



Members Handbook 2018

www.goringgapbc.org.uk



Contents

President and Committee	3
Club Location.....	4
Introduction & Welcome to GGBC.....	4
The Origins of the Club.....	5
Goring and Streatley Regatta	6
Rowing at GGBC	7
Rowing SAFETY rules	9
Incident Reporting	11
environmental conditions for rowing	12
River Navigation – Whitchurch to Mapledurham REACH	13
Water Borne Diseases.....	14
What to Do if the boat you are in Capsizes	14
Punting at GGBC.....	15
Club Rules.....	17
APPENDIX 1 – New Member Inductions	21
APPENDIX 2 – Useful Contact Details.....	23

PRESIDENT AND COMMITTEE

PRESIDENT

John Wills

2017 – 2018 COMMITTEE MEMBERS

Committee role	Name	Email address
Joint Chairperson	Lorraine Slade Ros Crowder	chairman@goringgapbc.org.uk
Joint Captains of Boats	Andy McKenzie Andy Ward	captainofboats@goringgapbc.org.uk
Joint Captains of Rowing	Nick Josephy Alastair Davies	captainofrowing@goringgapbc.org.uk
Regatta Chair	Brian Barnes	regattachairman@goringgapbc.org.uk
Treasurer	John Fawthrop	treasurer@goringgapbc.org.uk
Welfare Officer	Iain Cheyne	sessions@goringgapbc.org.uk
Publicity	Amy Holland	PR@goringgapbc.org.uk
Secretary	Suz Neave	secretary@goringgapbc.org.uk
Membership Secretary	Pamela Birch	membership@goringgapbc.org.uk
Social Secretary	Tina Wilson	social@goringgapbc.org.uk
GM - Boathouse Liaison	Mathew Crowder	boathouse@goringgapbc.org.uk
General Member - Safety	Tracy Hand	safety@goringgapbc.org.uk
GM – Community Engagement	Vacant 12/1/18	
Off Committee Roles BOAT HOUSE	Hugh Baker Smith Paul Springgay	boathouse@goringgapbc.org.uk

CLUB LOCATION

Hardwick Estate, Hardwick Road, Whitchurch, Reading, Berkshire

Nearest postcode: RG8 8BE (some satnavs will take you to the South of the river, the club is on the North Bank) GRID Reference: SU 651 774

The club address will change in 2018 – regular updates will be provided



New Location (end 2018)
Between Lower Basildon and Streatley

INTRODUCTION & WELCOME TO GGBC

Thank you for joining Goring Gap Boat Club, the premier recreational boating club in the Thames Valley. We hope that you enjoy boating on our stretch of the delightful River Thames and find your membership of the boat club an enriching experience.

Please take the time to read the information in this Handbook. It contains key information which you'll need to be aware of as a member of the GGBC. It is our intention to make your time on the river as pleasurable as possible, and to this end, we need to set out a few key safety instructions and rules to ensure we all take responsibility and care for ourselves, fellow members and members of the public.

GETTING UPDATES ABOUT THE CLUB

Regular newsletters are emailed to Club members so please make sure the Club membership secretary has your latest email address (membership@goringgapbc.org.uk). Also, the club's website (www.goringgapbc.org.uk) is regularly updated with information about the club's activities.

It has all the latest news, social events, progress on the new boathouse, club history, safety notices, membership forms, rowing conditions, events and links to rowing sites. You'll also find details about the annual Goring & Streatley regatta, including how to sign up and book a training session.

Supplementary to information provided on the club website, an email will also be sent out when a session has to be cancelled due to poor weather conditions.

We also have a closed Facebook Group available to all club members for communicating with each other. To join the group click + Join Group below the cover photo and an administrator will add you to the group:

» <https://facebook.com/groups/GGBoatClub>

You can also find the club on Twitter and on our open Facebook page, especially around regatta time:

» <https://twitter.com/GoringGapBC>

» <https://www.facebook.com/GoringGapBoatClub>

THE ORIGINS OF THE CLUB

In 1988 John Calvert bought a single scull from Eton College. This prompted a group of 8 friends to follow suit and buy sculls for themselves. This was the informal start of the boat club with the Catherine Wheel pub as headquarters. The Catherine Wheel teams won the Wallingford Pub Regatta from 1991 to 1994 (the Blades received as prizes are displayed on the wall at the Catherine Wheel to this day). In 1991 the new rowing enthusiasts and their friends decided to revive the Goring and Streatley Regatta, last held in 1913. Following the very successful revival in 1992 the Goring Gap Boat Club was formed with the aim of encouraging local people to use the river in unpowered boats.

The Regatta has now grown into one of the major events in the area and the income has allowed the Boat Club to buy a range of boats including fours, sculls and punts. The club has always attached great importance to historical links with the area, the river and associated activities. Members have obtained a number of the original cups and photographs of the early regattas, which are displayed in the Boat Club tent at each Regatta.

In the early days the club was based at Thames Bank in Goring (then a Nursing Home) and continued to grow and thrive as an active boating club, and social meeting ground. Unfortunately Thames Bank was redeveloped and our days at our first home were numbered. The Swan Hotel at Streatley then came to our aid. Attempts at obtaining planning permission for a permanent home there failed. It was at this stage that The Oratory School offered us temporary home at Hardwick, near Whitchurch, where we shared their boathouse for a few years before constructing our temporary home on the nearby site with the agreement of Hardwick estate.

