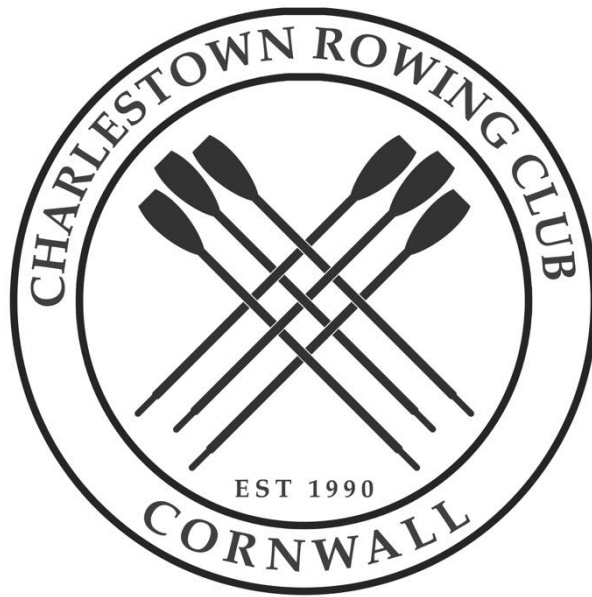


# Charlestown Rowing Club



## Members Handbook

**2018**



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**DISCLAIMER:** This Handbook provides general guidance to Charlestown Rowing Club members on safe practice in rowing. The Club will take reasonable precautions and will seek to maintain up-to-date risk assessments and define and monitor its own safety practices; but it is the responsibility of each Member not to put themselves or any other persons in a situation of where they are at risk.

Whilst every effort is made to ensure that the contact, medical, and other similar information and guidance in this handbook is accurate and reflective of best practice at the time of publication, it is the users' responsibility to ensure that such information and guidance is up to date before acting upon it. Charlestown Rowing Club accepts no responsibility for the content of third party websites accessed through links in this publication.

## 1. CHARLESTOWN ROWING CLUB

Charlestown Rowing Club formed in 1990 and the Club is now an integral part of the village community. We row and race traditional six oared Cornish Pilot gigs, and we are the centre of Gig rowing in this area and our community identity is a key factor in both recruiting and retaining people of all ages in the sport. We have made a significant investment in a Gig Shed, and in boats and equipment to deliver successful, sustainable and long-term participation in Gig rowing. We regularly compete in competitions and regattas throughout the South-West and we row Gigs to enjoy competition and have fun. We currently own two wooden racing boats, Defender and Grace; and three GRP training Gigs; Rashleigh, Spirit & Tribute and a training Skiff.

Our home and Boat Shed is on Quay Road in Charlestown and we launch and row throughout the summer season from Charlestown Harbour. Due to the prevailing weather conditions, in winter we row weekends only at Caffa Mill Fowey. Please see our Facebook page for regularly updated details of rowing, training and racing.



Charlestown Rowing Club is a member of the Cornish Pilot Gig Association (CPGA) and we are a Community Amateur Sports Club (CASC) status Club, we welcome prospective members regardless of gender, ability and ethnicity, we actively encourage novice rowers, and offer opportunities for both recreational and competitive rowing.

This Handbook is provided as a summary to help Members of the Club enjoy rowing and utilise Club equipment and facilities safely. Detailed information about the Club is available on our web pages [www.charlestownrowingclub.org](http://www.charlestownrowingclub.org).

Gig Rowing is generally a safe sport but all water-based activities have a risk. All Members of Charlestown Rowing Club are expected to abide by our rules to help improve safety and success within the Club. Copies of our Constitution and our Club Policies, Procedures, Rules and Guidance are available to view and download on our Web pages or in hard copy by request. This includes our Safety Code, Information Policy, Membership Policy, Code of Conduct, Welfare Policy, Grievance and Disciplinary Policy etc. As a Member of the CPGA we also have regard to CPGA Policies, Rules, and Guidance, and British Rowing Safety Guides which are available to view and download at [www.cpga.co.uk](http://www.cpga.co.uk) and [BR Rowsafe 2017](#) and all our Members are expected to comply with these rules

## 2. CORNISH PILOT GIGS



Cornish Pilot Gig racing is a modern and exciting sport; but the look and construction of these beautiful boats exhibit the years of tradition that goes before it. The six-oared Cornish Pilot Gig is a rowing boat unique to Cornwall and the Isles of Scilly; its history can be traced back to the 1790s, when it was used to take a pilot out to the square-riggers plying their trade around the Cornish coast. Competition was rife between neighbouring ports to get their pilot on board first, as this would secure the much-needed trade for their own villagers and it is in this tradition that the sport of gig racing has its roots.

In the St Austell area four oared gigs operated from Charlestown, Fowey and Mevagissey and according to local sources, several such boats were operating from Charlestown for the Coastguard around the turn of the 19th century. The resurgence of Pilot Gigs came in the 1950s, with Newquay Rowing Club and the Isles of Scilly saving original Scillonian Gigs from being broken up. Now there are almost 150 new Gigs built in the traditional way. Most of these second generation Gigs are standardised to the dimensions of the Newquay Gig 'Treffry', built by the Peters family of St. Mawes in 1838, reportedly the best and longest Gig they ever built. She is 32 feet long, not less than 4 feet 9 inches amidships and not weighing less than 7 cwt.

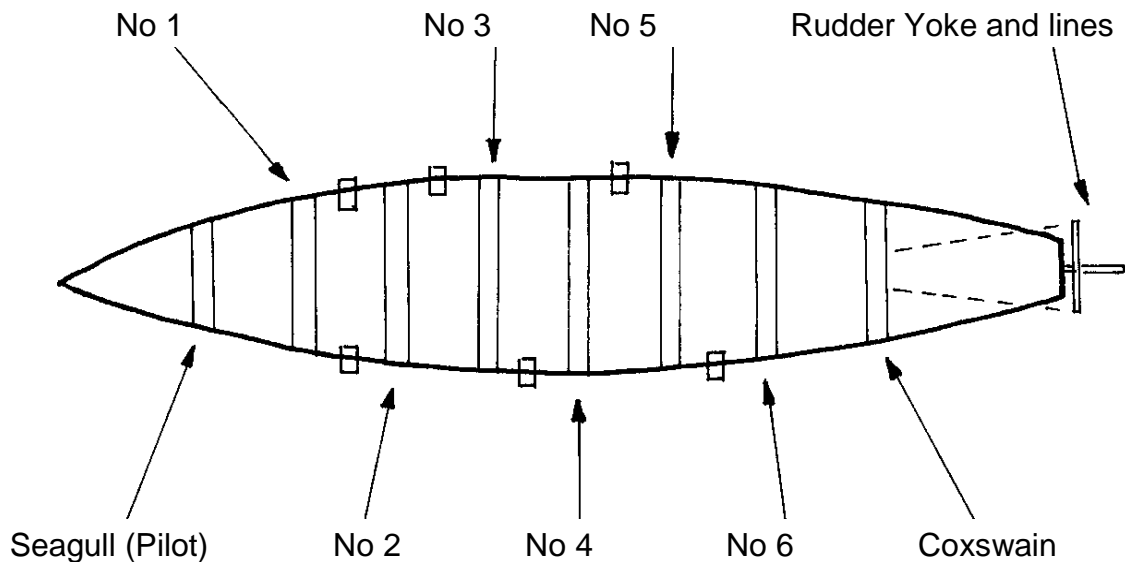
- Pilot Gigs were built to withstand terrible weather conditions; this meant they were used many times in preference to the established lifeboats. There are many reports of them also being used to bring contraband in from Brittany.
- Cornish Pilot Gigs are 32 feet long (9.75m), no wider than 4 feet 10 inches (1.47m) at the broadest point and are built from small leaf elm, traditionally from Cornwall; they are built to weigh approximately 7 cwt. (355.6kgs).
- An Inspector appointed by the Cornish Pilot Gig Association carries out three detailed inspections of a new gig during construction to ensure that it meets the specification and qualifies for registration for racing
- There are eight thwarts (seats) – one for the Coxswain, six for the rowers and one (the seagull's seat) for the Pilot. There are three rowers on each side of the Gig with the Coxswain supervising the crew and steering the boat.
- Originally oars were made of ash and could measure up to 18 feet (5.48m) long. Modern oars are usually made of silver spruce or ash and differ in size according to the position in the gig (hence their numbering). The stroke and bow oars (No 1 and No 6) are shorter as the gig is narrower at these positions.

