

## **GUIDANCE FOR IRC CLUB TIME SUPERVISORS**

Generally there should be three people on duty including at least one and preferably two fairly experienced members of the club. If you cannot make the allocated date/slot on the rota please ensure you arrange a swap and update the rota on the boat house door.

### **Duties**

- Arrive at IRC by 10.15 and if necessary open up the boat house. Sort out amongst the three of you who is doing what. It is useful to allocate one person to deal with newcomers and those who have only been once or twice previously.
- Check safety equipment in place and operational e.g. throw lines, life jackets, thermal blankets etc. Establish which boats may not be available due to damage/rigging etc. Check for profile sheets, membership forms and new member's handbook. Spare copies should be in the file on the right wall between changing rooms and lavatory.
- When allocating crews consider the weather and the experience of those attending club time. Be prepared to accept that some conditions are simply unsafe for some rowers or boats. ALL boats MUST be logged out and back in.
- Ask everyone to sign in the diary as they arrive. If you don't know an individual or their capability – discuss this with them so that they can be slotted into an appropriate crew. Try to find out what attendees would like to do.

**Newcomers-Seniors** should be asked to fill in a profile sheet and handed a Newcomer's handbook which also includes a membership form. These should be stored in the folder in the filing cabinet at the back of the boat house. You will need to find out whether they have rowed before or are completely new to the sport. It is useful for them to leave a contact telephone number and an email address in the diary when they sign in. Remind those people who are attending for their third time that they will be expected to join the club and submit a membership application form for consideration at the next Committee meeting.

**Please note: We now operate a waiting list for new junior members as our junior membership "quota" is now full. If any new juniors come down to visit the club during Club Time, please briefly show them around and write their contact details (name, email address and telephone number) in the diary and we will contact them in the next few months once we have some further vacancies and invite them to an initial "Come and try" session.**

### **At 10.30**

**Complete beginners-** Undertake an ergometer session- showing basic rowing stroke. Check that they can swim! Explain the basic terms used in the boats and in rowing. Explain what to do in the event of a capsize. If possible try to take out complete beginners in the tub. You will need help from other club members to get the tub out. Start with square blades before attempting to introduce feathering. At the end of this session give them an idea of how they have got on and what they should be hoping to do at the next session i.e. tub again or move up to the Hudson.

**Novice rowers (2-5<sup>th</sup> visit) -** When helping them into their boats ensure they are correctly positioned and remind them what to do in the event of a capsize. Most beginners will have been out in the tub on their first visit. Once the basics have been mastered in the tub they should progress to the Hudson with an experienced rower or two relative beginners and an experienced cox. Some individuals will then progress to slot into quads. Other individuals may prefer to progress

**More experienced rowers** allocate crews/coxes to boats appropriate for those attending and get them to sort themselves out and get on the water. You may need to persuade someone to cox or persuade other members of the club to join in to make up a crew. You may row or cox yourself providing everyone is sorted out and bankside supervision available for those that require it. Club time attendees are expected to help out and make up crews rather than just expect to “do their own thing”. It may be possible, given numbers, experience and weather conditions to help people go out in a single or double for the first time providing there are people to give adequate bank side supervision.

**Junior** rowers are expected to join in with club time, which takes priority from 10.30 to 12.30 on Sunday mornings. If they wish to go out in singles/ doubles this may be possible providing there is adequate supervision from the canal side. Remember juniors should not be allocated to an 8 until they are at least 14years old. Experience juniors may be permitted on an individual basis to row without direct supervision but the outing (i.e. how far they can go? Kennels) must be agreed beforehand.

### **At the end of the session**

- Check all boats have been logged back in and check that there are no missing boats (in case someone did not sign in). Ensure all equipment is washed and away in the boat house including blades. By this time juniors should have been collected unless remaining for further supervised activity.
- Check that cox boxes and been put away or set up for recharging as appropriate.
- It is useful to record against the names of attendees which boat they went out in for future reference.
- Lock up or formally hand over security responsibility to another senior member.