We have remained at the temporary site for several years but finally in November 2017 building work began on the long awaited permanent home in Lower Basildon. Our move to the permanent site is currently planned for November 2018 but there is a lot of work to do between now and then.

The Club became GGBC Ltd in 2016 for the purpose of limiting the liability of the Club management committee and trustees. All Club members are guarantors of GGBC Ltd and the “guarantee” is limited to £1.

The highlight of the club's calendar is the annual Goring and Streatley regatta. It is usually held around the 3rd weekend in July. The 2018 regatta has been cancelled due the amount of work required for the new boat house.

The regatta is the showcase for the club and a source of income. The objective is to introduce individuals to the joys of rowing and competition and involve the community in its activities. The club relies on volunteers to carry out all the various tasks involved. As a member your help is very much needed and valued. Here's how you can help:

Wet side (the rowing)

This involves the regatta training prior to the big day - we have 4-5 weeks of intensive training. Sessions are run every evening during the week and are great fun. We always need experienced coxes (we can provide training if required), land crew to organise the boats, people and car parking, and help with taking booking and sorting out entries. On regatta day it's more coxing duty, race control and organising crews.

Dry side (everything else)

Key to the success of the regatta is the involvement and support of the local community. Organising the regatta site is a big undertaking and any help is always welcomed. Tasks include:

- Setting up the site and clearing it away again afterwards.
- Organising gazebos.
- Organising the entertainment and stalls.
- Advertising the event.
- Arranging sponsorship and participation from the local community.
- Organising the trophies.
- Running the bar.
- Access control and running of the site on the day.

Both the wet and dry side activities require a great deal of time and commitment from the membership. The more people that help the easier it is - it's also great fun!

If you have any questions or ideas for the regatta please get in touch with the regatta chairman (regattachairman@goringgapbc.org.uk).



ROWING AT GGBC

Goring Gap Boat Club is a recreational rowing club that aims to cater for all abilities of rower from the complete novice to the very experienced, with the objective of enabling everyone to enjoy however much time they have to spend on the water in a wide variety of boats and crews. With that in mind, GGBC offers the following club rowing sessions and other opportunities.

MAIN CLUB SESSIONS

Summer (BST)	Winter (GMT)
Saturday 9am to 11am	Saturday 9am to 11am
Sunday 10am to 12pm	Sunday 10am to 12pm
Thursday 6pm to 8pm *	

*The exact dates will be published on the website nearer the time.

These sessions are managed by a rota of volunteer Session Managers (SM), so please ensure you make yourself known to the SM and they will organise your outing. Please arrive 10 minutes before the session start time shown above so that crews and outings can be organised efficiently.

Who are these sessions for?

All members are welcome at these sessions – from complete beginners to garlanded regatta winners. The SM will try to ensure that everyone has an outing they can enjoy. Depending on numbers, that might mean putting experienced rowers together in a light ('fine') boat, or putting a couple of experienced rowers in with some less experienced rowers to help balance the boat while they learn. Total beginners will be taken out in our stable tubs (also known as the touring gigs) to learn the basics (2 rowers plus a cox) before moving on to the larger but stable 'restricted' fours. The ethos of the club is friendly and inclusive so we do ask that if you are more experienced you take your share of enabling beginners to learn the ropes. That might mean taking a seat in a boat of beginners or coxing the tub.

GO ROW DAYS – BRING A FRIEND

On the first Sunday of each month, the Club Session will run in parallel with a Go Row introductory session for non-members who are interested in learning to row.

Anyone is welcome to attend these sessions, so bring a friend and find out if rowing is the sport for them.

EXPLORE ROWING SESSIONS

8am – 10am. Every 2nd and 4th Sunday of the month (see dates on the calendar on the GGBC website)

These sessions are for Club members who would like to improve and compete in friendly races between other recreational rowing sections of Clubs in the Thames Valley. Although competitive, it is for fun.

The races are generally sculling races in touring quads (wide stable boats). There will be about 6 races a year with as many crews as we can put together for the day.

At these sessions, there will ideally be a coach available to offer guidance. Rowers need to be willing to cox or learn to cox in these sessions (and in the races) as there are no dedicated coxes.

Please contact captainofrowing@goringgapbc.org.uk if you would like to join these sessions.

SQUAD SESSIONS

8am – 10am. Every 1st and 3rd Sunday of the month (see dates on the calendar on the GGBC website)

The aim of these sessions is to allow experienced rowers to have a good work out and row with others at a similar level. It is sweep rowing. It is usually a mix of men and women although if there are enough rowers they may split on gender lines.

You may be asked if you would like to join the squad or you can ask the Session Manager to put you in touch with the organiser if you consider yourself an experienced rower able to enjoy a faster outing.

These outings are arranged during the week in advance by email. You cannot simply turn up and row.

Rowers who join the squad should be willing to take their turn at coxing during the squad session.