## 2.1 ROWERS AND POSITIONS

All Rowers sit facing aft - towards the Coxswain

### BOW SIDE (Starboard – Right)

Bow side rowers sit on the starboard side in positions 1, 3 and 5



### STROKE SIDE (Port – Left)

Stroke side rowers sit on the port side in positions 2, 4 and 6

Coxswain:

No. 6 Stroke

No. 5 Bow side

No. 4 Stroke side

No. 3 Bow side

No. 2 Stroke side

No. 1 Bow rower

(No. 1 has extra thole pins for “tossing” the oar for tighter turns around marks etc.)

The person in charge who steers the boat

Sets the rate.

Follows stroke.

“engine room”

equivalent of the above (no. 4)

Does the work on the turns

Helps with the turn



### 3. CHARLESTOWN ROWING CLUB and COMMITTEE

The Club Committee administer most aspects of the Club operation. All Committee members are volunteers and the Committee and other volunteers support the club. If you have questions about any aspect of running the Club, or would like to assist, please contact the Club Chairperson or any other Committee Members

Details of the current club Committee can be found on our web pages

#### 3.1 OTHER CLUB FUNCTIONS

Committee Members help with the care and maintenance of Boat Shed and Boats and associated equipment; they Inventory check our equipment and seek to identify any shortcomings and can arrange maintenance. **If you notice any damage to any boats or equipment please advise any member of the Committee immediately.**

For specific issues, further information or to report areas of concern please contact any Committee member (Contact details on Club Website)

#### 3.2 CLUB CLOTHING / KIT



All members of the Club are expected to wear approved Club Kit – this is particularly important when racing and representing the Club at events.

Club Clothing is available from A GAME who produce a range of clothing especially for Charlestown Rowing Club.

Please check on [A gamesports /charlestown-rowing-club](http://Agamesports.com/charlestown-rowing-club) for the range available. If you have any difficulties please ask any Committee Member for assistance.

### 3.3 COMMUNICATIONS

Communication within the Club is generally by e-mail and text message via mobile phone. If you change your E-mail address or phone number – please ensure that you update us !

Our Website [www.charlestownrowingclub.org](http://www.charlestownrowingclub.org) is our main resource for Club Information and Safety information and some Safety updates and Crew information may be displayed in the Gig Shed on Notice Board.

We Post routine information such as Rowing / Training times (scheduling and short notice cancellations) on our Club Facebook page. Our page is available in Facebook and also available to view on our Website

Gig Rowing is not without risk and safety is paramount and – following British Rowing ‘Rowsafe’ everyone is expected to:

- Frequently check the various communication methods such as notice boards, e-mails, and website.
- Review the information available and take appropriate action such as understanding the displayed circulation plan and abiding by it.
- Report concerns, incidents and near misses as appropriate. (*Report to Safety Officer or any Committee Member*)
- Ask a responsible person (*Safety Officer or any Committee Member*) whenever they have questions or feel that they need more information.
- Be aware of, and understand, the instructions and any safety requirements when at events

## 4. SAFE LAUNCHING & RECOVERY OF BOATS

*All safety information should be read in conjunction with the CRC and CPGA Safety Codes and the British Rowing document RowSafe 2017 and other relevant Safety Codes.*

**No Charlestown Rowing Club boat shall be launched without a Committee Member being present and consenting, or clear consent received from a Rowing Captain.**

**Only Full Members listed with CRC as a Volunteer tower; or in an emergency, a person acting under their direct supervision, should tow a CRC boat / trailer. (List of volunteer towers available)**

**Only Full Members registered with CRC as a Coxswain; or in an emergency, or when in training - a person acting under their direct supervision - should take charge of a boat. The responsible Coxswain should be identified before a decision to launch is considered. (List of volunteer Coxswains available)**

The Coxswain is responsible for assessing the existing conditions on the slipway and the prevailing sea and weather conditions (and the forecast) and the number and nature of club members present for launch and recovery when deciding whether it is safe to launch. The decision should be informed by the weather and sea conditions and the assessed ability of the crew to safely LAUNCH AND RETURN the gig to shore. The recovery of the gig from the beach / slipway / harbour without risk to club members or the boats and kit must also be assessed.

The Coxswain should also check that the safety pod is complete and fixed in the Gig and, as necessary, sufficient, and suitable lifejackets are available. ([BR Rowsafe 2017](#))

If there are any concerns about safety, the weather or the safety equipment then the launch should be **CANCELLED**.

All other members present shall respect the decision of the Coxswain or other responsible person making a decision not to launch.

**Your safety is your responsibility.  
The Club will take reasonable precautions, but you must not  
put yourself into a situation where you are at risk.**



## 4.1 IF IT IS SAFE TO LAUNCH

The launch shall be supervised by the Coxswain (or person nominated by the Coxswain)

Before commencing the launch procedures ensure that the mats, glides and (if beach launch) the two launch trolleys are available, and any other necessary safety equipment in place. Pilot Gigs are heavy craft and lifting can potentially cause back injuries. At launching and recovery, ensure there are sufficient people to safely launch or recover a Gig. Nobody under 16 years old should lift a gig.

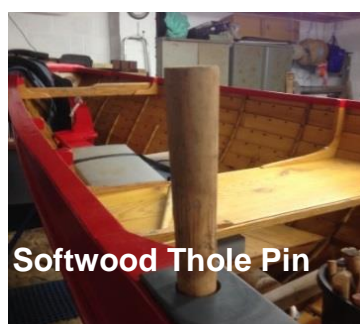
At Charlestown, (slip or beach), a Men's crew of 7 may be able to launch and recover a Gig safely. Whilst a similar number of persons within a Ladies or Recreational / Novice Crews should be able to launch a boat, it is recommended that Coxswains of these crews plan for additional adults to be available to recover a gig at Charlestown Harbour.

When lifting it is important to stand facing square to the hull with feet slightly apart and your weight evenly distributed. Hold on to a thwart (seat) or a strengthening strut (never the gunwale) to lift. During the lift, take the weight using your legs to take the strain, keeping your back straight and avoid twisting.

## 4.2 LAUNCH PROCEDURE

Remove the cover, cover frames and batten supports and store safely away from pedestrian walkways. Lift the stern floorboard and firmly screw in the drainage bung ensuring that the rubber washer is in place.

