaneously. It either transmits or receives. Be careful as to how you store the radio as on many occasions poor stowage and even being sat upon have held down the transmit button. With constant transmission you will not receive any messages. **Power level**, this button is on the bottom left of the front panel. There are three levels of power high, medium and low (HML). To toggle between the power outputs, unlock the buttons and depress the HML button. The power selected will be displayed on the bottom of the screen.

Channel 16 is an international calling and distress frequency. You shall only use this channel in the event of an emergency or in need to communicate with another radio.

Communication on this frequency is to be kept to a minimum and once

communication has been established you must change channels to a mutually agreed or available channel.

The main channel that the club will be use will be M2. To be able to communicate between the two radios, they must **both be on the same channel**.

Radio protocol

To raise another station (radio), call their name three times, followed by your station name once. If you do not get an immediate reply, call again approximately one minute later, using the same protocol above. Once communication is established and frequencies selected, keep your messages short and to the point. Be formal, no hello, no goodbye, no profanities and no silliness.

On completion of your message say 'over', this is giving the other station the opportunity to respond.

On completion of the conversation say 'over and out' or out.

ROWING REGATTAS

The rowing club will be invited to take part in rowing regattas. This is where club Skiffs and Crew come together to race. This is really a social event with lots of friendly rivalry. However, some folks are more competitive than others!! Different races are designed to accommodate varying abilities and ages.

More info is available on Scottish Coastal Rowing Association website:

<http://scottishcoastalrowing.org/>

Regatta Expenses:

- Any entry fee should be shared between the rowers attending the Regatta.
- Likewise, all car sharers should share the fuel expenses.
- If a vehicle is used for exclusively for club business then a mileage rate of 45p will be paid.

GLOSSARY OF TERMS

Skiff - Rowing Boat - name -Yolande

Bow - Front of Skiff

Stern - Back of Skiff, where Cox sits, with the rudder and tiller.

Stroke Oar - The person who sits nearest the Cox and sets the rowing pace for the rest of the Crew.

Starboard side - The side of the boat to the Cox's Right hand (rowers 1 & 3)

Port side - The side of boat to Cox's Left hand side (rowers 2 & 4)

Gunwale - Top edge of Skiff

Fending off - Use your oar to prevent the Skiff bashing into anything (harbour wall, side of pier etc)

Fenders - Bumpers used to protect the boat from banging against the pier or other structure or vessel. These should be brought inside the boat when rowing.

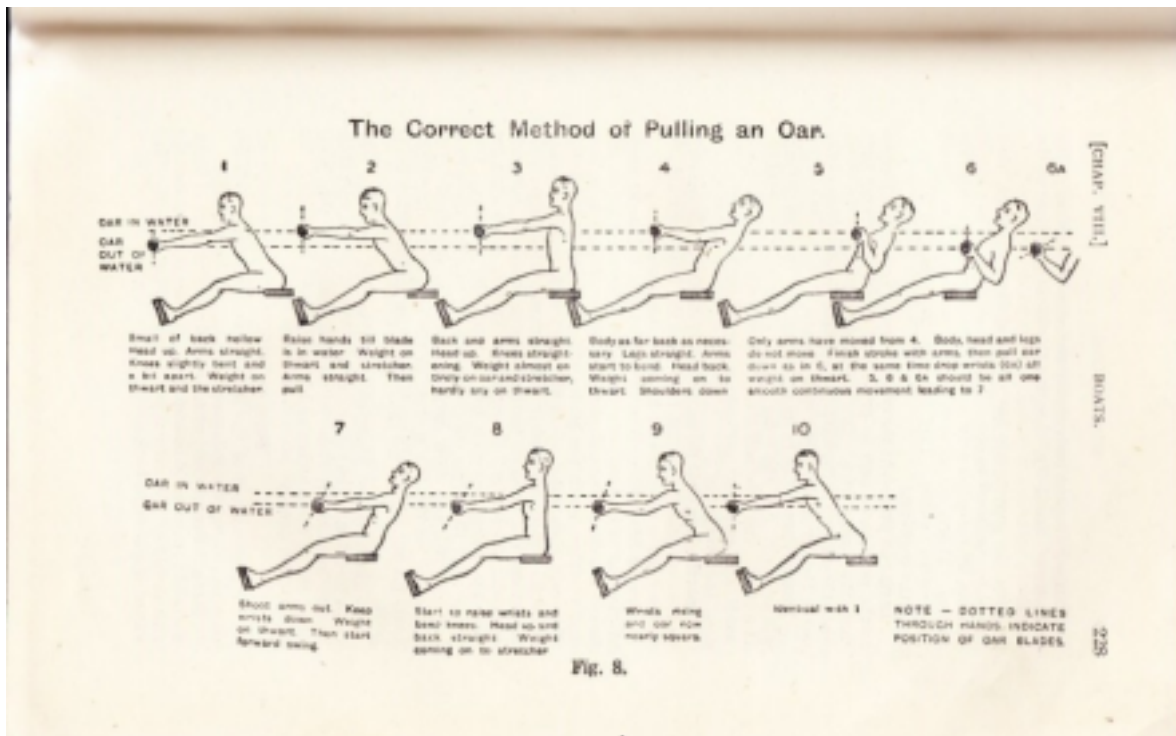
Thwart - These are the seats that go across the boat. Step over, not on them please.

Rudder - Large paddle shaped piece of wood, which fits on to the back of the boat and is used to steer the boat.

Tiller - Is the wooden handle used by Cox to move the rudder to steer the Skiff whilst it is moving through the water.

Cox - The person who sits on the small seat at the back of the skiff and does the {steering. The cox also has the responsibility for the safety of the crew and skiff.

Appendix 5 How to Row



Appendix 6- SOME BASIC KNOTS.

Overhand Knot



Right over left...



Left over right...



makes a knot tidy...



and tight.

Granny Knot

(The Granny knot is very UNSAFE. This is why your shoelaces come untied!)



Right over left...



Right over left...



makes a knot ugly and WRONG.

Bowline

(The rescue knot.)



1 Make a loop (top to you).



2 The rabbit goes out of the hole...



3 around the tree...



and back into the hole.

Sheet Bend

(Stronger than a Square Knot, especially good for joining different size lines..)



Make a loop in one end. The rabbit goes out of the hole...



around the tree



back under his path.

Slip Knot

(Warning: This is a type of noose! This is a quick cinch knot.)



Make a loop.



Pull a loop up through the loop.



Pull tight.