Importantly, the club relies on its experienced members to play their part in welcoming new rowers, and therefore there is an expectation that squad rowers will continue to contribute to the successful running of the main club sessions, either by volunteering as a Session Manager, or simply by staying on to help out with coxing, coaching, or whatever is needed.

Note: Explore Rowing/Squad Rowing have priority over the sculling/sweep blades and boats during their session times.

ROWING OUTSIDE OF CLUB SESSIONS

NO beginner or inexperienced rower should go out unaccompanied AT ANY TIME. Anyone wanting to use Club equipment to row outside of Club sessions must have prior approval from the Captain of Rowing (captainofrowing@goringgapbc.org.uk).

If you want to row small boats (singles, pairs, doubles) out of hours then please ask for a sculling proficiency form to complete. If training is necessary for you to meet all the elements listed, this can be arranged.

Out of hours rowers should be fully aware of the safety rules as laid out in this document.

Very experienced rowers can row in fine boats outside of Club sessions, either sculling alone or together in a crew, in the following circumstances:

1. There must be a Session Manager present. That could be you. The responsibility of the Session Manager is to decide if conditions are suitable for the outing.
2. Outside of Main Club Sessions, the Session Manager is not responsible for organising crews. Those wishing to row out of hours must arrange to be self-sufficient, e.g. able to handle boats and cox if needed.
3. Small boats are not allowed to go out alone during the winter months (between 1st November and April 30th) under any circumstances. The rest of the year, if you want to go out alone the Captain of Rowing must agree that you are competent to do so (and a record of this agreement will be kept by the membership secretary).
4. You should complete a capsize drill at the first available opportunity, if you have not already done one. Pass your name to the Captain of Rowing so they know you are waiting for an opportunity.
5. When cold water rules are in force (see page 12) small boats (single and double sculls) are not allowed out alone on the river.

ROWING SAFETY RULES

We all need to be aware of safety and how to conduct ourselves in a safe manner. It's in everyone's interest to follow a few simple guidelines, mostly just common sense, which will make everyone's time on the river a more enjoyable and accident free experience. Before any outing always consult the Safety Notice Board and Outings Notice Board for updates on the club's safety policy and restrictions on rowing.

The club fully supports and implements the British Rowing Row Safe Code. The club Safety Adviser will take all possible steps to ensure that the club remains compliant with the Code.

- It is the responsibility of each member to be familiar with and uphold the following safety rules at all times.
- ALL members should directly challenge any member or water user who is seen to be non-compliant with the Code or the following guidelines.
- All incidents should be reported both within the club and to British Rowing (see page 11)

ROWING

- » You must be able to swim 50m in light clothing; anyone unable to demonstrate this ability should wear a suitable buoyancy aid / Life jacket when in the boat.
- » You should be in good health. Rowing is strenuous exercise. Please seek the advice of your doctor if you are unsure.
- » You are responsible for dressing appropriately – a layered approach for the winter, along with waterproof jacket and light clothing in the summer. Jeans and items that are heavy when wet are NOT suitable.
- » Please take care when driving along the track that leads to the boat-house. Speeds should be kept below 10mph. Cars should be parked neatly in the parking area.
- » Please respect the other users of the site we share.
- » The Session Manager is responsible for checking conditions are suitable for rowing (see page 12 on river conditions), and for allocating members and temporary members into appropriate crews with a cox. For coxless boats, the bow rower (with control of steering) should play the role of cox.
- » Coxing is an important skill and we encourage all members to learn how to cox. Novice coxes should only boat with an experienced and competent crew who will provide advice and guidance. We recommend that novice coxes learn to cox in the stable boats (tubs) and progress to the restricted fours. Additional cox training will be provided if required.
- » Beginner crews must ALWAYS be accompanied by a coach or experienced cox, and preferably have experienced rowers within the crew.
- » The cox is responsible for the crew and the craft; his/her judgement when on the water is final. Coxes MUST ALWAYS wear a lifejacket.
- » The cox is responsible for ensuring that all rowers have been briefed on basic commands, how to enter and leave a boat, and what to do in case of accident or capsiz.
- » All crew members need to be aware of the instructions given by the cox and pay attention at all times, not only when in the boat but also when launching and taking the boat out of the water.
- » The cox is responsible for recording the boat name and outing time on the outings notice board, and must swap mobile phone numbers with the Session Manager before they boat.
- » Mobile Phones - all members are encouraged to have a mobile phone available. One crew member in each boat, usually the cox, is required to take a mobile phone on the water when they boat and exchange numbers with the Session Manager. Waterproof plastic phone pouches are provided for this purpose and can be found in the Session Manager box.
- » It is worth adding the useful contact telephone numbers shown at the end of this document to your contacts list. The numbers are also on the notice board in shed.
- » Take care on the pontoon, it can be slippery particularly when wet.