Install the thole pins and side fenders (as required). The thole pins (one Hardwood and one Softwood) are inserted in the holes on the opposite side to the rowing position seat. The Hardwood pin fits in the hole towards the bow, the Softwood pin in the hole nearest the Stern (remember – 'Soft to Stern'). This is important as the Hardwood Pin can be 'pulled on' by the oar to allow for strong rowing but in severe cases of a rower 'Catching a crab' the Softwood pin will break to avoid damage to the rower, oar or the boat!



In Charlestown, we mark **Hardwood Pins** with **TWO BLACK RINGS**. **Softwood Pins** are **PLAIN**.

Do not push the pins in too firmly. Spare pins should also be available in case of breakage whilst rowing.



Fit and tie the seats / pads securely. The gig is now ready to be launched



Rowers will also see a third type of Thole pin at Charlestown. Two black rings (Hardwood pin) with a red top. These are Greenheart wood and used in our racing boats. Orange buckets are used to differentiate Racing Boat Pins from Training boat Thole Pins – Black buckets!

#### **4.3 CHARLESTOWN HARBOUR SLIPWAY – (SIMILAR TECHNIQUES AT CAFFA MILL, FOWEY)**

One person (normally the Coxswain) must take charge of the lift and be responsible for 'counting' the lift.

Check the slip and steps are not slippery. They should be bleached regularly.

Move the Trailer into launching position, DO NOT allow people get directly behind the gig / trailer when positioning or launching.

Make sure the trailer brakes are working and the wheel safety chock is ready.

Always use the mats to avoid damaging the keel steels.

Ensuring that sufficient people are available to take the weight, slide the Gig off the trailer and on to the launching mat and move carefully and slowly down the slip.

Do not launch a gig from the Charlestown Slipway if the water level is below the slip level.

#### **4.4 BEACH LAUNCH**

Charlestown Beach Launch involves the use of launching trollies

One person (normally the Coxswain) must take charge of the lift and be responsible for "counting" the lift.

One person will be required to take charge of each launch trolley

Move the Trailer into launching position, DO NOT allow people get directly behind the Gig or trailer when positioning or launching.

Make sure the trailer brakes are working and the wheel safety chock is ready.

Ensuring that sufficient people can take the weight, slide the stern of the Gig off the trailer and on to a trolley, ensuring that the keel sits firmly on the rubber support. At this stage, it is important to have sufficient people on each side of the hull to keep the Gig level.

Maneuver the Gig from the trailer and again ensuring that sufficient people can take the weight, lift the bow onto the front trolley ensuring that the bow sits firmly on the rubber support.

Trolley the Gig to the sea – this needs sufficient people to work together !

#### **4.5 RECOVERY OF THE GIG**

When pulling the gig out of the water ensure everybody is aware of the procedure, the recovery is generally the reverse of the launch procedure.

Do not recover the gigs on the slip if the water level is below the slip - use the beach.

Remove the rudder when recovering the gig and avoid damage to the pintle and stern.

Never let the gig “hog” on the edge of the quay (rest half in and half out of the water with all the weight bearing on the slip edge and keel).

Check the trailer is positioned, mats in place, supports are positioned, legs down, brake applied and chock in place.

Ensure sufficient people are available and working and **Lift the gig up the slip do not drag it.** Line the gig up with the trailer and gradually feed it into position ensuring the keel is matched to the rollers. Secure the bow rope immediately. Square the gig upright and secure the side supports.

Remove the bung and park the trailer in the best and safest position apply the brakes and lower the legs.

If the gig is to be stored OFF the trailer, on the beach or quay, always check the keel is not “hogging”. Pack up the keel at the bow and stern to ensure the weight is off the keel in the middle of the gig. Use tyres, rollers, and 'knees' as appropriate (available in the Gig Shed)



**Remember** Leave boats & kit ready for the next crew and after use ensure that: -

- The Gig /trailer is parked in a safe location
- The parking does not obstruct other harbour users
- Oars are arranged tidily down side of boat – or removed to the Boat Shed
- Thole Pins etc. removed and tidied away into bucket / bag
- All litter, rubbish and personal property, water bottles etc. removed
- Gig rinsed with water, bung removed & left to drain.
- Covers & trailers made safe & secure
- Life jackets returned to the Gig Shed and hung to dry if wet.
- VHF Radios returned to Gig Shed and stored.

For the safety of all concerned, rowing equipment must be maintained in good order. If you notice any damage to any part of the gig, oars, seat pads. Life Jackets, VHF Radios or ancillary equipment report this to the Coxswain or a Committee Member as soon as possible.

**If you see any damage to the gigs or any equipment  
please report it to a Committee member.**

## 5. ROWING TECHNIQUES

### 5.1 SAFE ROWING

Cornish Pilot Gig rowing, is 'fixed seat sea rowing' and mainly on the open sea or in estuaries. This gives risks, challenges, and fulfilment different to other forms of rowing. Everyone is expected to understand the hazards associated with sea rowing (such as tide, wind strength and direction and waves) and the barriers and controls to be used.

We must also understand the correct techniques for launching and recovery from a beach or slipway and understand how to fit and adjust a lifejacket.

Everyone is also expected to abide by club rules, local navigation rules and any other rules that are there for your safety. All safety information should be read in conjunction with the CRC Safety Codes and Safety Codes issued by the [CPGA](#) and [British Rowing](#). British Rowing document [BR Rowsafe 2017](#) provides safety advice to rowers, clubs, events and anyone else who takes part in rowing.

Crews and Coxswains should keep within their capabilities – Coxswain is responsible for assessing the prevailing conditions, forecast conditions and understanding the capability of crew – do not take risks in Training



Rowing during the hours of darkness is not routinely allowed. However if a crew needs to be on the water after nautical twilight or in poor visibility (e.g. Winter training on the Fowey river) each event must be sanctioned by the Rowing Captain and the Safety Officer. There is a separate Risk Assessment for rowing after dark, which must be followed, which includes, but is not limited to, navigation lights, clothing, and support.

All persons participating in rowing must be in good health and before commencing any rowing must complete the Club's Health Questionnaire and read and fully understand the Policies and Procedures and Risk Assessments prepared by the Club, the CPGA and British Rowing.

Rowers are advised to take drinking water with them in the gig to help prevent dehydration. It is most important to hydrate before, during and after rowing. It is advisable not to eat a meal or consume alcohol within 2 hours of commencing hard rowing.

Bulky and heavy clothing and wellington boots should be avoided when afloat as they make it very difficult to tread water. To guard against cold several layers of clothing are more effective than one or two heavy garments. The outer layers should be wind/waterproof. Rowers and coxswains should be aware of the dangers of exposure to the sun, the effects of which are increased when on the water. Caps/hats should be worn and sun cream/sun block applied when appropriate.

Rowers and coxswains must not smoke or be under the influence of alcohol whilst on board.

## 5.2 COXSWAINS

Coxswains are responsible for the safety and welfare of all in the boat. Only those Members registered with the Club as a Club Coxswain shall act as a Coxswain in a CRC boat. Other Members may act as Coxswain but, unless in an emergency, only when training under the direct supervision of a registered experienced Coxswain.

Coxswains shall be aware of and follow the CRC [charlestownrowingclub.org/Safety](http://charlestownrowingclub.org/Safety) and British Rowing document [BR Rowsafe 2017](#) – which provides safety advice to rowers, clubs, event organisers and anyone else who takes part in rowing - and all Coxswains must be able to demonstrate the knowledge and skills required by these Codes / Guides.

