

Hexham Rowing Club Key holder policy

Keys are required for the club house and the boat shed.

Club House Key Policy: All senior* members may have keys to the Club House.

Boat Shed Key Policy: Keys for the Boat Shed will be given to senior* members when the committee are satisfied that the members are sufficiently cognisant of water and weather conditions, boat handling on and off the water and understanding the limitations that conditions may provide for novice/inexperienced crews. The key holder is responsible for their **own safety** and the **safety of others** that they let into the facilities (outside of club designated sessions – please see the calendar for details; <http://www.hexhamrc.co.uk/events.html>).

If you leave the club and discontinue your membership you must return your keys.

Safeguarding junior members:

Due to issues of **safeguarding** members **must not** use the facilities during junior sessions. Particular care should be taken in times when juniors may be using the club changing areas. (This may be an issue when training times cross over at the start or finish of sessions). **Seniors please notify the adult in charge of the junior session of your presence and use the disabled toilet to change.**

Seniors **MUST NOT** change in the boatshed for the same reason and keys will be provided for the clubhouse.

***Juniors may not be given keys to the facilities for safeguarding reasons.**

SAFETY

Please ensure that you have read and comply with the procedures on page 2

Hexham Rowing Club Key holder procedures

Procedure for using the clubhouse facilities:

These are shared facilities.

- Please ensure that you have switched off any lights and unplugged any appliances that you have used.
- Ensure that if you use the facilities that you keep them clean and tidy. You must check that the doors are locked BEFORE going on to the water and when you leave at the end of your session.
- If someone else is using the facilities ensure that they have keys and know that they are responsible for locking up.
- Any issues with the facility please report to the club steward, Maurice Searle.

Procedure for using Boatshed and equipment:

1. First **check the conditions** are suitable for an outing on the water. (**If in doubt don't go out!**). Consider water levels, wind, whether the conditions are changing or likely to change (please note water levels can rise very quickly during an outing), light levels and other river users and just as importantly, the strength and experience of your crew.
2. Note down the following information **in the club diary** (on the correct day) situated on the filing cabinet in the boat shed:
 - a. Weather conditions /water levels/wind
 - b. Names of all members including coxes going out
 - c. Names/numbers of boats and blades used
 - d. Time of outing
3. If you are a single sculler ensure that you have told someone (that is aware if you haven't returned!) of your planned outing. Consider wearing a lifejacket during your outing if you are on the water on your own).
4. **Check your equipment** BEFORE getting onto the water. Check; heel restraints; riggers; bow ball; hatch covers.
5. **Ensure the boat shed and club house are locked before getting onto the water.**
6. When you return to the boat shed after your outing please ensure all equipment is returned from the riverside. Boats should be cleaned and dried and blades neatly stored. Any damage to equipment should be logged in the club diary and information emailed to the club captains or the club steward, Maurice Searle. (If possible arrange to repair any damage, if you are not sure then ensure that the club knows the problem).
7. Any incidents or accidents **MUST** be reported to the club safety officer (Jonathan Holmes).
8. When leaving the premises, please ensure all taps, lights and any electrical items are switched off and check that the doors to the clubhouse and boat shed are locked.

Please be honest with yourself as to whether you have enough knowledge of the water/weather/wind conditions and experience of the sport to make the right decision about going out onto the water. **If in doubt don't go out!**

Further information on Safety can be found here: <http://www.hexhamrc.co.uk/safety.html>)