BOATS & EQUIPMENT

- » All boats should be treated with care and respect. Correct handling of boats is important and should only be carried out under the supervision of the cox. Poor handling can result in expensive damage to the equipment, put it out of action for a long time and can cause injury.
- » All members should report and record within the repair log any unsafe, damaged or missing equipment so that it may be labelled, quarantined and remedied. The REPAIR LOG is located on the safety notice board and is regularly checked by the Captain of Boats.
- » **PLEASE DO NOT REMOVE EQUIPMENT FROM ONE BOAT TO REMEDY A DEFICIENCY OR DAMAGE IN ANOTHER! PLEASE REPORT IT SO THAT IT CAN BE FIXED.**
- » When coming off the water care should be taken to approach the pontoon *slowly* to ensure that there is space to land and that those members on the bank are aware of your intentions. Boating and removal of your craft should be carried out promptly to avoid holding up other crews.
- » All boats must be washed down and checked for damage after use. Boats should be carefully placed on slings while cleaning takes place.
- » Boats racked outside must always be tied down and never left on slings. Failure to do so will invalidate our insurance cover.
- » Wildlife. Please take care not to disturb the animals and birds or damage the habitat. In the spring always check the boats (particularly the shoes) for nests - if you find one then please leave the boat on the rack and put a warning note on the hull.
- » Before using club or private boats, all rowers and coxes please check the following items to make sure the equipment is safe to use:
 - » Bow ball - securely fitted, no cracks or splits.
 - » Heel restraints – in good condition and not frayed. Shoe heels to be restricted to a maximum of 5cm of movement above stretcher.
 - » Footboard – Adjusted to your needs and securely fastened.
 - » Seat – Moves freely and is clipped to the runners.
 - » Bungs, corks and hatches - check these are in place and secure.
 - » Steering equipment - check rudder cables are free and have full movement. Check for frayed cable.
 - » Rudders & Fins - check rudder and fin are securely fitted and are not bent. Free and full movement of rudder.
 - » Riggers - check for broken, missing or loose fixings.
 - » Check the condition of the hull and the canvas of the boat for damage or breakages.

Any such defects in a club or private boat should be rectified before the boat is used or the boat labelled and quarantined to prevent use until defects are rectified.

Checking a boat on youtube - <https://youtu.be/o-Tpy1734mY>

LAUNCHES

- » Coaches and coaching launch drivers and passengers must wear life jackets or buoyancy aids at all times whilst afloat.
- » All launch drivers must wear a kill-cord whilst afloat.
- » Launch drivers should ideally have a RYA level 2 Powerboat Handling Certificate, but if there is no RYA Level 2 member in attendance and you are suitably experienced (competent in driving and manoeuvring a launch); it is better to have launch cover than not. Only adults (18+) are allowed on the launch. Wherever possible two people should be on the launch to provide additional safety cover.
- » Wash from launches should be kept to a minimum and its impact on other river users always considered and respected.
- » All coaching launches and safety boats shall carry the following equipment:
 - » A bailer (if appropriate).

- » A sound signaling warning device - air horn.
- » A throw line.
- » Thermal exposure blankets.
- » A basic first aid kit.
- » A sharp knife.
- » A paddle and boat hook.
- » Simple hand holds fixed to the side of the launch to give help to any person being rescued and provide self-help should the driver fall overboard.
- » Spare engine kill-cord.
- » Anchor and line.

INCIDENT REPORTING

If you are involved in an incident or 'near incident' then you must report it to British Rowing within 24hrs using their online incident report. The address you will need is: <http://incidentreporting.britishrowing.org>

Examples of an incident are: capsizing, collision, swamping, injury, equipment failure, vandalism or violence etc. Examples of a 'near incident' are: evasive action to avoid a collision, non-adherence to navigation rules, boat not displaying lights after dark, crew boating in high risk conditions, a dangerous situation etc.

Give as much detail as you can in your report - when, where, how, types of boats, clubs involved, weather conditions, any injury/damage and medical treatment received, etc.

Members are reminded that the Committee will not hesitate to take disciplinary action against any members who act in an irresponsible or unsafe manner on the water, whether in club boats or their own craft.

ENVIRONMENTAL CONDITIONS AFFECTING ROWING

Before boating the Session Manager, or in their absence, a committee member should make a decision as to whether the environmental conditions are suitable for rowing. This decision will be FINAL and WITHOUT APPEAL. The decision will be indicated on the outings notice board on the Oratory wet boathouse so that all members attending the session, including those who arrive later, will know.

Any person boating against this decision does so at their own risk and may be subject to disciplinary action by the Committee.

River Flow Rules

Environment Agency warning boards must always be respected. As a guide the river conditions are categorised as follows: See <http://riverconditions.environment-agency.gov.uk/>

- » **Green Boards (no stream warnings)** - All crews can boat
- » **Amber Boards (stream is increasing or decreasing)** - Restricted access to river. An assessment must be made of conditions on site by an experienced club official before rowing.
- » **Red Boards (caution strong stream):**
 1. No rowing for inexperienced crews
 2. Experienced crews may row ONLY if the conditions have been reviewed and it is deemed safe to row by the Captain of Rowing. Note however that as with all rowing and sculling, these activities are undertaken at the member's own risk.