Coxes are expected to:

- Wear a lifejacket at all times when afloat
- Check, prior to each launch, that:
  - Their boats have sufficient buoyancy for the conditions likely to be encountered
  - That there is a method of manual bailing
  - Seals and bungs are correctly fitted
  - Seats and stretchers are secure
  - The rudder and rudder lines are in good condition and working order
  - The oars are in good condition
  - Thole pins are in good condition correctly placed (hard forward, soft astern)
  - The safety kit and other safety equipment (see BR Rowsafe Chapter 10.2.1) are aboard the boat
- Know and understand the sound signals and lights used by other vessels.
- Learn about local hazards, local rules of navigation and navigation marks particularly when visiting unfamiliar venues.
- Understand and practice the [principles of coxing](#)

Coxswains must be able to exercise discipline in the boat and give commands firmly and clearly for boat control both on and off the water. All Coxswains shall, if required, satisfy the Safety Officer that they are in good health with adequate vision and hearing.

Coxswains shall assess the weather conditions and rowing ability of the crew and ensure that all in the boat are suitably dressed and adequately protected for the conditions likely to be met. Coxswains must be aware of the dangers and symptoms of hypothermia / overheating / sunstroke etc. Coxswains should also be aware of life-saving and resuscitation techniques.

Coxswains MUST carry a working VHF radio and shall also have a mobile phone available.

Coxswains of Junior crews (under 16's) shall have an Enhanced Disclosure and Barring Service (DBS) check – see Welfare Officer for details. Coxswains of novices and junior crews also have an added responsibility. Young people and Novices are more likely to concentrate on their own rowing to the exclusion of other crew members and are less likely to be aware of approaching danger.

In the case of a reportable incident / accident, (see CRC Safety Guidance and British Rowing document BR RowSafe 2017) the Coxswain must immediately advise the Safety Officer and then complete a formal Incident / Accident Report. The Safety Officer may then investigate and may report the outcome to the CPGA and/or British Rowing. The Coxswain must also report any incident to the Rowing Captain and to the parent/guardian of any junior (U16 or U14) who may have been involved.

### 5.3 GETTING INTO THE GIG

The Coxswain should board first. The crew should then board one at a time in rowing order – Stroke first and Bow last. Walk along the centre line of the gig to your rowing position to keep stability – do not stand on the Thwarts (seats). The gig can tip and the bottom of the boat may be slippery when wet so take care. Sit down in your rowing position, facing aft (towards the Coxswain).

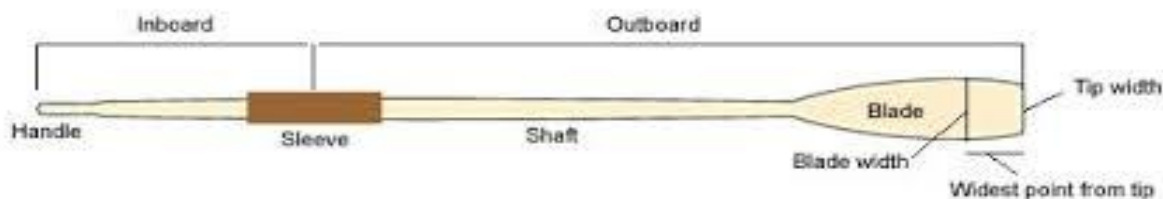
Check that the foot stretcher is correctly placed and comfortable for you.

Identify and hold your oar comfortably and safely and await instructions from the Coxswain.

In certain conditions in the launch, the Coxswain may instruct to fend off or back water. If instructed to fend off using the oars, use the shaft of the oar never the blade.

### 5.4 YOUR OAR

Each oar is individual and has a number, normally on the shaft close to the handle. You must make sure that you have the correct oar for your rowing position.



To prepare to row the Cox will instruct the crew to locate their oars may ask the crew to lift them into a vertical position (shipping) with the blade uppermost. Hold your oar firmly with its shaft between your knees.

Hold the handle of the oar with both hands, the hand nearer the end of the oar should be under the handle with the palm facing upward; the hand nearer the side of the gig (gunwale) should be on top of the handle with the palm downward. Your hands should be approximately one hand width apart. Hold the oar with the blade out of the water and the curve of the blade towards the stern, the middle of the leather sleeve should be on the gunwale between the thole pins.

As the Coxswain instructs, place your oar into the water and commence to row.



## 5.5 SAFETY EQUIPMENT

Safety equipment and aids, such as lifejackets, throw lines and emergency blankets, can save lives. It is essential that they are readily available and maintained in good condition, and that everyone knows how to use them correctly.

Everyone is expected to:

- Know how to use the club's safety equipment / aids.
- Follow the club's rules on their use.
- Wear a lifejacket when coxing, in a launch or when required by the club or a Coxswain.
- Not wear an inflatable lifejacket under any other garment.
- Check the lifejacket before use and ensure that it is fitted correctly. See [Safety Alert Lifejackets](#)
- Report any safety equipment that is damaged, missing, or deployed within the club.
- Wear a lifejacket if:
  - They cannot swim.
  - They are juniors.
  - Because of a medical condition, there is a risk that they may become unconscious or immobile whilst afloat.
- Wear or carry a lifejacket if rowing in a gig or other fixed seat boat (coxes should always wear a lifejacket).
- Report any incidents involving safety equipment to the club.

## 5.6 PREPARING TO ROW

The Coxswain must be satisfied that the crew is competent for the launch and the intended row. When launching, crew and Coxswain should agree where the row is to and what time is the expected return. The Coxswain should also advise any shore support of destination and return time.

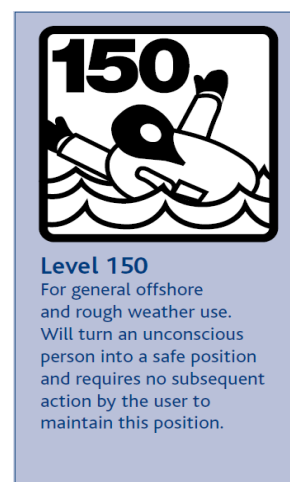
The Coxswain must be an experienced person capable of controlling the gig and crew. Please listen to and carry out his / her instructions carefully. Remember - the Cox is in charge, so it is important that you respond to his / her demands as instructed.

All members will acquaint themselves with the CRC Safety Codes and Rules and the British Rowing document RowSafe 2017 [BR Rowsafe 2017](#) and be familiar with the safety equipment carried in the boat (see guidance below). It is the responsibility of the Coxswain to check if this equipment is stowed and correct before launching

It is desirable that all rowers are competent swimmers; this is not compulsory as long as you are confident in open water. Ideally, everyone taking part in rowing should be able to:

- Swim in excess of 100 metres in light clothing (rowing kit).
- Tread water for at least five minutes.
- Swim under water for at least five metres.

If you are not able to swim and/or Tread Water competently (clothed - in the open sea) or feel unsafe, you **MUST** wear an appropriate life jacket. You are advised to purchase your own Life Jacket so that it is always available to you and you can look after it. The Club has a limited number of Life Jackets for use by Members but we cannot guarantee that one will be available each time you wish to row. If you feel you need a Life Jacket and one is not available – **DO NOT GO OUT ON THE WATER.**



Juniors (under 16) in the boat as either rowers or passengers **MUST** wear a life jacket at all times.

