



Golden Edge Nelson Rowing Club

Lake Rotoroa Procedures

Nelson Rowing Club (NRC) is committed to promoting the highest standards of health and safety and personal wellbeing for all its members and volunteers, and the public where they interact with rowing activities. The following procedures cover the use of the Lake Rotoroa Lodge as a training base and training on Lake Rotoroa for NRC Members.

Transport to and from Rotoroa Lodge/Lake

- Transport of boats shall be undertaken in accordance with the Towing Vehicle & Operation Procedure.
- Anyone towing the rowing boat trailer or the coaching boat trailers must be competent to do so (i.e. have previous experience with towing trailers).
- Transport of rowers and volunteers to the lodge and/or lake shall only be in vehicles that are registered and have a current WOF. All drivers must hold a full drivers licence and comply with all road rules and regulations.
- Rowers returning to Nelson from the lodge/lake shall not drive vehicles if fatigued.

At the Lodge

Fire

- The Lodge is a smoke free facility.
- On arrival at the lodge, all smoke alarms are to be verified as in working condition by the Camp Manager.
- Within 1 hour of all camp participants being present at the lodge, a practice fire drill/excavation shall be completed. The sounding of the alarm will be by consecutive short blasts on the air horn.
- In the event of a fire, evacuation is the first priority. Use of fire extinguishers will be at the discretion of the Camp Manager. The Camp Manager shall check all are present and accounted for.
- In the event of a fire, emergency services shall be contacted on 111 (NB: cell phone coverage can be irregular).

General

- The Lodge Manual shall be referred to for operation of the facilities.
- In the bunk rooms, the very top bunks shall not be used (other than for storage of gear)
- For drinking water, tap water should be filtered or boiled.
- At bedtime and prior to departure, all gas bottles are to be turned off (and/or removed), all electrical appliance turned off and the fire checked and left in a safe condition.
- Any repair and maintenance issues shall be reported to the Lodge Caretaker (Terry Bourke).

At the Lake

- Observe the 15kmph speed limit while in the Lake Carpark and launching area.
- Be mindful of the general public in the launching area.
- Do not monopolise all the car park and grass area. Respect other users.
- Keep clear of all DOC signage and displays.

Training on the Lake

- All coach boats must have fully operational radios on board. Check radio is operating correctly before leaving the foreshore. Know the correct channel to be used - Channel 16.
- Ensure all coach boat safety equipment is on board.
- Ensure petrol tanks are full. Check this on a daily basis.
- Prior to launching, check the weather forecast.
- All rowers must wear or carry clothing suitable for an alpine environment and the expected weather conditions (e.g. thermal wear and hats).
- Ensure all rowers apply sun-cream (if appropriate) and have sufficient food for the outing.
- All boat checks must be completed before going on the water.
- The coach will determine the area of the lake to be used. Crews should remain within 200m of the shore at all times. If unaccompanied, rowing boats should not go past the 4km mark (refer to the map displayed at the Lodge or carry a stroke coach or phone with GPS capability).
- If accompanied by a coach boat, a ratio of 1 Coach boat to 2 similar sized boats should be maintained. If the 1 to 2 ration is exceeded, or a mix of boat types is used, the crews must comply with the 4km maximum distance.
- Novices should not go past the 4km mark at any time.
- Keep clear of the lake outlet area.
- No pre-dawn or after dark rowing is permitted.

NRC Lake Rotoroa Procedures

Agreed:

Grant Wilson

Signature (Chair)

27 June 2022

Date

Review Schedule: Biannual
Review Date: April 2024
Supporting Documents: NRC Health & Safety Policy
NRC Safety & Hazard Management Plan