As a guide, to assist in decision-making, when the flow rate at Reading exceeds 50 m³/s an assessment should be made of conditions on site by an experienced club official before rowing and it is unlikely to be safe to row when the flow rate at Reading exceeds 75 m³/s. See <http://www.gaugemap.co.uk/#!Map/Summary/1070/1139>

Cold Water Rules

Cold water rules are in effect:

1. During the period 1st November to 30th April; or
2. When the water temperature is below 10 °C; or
3. When the air temperature is below 5 °C

Weather Rules

1. There is no rowing during thunderstorms. If thunder is heard during an outing, you must immediately return to the pontoon.
2. As a guide, rowing is unlikely to be safe when the wind speed is sustained at about 20 knots, or gusts above 35 knots. See <http://xcweather.co.uk/forecast/Mapledurham>
3. No rowing is permitted when fog obscures the far bank from the pontoon.
4. During the winter months the risk of hypothermia from wearing insufficient clothing is a REAL DANGER. Ensure that you wear several thin layers of appropriate clothing, preferably with a waterproof garment on top. Coxes, especially, should be well protected, including hats and gloves.

After Dark Rowing

Unless permission is specifically given by the Captain of Rowing boating in the dark is NOT allowed. If rowing in twilight/at night, lights must be used - WHITE lights at the bow and stern of rowing and sculling boats and a 360 degree WHITE light on launches. No one rows alone after dark with or without lights.

RIVER NAVIGATION – WHITCHURCH TO MAPLEDURHAM REACH

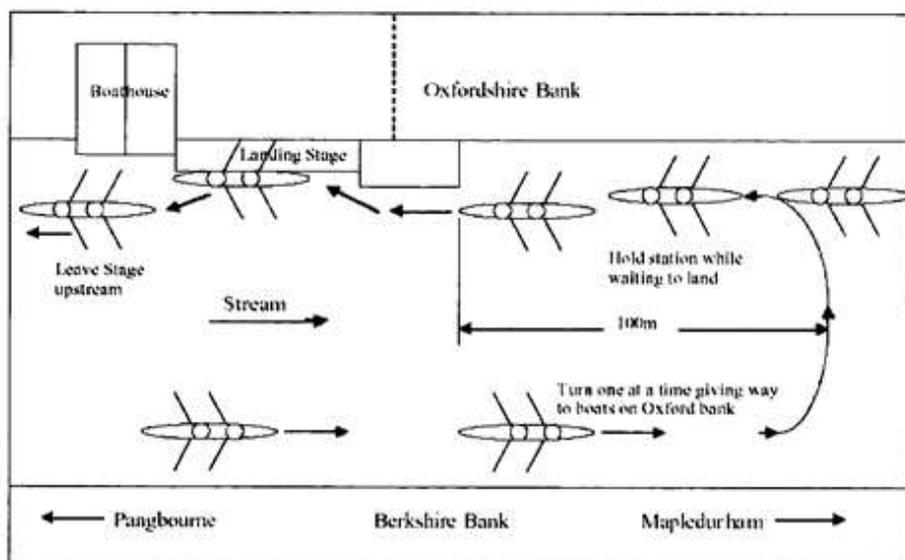
All boats should **keep to the right** hand side of the river (looking in the direction of travel). Boats travelling downstream have right of way over boats travelling upstream. Particular care should be taken to remain on the correct side around bends and resist the temptation to cut any corners, as this is potentially extremely dangerous. If overtaking another boat always move into the centre of the river and overtake the craft on the outside, returning to the correct station after the manoeuvre. Always look out for canoeists and swimmers.

Particular danger areas on the Pangbourne reach include but are not limited to:

- » The weir and lock at Mapledurham - always turn at least 100m before the weir danger sign.
- » The Island upstream from Mapledurham. The island should be passed on the right, and extra care taken due to the limited width of the navigation. Never turn directly upstream of the island as the boat could be swept into the island particularly when a fast stream is running. Turn at least 50m downstream of the island, to avoid emerging traffic, or at least 100m upstream of the island
- » The Pangbourne weir and lock area - no boats are to be taken under the Pangbourne toll bridge at any time. Boats should be turned at least 100m before the toll bridge. Take particular care of the canoe club users at the Dolphin Centre.
- » When leaving the landing stage boats must always depart upstream. Likewise landing boats must always be facing upstream when returning. When coming into land boats from the upstream direction must turn on the straight downstream from the boathouse at least 100m below the boathouse. This operation should only be carried out when the river is clear and in rotation if more than one boat is waiting to come in. Boats waiting to land should hold station facing upstream below the landing stage.

Crews wishing to pass through the locks at either end of the reach may only do so with the express permission of the captain of rowing.

WHITCHURCH TO MAPLEDURHAM REACH - RIVER CIRCULATION PATTERN



WATER BORNE DISEASES

- » Weil's Disease - Leptospirosis
- » Blue-Green Algae - Cyanobacteria
- » Gastro-intestinal illness

Assessing the risks posed by water quality is difficult as conditions can vary substantially in a very short space of time. In general, the health risk will depend on the number and proximity of sewage effluent discharges in any particular body of water. By way of precaution after immersion or contact with water of uncertain quality do not eat or drink before showering/washing.

- » If 'foul' water has been swallowed refer to your doctor with full details of incident.

WHAT TO DO IF THE BOAT YOU ARE IN CAPSIZES



If a boat capsizes...

STAY WITH THE BOAT!