- It is important that you read and abide by the various safety Codes regarding Life Jackets, [British Rowing Safety-Alert-February-2015-Lifejackets.pdf](#) and suitable clothing and footwear for rowing. If in any doubt ask for advice.

## 5.7 CAPSIZE AND RECOVERY

Capsize in Gigs is a very rare occurrence. However, Capsize and Recovery training is important because it prepares rowers so that they will know what to do in the event of capsize. (See [BR Rowsafe 2017](#))

Everyone is expected to:

- Know what to do in the event of capsize or swamping.
- Understand the need to stay with the boat, unless doing so results in greater danger.
- Take precautions before going afloat to reduce the risk of capsize or swamping.
- Understand that the key steps are to:
  - Get free from the boat,
  - Get out of the water, and
  - Get off the water.
- Attend any Capsize and Recovery training offered by the club.
- Be aware of the effects of cold-water shock and hypothermia, described in the [Cold Water and Hypothermia online learning module](#).

## 5.8 ROWING TECHNIQUE

Experience and Training pays dividends – listen to your Coxswain and /or Coach and see [Rowing Technique](#) on the Club Web pages

Gigs should not be rowed without a Coxswain or with less than four experienced rowers. In the case of Novice Crews, the Gig should not be launched without a full crew of six rowers including a minimum of two experienced rowers. The Coxswain should always risk assess and may need to increase the number of experienced rowers in adverse weather.

In the case of a junior crews the Coxswain should ideally be accompanied by an Assistant (experienced rower) at Seagull and not launch with less than 6 Junior Rowers (U16's)

On-Shore assistance (someone who knows who is in the Gig where it is going and when it will return) is recommended at all times and is mandated with Junior Crews.

Foot restraints – in the interest of safety the Club and the CPGA advises rowers not to strap / tie their feet to footrests / stretchers and if this advice is ignored the individual will carry the responsibility and not the Club or the CPGA. Junior Rowers shall not use any foot restraints

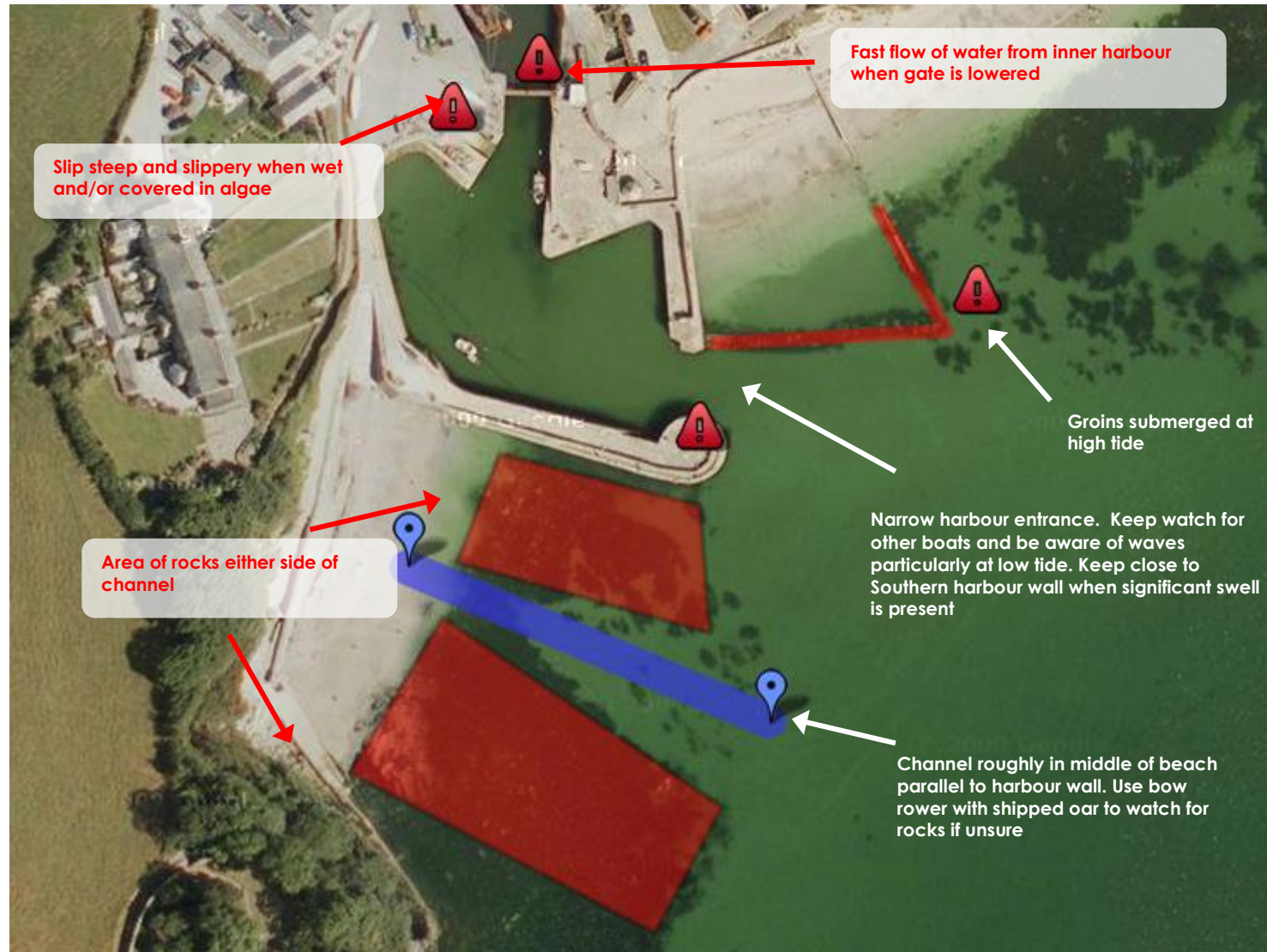
## 5.9 HOME ROWING PROCEDURES

|  |   |  |
|--|---|--|
| Launch at Charlestown Harbour (Slip or Beach) and row in St Austell Bay  |   |  |
| Location Charlestown Harbour – Charlestown Road, PL25 3NJ  |   |  |
| Hazards  | <ul style="list-style-type: none"> <li>• Current/ Swell at harbour entrance</li> <li>• Approaching the slipway too quickly.</li> <li>• ‘Harbour Jumpers’, fishing lines and harbour swimmers</li> <li>• Pleasure craft /Windsurfers /Jet Skis / Commercial shipping</li> <li>• Beach users and Swimmers in sea</li> <li>• Rocks / Running aground (particularly at Beach recovery)</li> <li>• Strong or strengthening winds, rough sea conditions</li> <li>• Mussel Beds Mooring or marker buoys</li> <li>• Sea Hazards – see Maps</li> <li>• Where are you? – Always know exactly where you are in case you need to contact the Emergency Services – they may not know local place names!</li> </ul> |  |
| Safety Equipment which should be carried in Gig  | Carried / Worn by Coxswain  | <ol style="list-style-type: none"> <li>1. VHF Radio and mobile phone</li> <li>2. Coxswain Lifejacket</li> </ol>  |
|  | In Yellow Safety Pod in Gig - Located under Thwart /Seat No 1   | <ol style="list-style-type: none"> <li>1. A First Aid kit</li> <li>2. A throw line, throw bag or equivalent grab line (15m)</li> <li>3. A serrated safety knife with rope cutter</li> <li>4. An audio signalling device / whistle</li> </ol> |
|  | In Gig  | <ol style="list-style-type: none"> <li>1. A bailer</li> <li>2. Spare thole pins</li> <li>3. A tow line secured to the bow of the boat</li> </ol>   |
| Safety Equipment which British Rowing recommends should be included in a Boat Safety Kit   | <ol style="list-style-type: none"> <li>1. Sufficient lifejackets for the maximum number of persons on board</li> <li>2. Enough survival equipment or ‘Bivvi bags’ for the maximum number of persons on board. <i>(Note: Foil blankets tend to keep cold people cold and are not recommended.)</i></li> </ol>  |  |
| Safety Equipment, which British Rowing recommends may also be required as a result of the risk assessment of the location, water and weather conditions. | <ol style="list-style-type: none"> <li>1. A tool kit and spares</li> <li>2. A spare length of rope</li> <li>3. An anchor and line appropriate for the water and weather conditions and / or Sea anchor to prevent the boat drifting with the wind; this could be a canvas bucket / rope</li> <li>4. Sufficient in-date flares</li> <li>5. GPS system and / or Compass</li> <li>6. Suitable lights in low visibility conditions</li> <li>7. Fenders</li> </ol>   |  |



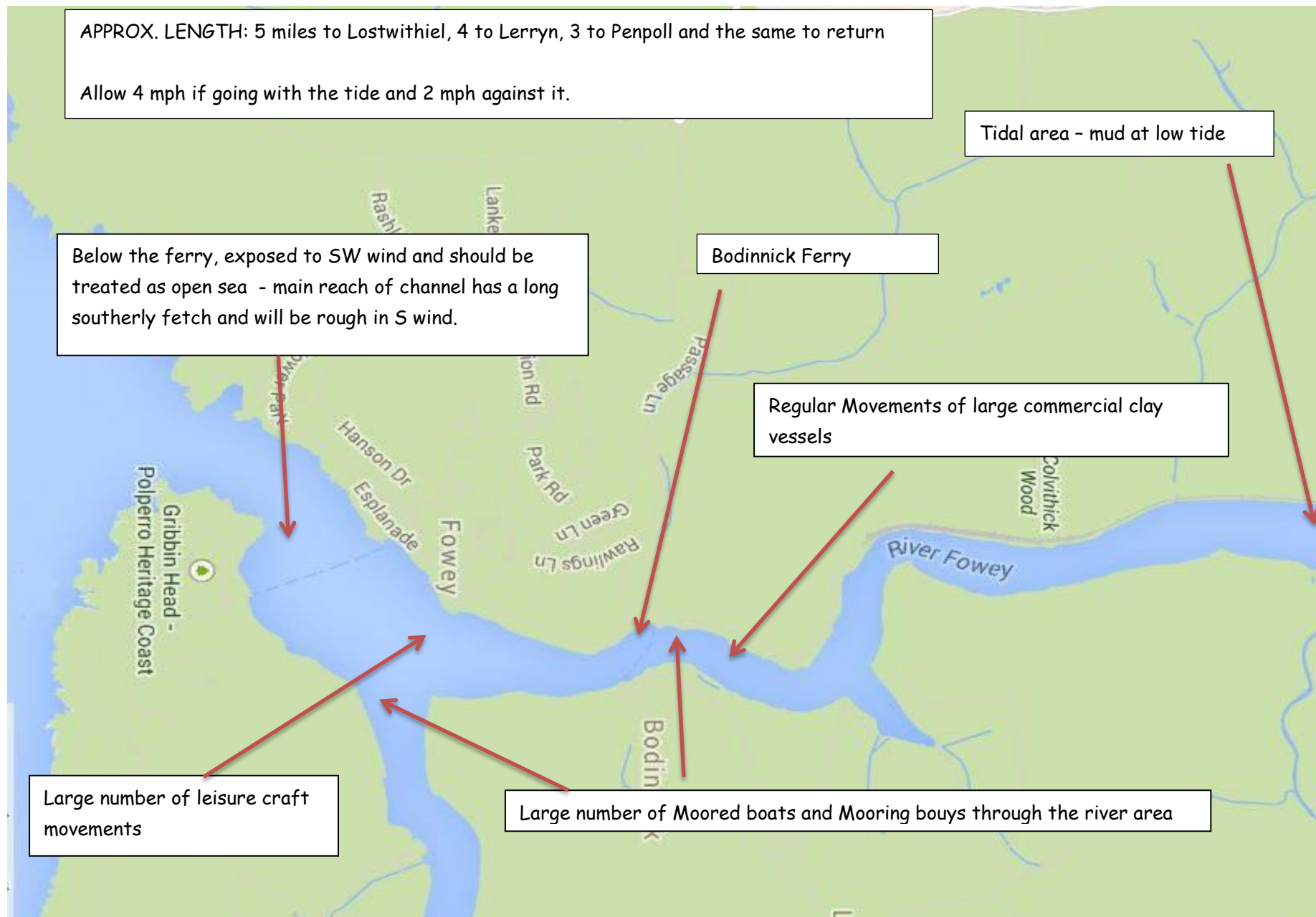


## Hazards in & around Charlestown Harbour





|  |  |  |
|--|--|--|
| Launch at Caffa Mill Fowey - Row up River / Pont Creek and into Estuary  |  |  |
| Location Caffa Mill Slipway – Adjacent to the Docks Fowey, PL23 1DH  |  |  |
| <b>Note:</b> 1. Winter conditions – be more aware of weather and sea state<br>2. Procedures for collection and return of Gig to IMERYYS facility must be STRICTLY followed – see Committee Members for details |  |  |
| Hazards  | <ul style="list-style-type: none"> <li>• Winter conditions – Cold and Strong or strengthening winds, rough sea (particularly nearer estuary mouth)</li> <li>• Regular movements of Bodinnick Ferry &amp; Polruan Ferry</li> <li>• Length 5 miles to Lostwithiel, 4 miles to Lerryn, 3 miles to Penpoll and the same to return. Allow 4 mph if going with the tide and 2 mph against it!</li> <li>• Below the Polruan ferry, exposed to SW wind and should be treated as open sea rowing; main reach of channel has a long southerly fetch and will be rough in S wind.</li> <li>• Penpoll is the most sheltered creek.</li> <li>• Regular movements of large commercial vessels carrying china clay and loading at Fowey docks mile above ferry.</li> <li>• Large number of Mooring Buoys – across river</li> <li>• Where are you? – Always know exactly where you are in case you need to contact the Emergency Services – they may not know local names and places!</li> </ul> |  |
| Safety Equipment which should be carried in Gig  | Carried / Worn by Coxswain   | 1. VHF Radio and mobile phone<br>2. Coxswain Lifejacket  |
|  | In Yellow Safety Pod in Gig - Located under Thwart / Seat No. 1  | 1. A First Aid kit<br>2. A throw line, throw bag or equivalent grab line (15m)<br>3. A serrated safety knife with rope cutter<br>4. An audio signalling device / whistle |
|  | In Gig   | 1. A bailer<br>2. Spare thole pins<br>3. A tow line secured to the bow of the boat   |
| Safety Equipment which British Rowing recommends should be included in a Boat Safety Kit   | 1. Sufficient lifejackets for the maximum number of persons on board<br>2. Enough survival equipment or 'Bivvi bags' for the maximum number of persons on board. <i>(Note: Foil blankets tend to keep cold people cold and are not recommended.)</i>   |  |
| Safety Equipment which British Rowing recommends may also be required as a result of the risk assessment of the location, water and weather conditions.  | 1. A tool kit and spares<br>2. A spare length of rope<br>3. An anchor and line appropriate for the water and weather conditions and / or Sea anchor to prevent the boat drifting with the wind; this could be a canvas bucket / rope<br>4. Sufficient in-date flares<br>5. GPS system and / or Compass<br>6. Suitable lights in low visibility conditions<br>7. Fenders  |  |



## 6. GIG RACING

The racing season usually runs from May to September with events held most weekends. The Club's first big event is the World Championships held on the Isles of Scilly over the May Bank Holiday. The season usually finishes with the County Championships held at Newquay.