- » A capsized boat is more easily seen by those coming to help.
- » A capsized boat provides you with a buoyant raft.
- » Staying with the boat allows you to pull your body out of the water to reduce rapid cooling.
- » Staying with the boat allows you to re-enter the boat if you can manage.
- » In crew boats staying with the boat keeps the whole crew together enabling you to help each other.
- » Only leave your boat when you know you are safe or that staying with the boat will take you into greater danger or if the boat no longer remains an effective life raft.

PUNTING AT GGBC

The following boats are stored behind the Swan Hotel at Streatley for the use of Full and Social Members and their guests:

- » Two fibreglass punts (blue and green)
- » A rowing dinghy

WHERE TO FIND THE PUNTS

Approaching the Swan Hotel from Streatley (having turned off the A417 at the traffic lights at the Bull pub), turn into the hotel entrance immediately before the river bridge. Go past the hotel reception and continue to the car park at the back of the hotel. In the far right hand corner cross a patch of grass next to a small outbuilding and the boats are on your right, either in the cut or on the bank.

The boats are available from April to October during daylight hours unless the river conditions make it unsafe. There will be times when the boats are not available due to maintenance or Regatta use.

Members are allowed to take guests out in a boat as long as there is a club member in each boat. The club member is responsible for the care and safety of the boat and its' occupants. Regular guests are expected to join the boat club. It is possible to reserve a punt using the logbook contained in the locker at the site. Please state start and end time and which boat (Blue Punt, Green Punt) and the name of the lead member of your party. If you arrive late the booking will no longer apply.

USING THE PUNTS

A locked cabinet (combination code 5656) holds paddles, bailers, life jackets and a log-book. Unlock the punts and poles and return the keys to the cabinet. Bail out the boat if necessary and clean up any leaves or other debris. You can then install the seat bases and cushions if required. Always take at least two paddles even if you intend to pole the punt.

Before setting off re-read the safety instructions (see below) which are on the inside cover of the logbook and also within each boat.

On return ensure the boat is bailed, cleaned and safely installed under the floating cover. Return equipment to the locker and record your return in the logbook with a note of any events, problems, breakages etc. Lock up punts and poles, return keys to the cabinet and lock it. Ensure the site is tidy before you leave.

PUNTING SAFETY

Punting is carried out at the member's own discretion, but club officers may suspend punting if in his/her opinion weather or water conditions compromise safety. **REMEMBER: IF IN DOUBT DON'T GO OUT!!!**

- » All members (and any guests) wishing to punt must be able to swim at least 50m fully clothed, or should avail themselves of the provided buoyancy aids. All children under 18 must wear a suitable buoyancy aid while on the water.
- » Make sure that details of your trip - date, boat used, time of departure, names of those on board and when you expect to return are record in the logbook.
- » Maximum number of people per boat:
- » Punts - no more than 5 per boat, Dinghy no more than 3.
- » Before any outing responsibilities must be clearly defined and under-stood by any passengers. You should agree who is in charge of the boat.

- » Check all aboard have been briefed on basic commands, how to enter and leave a boat, and what to do in case of accident or capsize.
- » Check that weather and water conditions are safe. Environment Agency warning boards must always be respected. If red or amber warning boards are displayed at the locks the boats are not to be used.
- » Check the boat to be used is in a safe condition, and that you carry at least two paddles in addition to a punt pole.
- » All punters must familiarise themselves with the river navigation rules. On the Thames, craft keep to the right side of the river in respect to their direction of travel.
- » Beware of local hazards. These include, but are not limited to, the weirs at Goring and Cleeve and intensive river traffic at weekends. Sections of the river below Cleeve are deeper than a punt pole - hence the importance of paddles.
- » The boats may be taken through the locks. Take particular care when approaching the locks as the currents are stronger here and you will be in close proximity with other river craft. The lock keepers commands are to be followed at all times. Lock keepers finish an hour before sunset or 7.00pm. After this time you will have to leave the boat and operate the locks manually. Ensure that the boat is kept well away from the sluices that fill the lock as these can produce strong currents and make the boat unstable and difficult to handle.
- » Beginners at punting should seek instruction, or confine themselves to paddling.

CLUB RULES

Any and all references to "he", "him" or "his" implies male and female members.

NAME AND COLOURS

1. The Club shall be called the GORING GAP BOAT CLUB hereafter known as the CLUB.
2. The colours shall be Kingfisher Blue and Deep Orange.

OBJECTIVES

3. The main purposes of the Club are to provide facilities for and promote participation in the sport of rowing in the Thames Valley.

RUNNING OF THE CLUB

- 4(a) Goring Gap Boat Club is operated by Goring Gap Boat Club Ltd (Company Number 9977977)
- 4(b) GGBC Ltd is limited by guarantee. All members are "guarantors" of the company. Each guarantor's personal liability is limited to £1.
- 4(c) The limited company Articles of Association (AoA) are registered at Companies House.
<https://www.gov.uk/government/organisations/companies-house>
The Club rules written here are not all included in the AoA. GGBC Ltd will adhere to these Club rules.
- 4(d) The directors of GGBC Ltd are elected annually at the GGBC Ltd AGM. Nominations are the President and Trustee of the boat club, and newly elected committee members (The Chair, Treasurer and Captain of Rowing).
- 4(e) The directors of GGBC Ltd delegate the running of the club to the committee.