The CPGA govern the rules of racing [Racing Rules of the CPGA 2016](#) Generally a race is rowed anticlockwise around a kite shaped course (there are three buoys to turn around) - of approximately 3 km in length lasting 15 – 20 minutes. A gig rowed 'flat out' by a good crew can average 7 knots; stroke rate will vary but is usually 28 – 32 stokes / minute.

### Crew Selection

Racing Crews will be selected in order to field the most competitive crews from the rowers available. The matters listed below should be considered by Coxswains and Rowing Captains when selecting crews.

**Membership:** To be included in a Race Crew you must be on the Club 'Rowing Register' which is submitted to the CPGA. Only fully paid up rowing (Full) Members of the Club can be included on the Rowing Register and selected.

**Availability:** Considerations will be given to each rower's availability to train and compete with their crew on a regular basis.

**Physical Fitness:** In particular, for those who wish to be considered to row in the 'A' crews, ergo times over 2k and 5k (Concept 2 rowers) may be taken into consideration. Please discuss this with the Coxswain or Rowing Captain.

**Rowing ability and technique:** A rower's rowing style and their ability to absorb coaching and guidance and develop their rowing technique is another consideration

**Compatibility / Fit:** Rowers suitability to benefit the performance of the crew as a unit and to act as members of the team is an important factor.

### 6.1 RACING FEES / PINK PURSE

Fees for Racing are a sum the Club charges in addition to Membership subscription. The Fees (known in the Club as the 'Pink Purse') are paid by all those rowing in a racing crew - Coxswain and 6 rowers (not supporters). Some events incur entry charges, but mainly the fees cover the cost of towing or transporting the Gigs to the events. To help Members we standardise these fees each year; fees for 2018 are £3 per adult per event. Juniors £1. Fees are collected at the event. (*Club Committee 10 October 2017*)

## 7. TRANSPORTATION OF GIGS

All Towing for the Club is voluntary. All members who tow the Club Trailer(s) must be conversant with the requirements for safe and legal movements of boats and trailers by road.

**Only those persons registered with the Club as a Volunteer Tower shall tow Gigs and Trailers** – in an emergency a registered tower may delegate the towing to a competent individual who will act under their supervision. If you have a suitable vehicle, are a competent tower and hold the appropriate licence and would like to volunteer please contact the Chairperson (contact details of the web site)

A racing Gig generally weighs 7 cwt (355.6kgs) and a Training (GRP) Gig a similar amount. With a trailer and oars and event kit the total weight could be around 900 Kg. The Gig trailer is approximately 9.2 m (30 ft) long and the Gig may overhang the rear of the trailer by 1.5 m giving a total length from the tow hitch to the rear of the Gig of approximately 10.7 m

Towers are also referred to the guidance of Charlestown Rowing Club [Charlestown Rowing Club Towing of Gigs](#) ; British Rowing document RowSafe 2017 [BR Rowsafe 2017](#); and National Trailer and Towing Association [NTTA](#) for more information regarding safe towing.

## 8. MEMBER BENEFITS

### 8.1 DISCOUNTED GYM MEMBERSHIP

Charlestown Rowing Club has negotiated an agreement with the Saints Gym at St Austell Rugby Club to allow discounted Gym Membership for our Rowing Club Members. The offer is for the £15 per year associate Gym membership, which will then enable you to access a **Prestige Plus** gym membership at the discounted price of £15 per month. See the website for more information [www.saints-gym.co.uk](http://www.saints-gym.co.uk)

To join the Saints Gym you will need to go to the reception at the gym, and they will confirm you are on our membership list to ensure you are a paid up CRC member to access the discounted membership. This is an offer provided by a third party not by the rowing club and is a time limited Member benefit, not a fixed part of our club membership and as such should be enjoyed as an extra benefit of Club Membership; not a permanent part of the membership.

### 8.2 GROUP ACCIDENT INSURANCE

Charlestown Rowing Club has negotiated an insurance policy which provides Member benefits in the unlikely event of an accident when engaged in organised club functions. (Copy of Policy available on request)

## 9. SAFETY POLICY

All Members shall be aware of and follow the CRC [charlestownrowingclub.org/Safety](http://charlestownrowingclub.org/Safety) and British Rowing document [BR Rowsafe 2017](#) – which provides safety advice to rowers, clubs, events and anyone else who takes part in rowing - and all Members must be able to demonstrate the knowledge and skills required by these Codes / Guides.

To support our culture of safety all Members must read the Charlestown Rowing Club Safety Policy and show their commitment to it by signing a copy and complete the British Rowing [Safety Basics](#) and [Cold Water and Hypothermia online learning module](#).

## 10. CODE OF CONDUCT

All members have a duty of care & responsibility, both to the Club & other members, and should therefore endeavour to always: -

1. Consider the wellbeing of others & safety of all.
2. Promote the benefits of our sport both socially & competitively.
3. Adhere to the Safety Code / Child Protection Policies etc. of the club in conjunction with that issued by the CPGA.
4. Encourage other members to value their performance & not just results.
5. Ensure the appropriateness of age, ability & experience to the activity.
6. Set a good example, not to actively undermine the club, its officers, committee & members or deliberately bring the club into disrepute
7. Promote the positive aspects of the club & sport, especially fair play, friendship & respect.
8. Accept responsibility for their actions.
9. Abide by the Rules of the Club & respect the officials & their decisions\*
10. Respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion.

## 11. VHF RADIOS (Marine Portable VHF Radios)

All Coxswains must carry a working VHF radio when in a Charlestown Rowing Club boat.

To transmit on VHF you need an operator's licence or you should be under instruction from a licenced individual, who is usually (but not exclusively) on the vessel, but anyone can use the radio for emergency purposes. There are strict codes of practice and penalties for misuse. CRC have Ofcom VHF licences for VHF radios, held by the Club Secretary. In addition, several Club Members have the required RYA / MCA Short Range Certificate (SRC) – CRC Guidance is also available at on our Web pages or from the Safety Officer.

The RNLI also provide useful guidance <http://completeguide.rnli.org/vhf-radios.html>  
British Rowing [BR Rowsafe 2017](#) also provide useful guidance and advice

Our main Club radios are Cobra HH350, they are normally held by Rowing Captains or Coxswains. If you are the holder of a CRC VHF radio you have full responsibility for keeping it charged and maintained. Other VHF Handheld radios for (for events and general training) are kept on the Radio Board in the Gig shed. If you use one please return it.