MEMBERSHIP

- 5(a) Full Members - entitled to all privileges of the Club including the use of boats and all other training facilities under the direction of the Committee or any person authorised by them.
- 5(b) Junior Members – over the age of 12 but under 18 years of age at the date on which the subscription becomes due are entitled to full member privileges (except for voting rights as per [9] below).

However the Junior Member must be supervised by a parent or legal guardian at all times while on club premises or on the water; the parent / guardian cannot leave their child on the bank while they go rowing.

If a Junior Member rows, they must be accompanied by their parent / guardian in the boat.
- 5(c) Social members - May be permitted the use of non-sliding seat boats as may be specified by the Committee or any person authorised by them.
- 5(d) Temporary Members - May be permitted the privileges of a full member for a maximum of 2 club sessions upon completion of a Temporary Membership form & Stage 1 induction. Any person paying an admission fee, to be determined by the Committee, for the purposes of attending the Goring and Streatley Regatta or any other regatta the club organizes, shall be treated as a temporary member of the club for the day or days of such Regatta and during official pre-regatta training. No temporary member shall be entitled to receive notice or attend or vote at any General Meeting of the Club or participate in the management of the Club.
- 5(e) Honorary Members - The Committee shall have the power to elect as an Honorary member without payment of subscription any person who shall in the opinion of the Committee, have rendered exceptional services to

the Club, but such election shall be subject to ratification at the Annual General Meeting or Special General Meeting next ensuing.

- 5(f) Life Patron - The Committee shall have the power to elect a Life Patron of the Club at such subscription as it by resolution shall decide. A Life Patron shall not be a member of the Club but shall be entitled to avail himself of such facilities as the Committee shall determine. The privileges of Life Patron, or Honorary Member shall extend for the natural life of the person so elected.
6. Members may be subject to approval by a simple majority of the Committee
7. The Membership Secretary shall send to each member, immediately upon receipt of the membership fee, confirmation of membership together with a copy of these Rules, and shall maintain a list of all members of the Club.
8. The annual subscription of all members shall be due one year after joining/previous renewal. The rate of the subscription shall be determined by the Club at the Annual General Meeting.
9. Junior members shall be entitled to membership of the club at a subscription at a reduced rate as determined by the committee. No member in this category shall be entitled to vote at any General Meeting of the Club.
10. A member whose subscription is not paid by 28 days after the renewal falls due in any year shall be notified in writing. If the subscription shall not be paid by 58 days after the due date that person shall cease to be a member.
11. A member may resign from the Club at any time by giving notice thereof in writing to the Secretary.
12. Membership of the club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
 - » The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
 - » The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or the sport into disrepute.

No member shall be expelled from the Club without first having the opportunity to appear before the Committee and answering the complaints made against him and unless at least two-thirds of the Committee shall then vote to expel him.

13. Child Protection Procedures - The Club accepts the policy and procedures relating to Child Protection, as set out by British Rowing, and requires all members to accept them as a condition of membership.
14. Safety - The club activities will comply with the Water Safety Code contained in the rules of British Rowing and the Water Safety Code Guidance Notes as published by the Amateur Rowing Association.

ADMINISTRATION

15. The officers of the Club shall be the President and the committee. The Committee shall be elected at each Annual General Meeting and shall hold office until the next Annual General Meeting when they shall retire but shall be eligible for re-election provided they have not been a member of the committee for five consecutive years.
16. The Committee shall consist of:-Chairman, Honorary Secretary, Honorary Treasurer, Captain of Rowing, Captain of Boats, Regatta Chairman, Social Secretary, Membership Secretary + up to 5 other members. The Committee shall assign specific responsibility for various roles to persons chosen from the above. Meetings of the Committee may be convened by any Committee member and seven shall be a quorum.

Committee roles may be shared by 2 members. Where they are shared, in the event of a vote, each role carries only one vote and shall only count once towards a quorum.

17. The Committee shall manage the affairs of the Club in accordance with the rules of the Club and define the duties of the several officers who shall in all respects be subject to the control of the Committee. In the event of the President retiring, the main Committee shall appoint a replacement.
18. The Committee may from time to time appoint from among the members such Sub-Committees as they deem necessary or expedient and may depute or refer to them such powers and duties of the Committee as the Committee may determine. Such Sub-Committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the direction of the Committee.
19. The Committee shall have the power to make arrangements for local institutions to enjoy the amenities of the Club and the power to co-opt a responsible member from any such institution on to the Committee.
20. The Committee shall from time to time make, repeal and amend all such byelaws and regulations (not inconsistent with these rules) as they shall think expedient for the internal management of the Club. All such byelaws and regulations shall be binding on the members until repealed by the Committee or set aside by a resolution of a General Meeting of the Club.
21. Those members of the Club who are appointed by the Committee to supervise training sessions shall be regarded for their period of duty to be ex officio officers of the Club.

MEETINGS

22. An Annual General Meeting shall be held in November in each year, at a time and place determined by the Committee, and notified in writing (or by email) to the membership at least twenty-one days in advance.

The business of the meeting shall be the election of the Committee, the passing of accounts and receiving reports of the Chairman, Captains and Treasurer. Also consideration of any proposed Rule changes and any other business of which notice shall have been given to the Secretary at least fourteen days before the meeting.

The membership shall be notified in writing (or by email) of the business of the AGM, including proposed rule changes and any other business, at least seven days prior to the meeting.

All notices required by this Rule shall be deemed to have been given if sent to the address of the member as recorded on the Club records.

23. The Committee may at any time and shall on the requisition of any 10 members, stating the purpose for which it is required convene an Extraordinary General Meeting for any specific purpose. The notification requirements shall be as stated for an AGM in Rule (22)
24. The financial year of the Club shall be from 1st October until the following September 30th.

AMENDMENT OF RULES AND DISOLUTION

25. The Rules may be altered or repealed or new Rules may be made by resolution at an Annual General Meeting or Extraordinary General Meeting duly summoned for that purpose, provided that no such resolution shall be deemed to have been passed unless carried by a majority of the members present and voting thereon.
26. If at any General Meeting a resolution for the dissolution of the Club be passed by a majority of three quarters of the members present and such resolution shall at a Special General Meeting held not less than one month thereafter be confirmed by resolution passed by a majority of 75% of the members voting thereon the Committee shall thereupon and at such resolution proceed to realise the assets of the Club.

After discharge of all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst Members of the Club, but shall be given or transferred to one or more of the following:

- i. to another Club with similar sports purposes which is a registered CASC and/or

- ii. to another Club with similar sports purposes which is a registered charity and/or
- iii. to British Rowing Limited for use by them for related community sports.

By completion of such transfer the Club shall be dissolved.

APPENDIX 1 – NEW MEMBER INDUCTIONS

All temporary members must fill in a Temporary Membership form and complete a Stage 1 (basic) Induction which a Session Manager or other authorised committee member (*Chairman and Captains of Rowing and Boats only*) will run through with them **BEFORE** boating for the first time

Completing a Stage 1 (basic) Induction is also required for those joining directly as full members (i.e. where they have not previously filled in a temporary membership form); this must be completed before the new full member goes on the water for the first time.

Please speak to a Session Manager or authorised committee member for more information.

STAGE 1 (BASIC) INDUCTION

Required for ALL temporary and full members as a pre-requisite for boating.

The Stage 1 (basic) Induction covers the following:

1. Everyone is responsible for safety – if it's unsafe, do something about it!
2. You **MUST** be able to swim at least 50m in light clothing i.e. your rowing kit or you must wear a lifejacket.
3. You must dress appropriately e.g. No jeans.
4. Do you have any medical conditions that we need to be aware of?
5. Remember to row within your ability i.e. level of skills, fitness and competence.
6. Take care on the pontoon, it can be slippery when wet.
7. If the boat capsizes – **STAY WITH THE BOAT!** Ensure everyone is there and wait for instructions from the cox.
8. Never start or stop rowing unless the cox has given their authority to do so. If you need a break, then tell the cox and they will stop rowing.
9. Basic safety commands:
 - » To stop the boat quickly – **“Hold it up!”**
 - » The safety-position or “easy” position – legs flat, arms out and blade flat on the water
 - » The blades stabilize the boat, so don't pull them inboard unless the cox tell you to, even if the blades get tangled in the trees.
 - » Listen to the cox at all times.
10. There is a lot of terminology in rowing so if you have any questions then please ask the cox or a club member.
11. More safety information is available on the safety notice board in the shed and the club website.
12. If you notice any breakages, then let the cox know so they can report it.

Everyone is responsible for safety – if it's unsafe, do something about it!

STAGE 2 INDUCTION

All full members **MUST** complete a Stage 2 Induction as soon as possible after joining, as a condition of membership.

The Stage 2 Induction covers the following:

1. Navigation rules
2. Local hazards
3. Boat types & equipment
4. Safety Equipment
5. Equipment checks before boating
6. Club sessions
7. Session manager
8. Session outing notice board
9. Clothing
10. Suitability of boats
11. Boating restrictions

12. Manual handling of boats and equipment
13. What to do in an emergency
14. Capsize / swamping
15. Cold water emersion & hypothermia
16. First aid
17. Incident reporting
18. Risk Assessments
19. Weather
20. Visibility
21. Water Bourne diseases
22. Hygiene
23. Building access
24. Training alone
25. Building responsibility
26. Safety Notice Board
27. Welfare
28. Personal responsibility for safety
29. Club officers
30. Tour of the facilities

APPENDIX 2 – USEFUL CONTACT DETAILS

EMERGENCY SERVICE - 999

LOCAL POLICE - 08458 505505

MEDICAL

First Aid (at boathouse)
John Radcliffe Hospital - 01865 741166
Royal Berkshire Hospital - 01183 225111
The Goring & Woodcote Medical Practice - 01491 872372
Pangbourne Medical Practice - 01189 842234

THAMES REGION NAVIGATION OFFICES

Upper Thames (above Cleeve lock) - 01865 721271
Middle Thames (below Cleeve lock to Bray Lock) - 0118 953 5533

LOCKS

Mapledurham - 01189 417776
Whitchurch - 01189 842448
Goring - 01491 872687
Cleeve - 01491 872608

OTHER

Adventure Dolphin Centre - 01189 843162
River Conditions - <http://riverconditions.environment-agency.gov.uk/>