Marine VHF Frequencies are in the band 156.0 MHz to 174.0 MHz and are usually known by their dedicated Channel Numbers. The main channels of interest to us are-

|            |   |
|------------|---|
| Channel 72 | The CRC preferred inter-boat channel. Ship-to-ship use during training  |
| Channel 16 | Used for <b>Emergencies</b> and routine initial calling and answering. Once contact has been established stations usually transfer to a working Channel. <b>Channel 16 is monitored by Coastguard, NCI and SAR agencies for Distress and Safety Messages.</b> |
| Channel 37 | Used by Porthpean Sailing Club  |
| Channel 65 | Used by National Coastwatch Institute (NCI)<br>NCI Charlestown monitors a variety of channels but if you want to contact them direct for information or radio checks use Ch 65.   |
| Channel 10 | Met Office weather forecast from local aerial (Fowey) issued at 0710, 1010, 1310, 1610, 1910. Etc. Initial announcement on Ch. 16   |
| Channel 12 | Fowey Harbour Commissioners   |

Practice VHF use on Training nights (Ch 72) so that you are familiar when in race or emergency mode. - If you make mistakes be polite !

Remember - the messages you send or receive are not private; they can be listened to by all

Only broadcast on channels listed above unless instructed to by the Coastguard, NCI, Boarder Agency, Harbour Master etc.

At a Race Meeting, use the channel as specified by the race control.



## 11.1 EMERGENCIES

In Emergency – or if someone falls ill.

1. Immediately Contact the Emergency Services – by VHF and/or mobile phone and follow instructions.

|                |   |
|----------------|---|
| VHF Channel 16 | Coastguard / RNLI / NCI                       |
| Telephone 999  | Coastguard / RNLI / Police / Fire / Ambulance |
| Telephone 111  | NHS Helpline                                  |

2. Immediately return to launch point - if safe to do so – or alternative shore access point as directed by the Emergency Services.
3. Access Safety Pod in Gig in case resources are helpful / needed. Basic First Aid Kit located in the Safety Pod and larger Kit in the Gig Shed, Quay Road

**Emergency Contacts**      VHF Radio    **Channel 16**

**MAYDAY    /    PAN PAN    /    SECURITE**

Coastguard will answer - **If No Answer – Repeat!**  
Coastguard or NCI (if on Duty) will answer

Telephone **999** - Fire, Police, Ambulance, Coastguard, Lifeboat,

### Other Contacts

|                   |     |                      |                |                    |
|-------------------|-----|----------------------|----------------|--------------------|
| NCI (Charlestown) | Tel | 01726 817068         | VHF Channel 65 | (radio check etc.) |
| NCI (Polruan)     | Tel | 01726 870291         | VHF Channel 65 | (radio check etc.) |
| Hours             |     | Summer 08.00 - 20.00 | Winter         | 08.00 - 16.00      |

|                                |                  |               |
|--------------------------------|------------------|---------------|
| St Austell Minor Injuries Unit | 01726 873010     | 08.00 – 22.00 |
| Community Hospital             | (Updated Jan 18) |               |

*If you are not sure whether your injury is minor and can be treated in a minor injuries unit, contact NHS 111.*

|                |   |
|----------------|---|
| Fowey Hospital | Minor Injuries Unit currently closed - JAN 18   |
|                | The nearest minor injury unit is in St Austell. |

|                         |  |
|-------------------------|--|
| Emergency Defibrillator | In Reception of Pier House Hotel Charlestown |
|-------------------------|--|

|                             |   |
|-----------------------------|---|
| Fowey Harbour Commissioners | 01726 832471      email: <a href="mailto:fhc@foweyharbour.co.uk">fhc@foweyharbour.co.uk</a> |
|                             | VHF Channel 12  |

## 11.2 PHONETIC ALPHABET

To communicate clearly with VHF it is imperative that information is both unambiguous and relayed with accuracy and you may need to use the Phonetic Code. A good way to learn the letters and gain proficiency in pronunciation is to practice on newspaper headlines or car registration plates.

| Letters |          |              | Digits  |       |        |
|---------|----------|--------------|---|-------|--------|
| A       | Alpha    | AL FAH       | 0   | Zero  | ZE RO  |
| B       | Bravo    | BRAH VOH     | 1   | One   | WUN    |
| C       | Charlie  | CHAR LEE     | 2   | Two   | TOO    |
| D       | Delta    | DELL TAH     | 3   | Three | TREE   |
| E       | Echo     | ECK OH       | 4   | Four  | FOW ER |
| F       | Foxtrot  | FOKS TROT    | 5   | Five  | FIFE   |
| G       | Golf     | GOLF         | 6   | Six   | SIX    |
| H       | Hotel    | HO TELL      | 7   | Seven | SEV EN |
| I       | India    | IN DEE AH    | 8   | Eight | AIT    |
| J       | Juliett  | JEW LEE ETT  | 9   | Nine  | NIN ER |
| K       | Kilo     | KEY LOH      | <p>“17” would be said as “One, Seven”</p> <p>“31” would be said as “Three One” etc.</p> |       |        |
| L       | Lima     | LEE MAH      |   |       |        |
| M       | Mike     | MIKE         |   |       |        |
| N       | November | NO VEM BER   |   |       |        |
| O       | Oscar    | OSS CAH      |   |       |        |
| P       | Papa     | PAH PAH      |   |       |        |
| Q       | Quebec K | EH BECK      |   |       |        |
| R       | Romeo    | ROW ME OH    |   |       |        |
| S       | Sierra   | SEE AIR RAH  |   |       |        |
| T       | Tango    | TANG GO      |   |       |        |
| U       | Uniform  | YOU NEE FORM |   |       |        |
| V       | Victor   | VIK TAH      |   |       |        |
| W       | Whiskey  | WISS KEY     |   |       |        |
| X       | X-ray    | ECKS RAY     |   |       |        |
| Y       | Yankee   | YANG KEY     |   |       |        |
| Z       | Zulu     | ZOO LOO      |   |       |        |

### 11.3 OTHER USEFUL GIG ROWING PHRASES

|                    |  |
|--------------------|--|
| Back up            | Row backwards to reverse the gig   |
| Bow                | The sharp end of the gig   |
| Bung               | Cork or plug in the gig that stops it sinking  |
| Catch              | Setting the oar in the water/first part of the stroke  |
| Catch a “crab”     | Blade dives deep in the water  |
| Dip                | One quick stroke to keep the gig in position   |
| Ease your kit      | Stop rowing  |
| Forward to row/set | Reaching forward to get ready to row   |
| Go !               | Instruction to start rowing in an urgent manner!   |
| Hogging            | Gig is not properly supported under bow & stern  |
| Hold water/dig in  | Holding the blade in the water to stop the boat quickly  |
| Kit up             | Lifting your oar vertically and hold.  |
| Long and hard      | Maximum reach and lie back on the oar to keep the boat running   |
| Mark               | Buoy usually with a flag that marks the course   |
| Ramming speed      | 110% effort!   |
| Seagull            | Large white/grey sea bird or person sat in the bow seat of the gig   |
| Skat               | Cornish term for a row   |
| Switch on          | Be alert, concentrate  |
| Take it away       | Start rowing at a steady pace  |
| Toss the paddle    | Bow rower “tosses” the paddle to the stroke side to achieve a quicker turn on the mark   |
| Thole pin          | Hard and soft wood pins used to keep the oar in place; the hard wood pin being the pulling pin and the soft wood the backing pin |
| Thwart             | Seat (for sitting on NOT standing on!)   |
| Up one             | Pull one short stroke and return ready to start  |
| Up for ten         | Pull ten hard strokes  |
| “Water”            | Shouted for more sea room from other boats   |
| Gig ass            | Painful affliction of the nether regions!  |