

Hong Kong, China Rowing Association

Code of Practice for Water Safety

May 2007

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All statements in this code referring to men, are deemed to apply equally to women, unless the context indicates otherwise.

“Club” refers to a Corporate Member of the HKCRA.

1. Introduction

The Directors and Management of the Hong Kong China Rowing Association have no greater commitment to the Members of the Association than that of their safety and well-being when making use of the facilities and equipment or participating in events or competitions provided or organised by or on behalf of the Association.

This Code of Practice for Water Safety has been produced in order that, with the assistance of the Association's Staff and its member Clubs' Officials, every user of the Association's facilities and equipment is made aware of the safe use of such facilities and equipment, thus ensuring that events, courses and competitions organised by, or under the jurisdiction of, the Association are conducted in as safe a manner as is practically possible.

The Association's Safety Committee meets on at least four occasions each year to review safety records and safety hazards, and to agree and arrange for the implementation of safety initiatives and the improvement of safety-related practices or facilities. Any comments or observations by the membership on any safety-related issue may be brought to the Committee's attention by writing to the Association at Sha Tin Rowing Centre, for the attention of the Safety Committee.

This Code should be made freely available to every user of the Association's facilities, and it should be part of the material issued to course participants and new members of whatever level of experience, in order that the knowledge, understanding and implementation of its contents becomes routine, widespread and commonplace.

HKCRA Safety Committee

May 2007

2. Responsibilities of Clubs

2.1 Every Club shall appoint a competent member as Safety Officer. It shall be the duty of a Club Safety Officer to ensure that the HKCRA Code of Practice for Water Safety (Safety Code) is implemented by all members of the club.

2.2 Each HKCRA Rowing Centre or Club boathouse must display prominently the HKCRA Safety Code and any visual aids on water safety, life saving or resuscitation procedures as may be provided by the HKCRA, or by other organisations with the approval of the HKCRA.

2.3 At each Rowing Centre or Club, the HKCRA or the Club shall draw up and display a Local Code of practice, which should include:

1) Circulation Boards containing the traffic rule of the river to draw attention to local rules of river/ water use and to hazards.

2) Weather Information Boards carrying any variation in normal procedures which may be necessary due to the state of the tide or stream high winds, or other climatic conditions.

2.4 A list of vital telephone numbers referable to water safety must be displayed prominently in every Rowing Centre and Clubhouse, to include:-

Doctor

Ambulance Service

Local Hospital casualty department

Police

Marine Police

Marine Department

If there is no telephone readily available at the Rowing Centre or Clubhouse, clear directions to the nearest available telephone must also be displayed.

2.5 Safety and first aid equipment must readily available in every rowing centre and clubhouse, to include:

1) First aid box,

2) Thermal Blankets, exposure bags,

3) Life rings/buoys and line/ Buoyancy Aids.

4) Any safety boat should only be used for the purpose of safety. (Refer to 10.8)

- 2.6 Clubs shall ensure that all equipment used for rowing and coaching is safe equipment (see Sections 3 and 10).
- 2.7 Active members should be taught the correct way to remove and replace boats on the boat racks, and the correct way to launch, embark and disembark, so that the risk of damage and capsizing is reduced.
- 2.8 Clubs must provide adequate instruction in watermanship and rowing technique, and adequate supervision by coaches and experienced rowers, to ensure that no-one puts themselves at risk when on the water. This applies particularly to single scullers and to juniors. Inexperienced coxswains should only be allowed out in boats with an experienced oarsman rowing in the crew and in charge of it.
- 2.9 Clubs should treat the coaching of coxswains and their education in watermanship and good safety procedures as being equally as important, from a safety aspect, as coaching oarsmen and scullers.
- 2.10 Clubs should take active steps to encourage members to become fully conversant with life-saving and resuscitation procedures (see Sections 12 to 14 and appendixes A to C), by attending education workshops, training courses regularly organized by HKCRA or Clubs and other appropriate means. In particular it is highly desirable that the Club Safety Officer and all regular Club Coaches should be so trained.
- 2.11 Club rowing activities must be co-ordinated with those of other local water users to minimise clashes of interest and the possibility of additional hazards arising.
- 2.12 However carefully club members observe the Safety Code, there is always the possibility that accidents will happen leading to injury or even loss of life. All Clubs shall carry comprehensive insurance to cover personal injury to members on the water, and personal injury and damage to property of third parties. The HKCRA shall require evidence that such insurance is in place.
- 2.13 All cases of accident involving injury to rowers (other than trivial incidents) shall be notified in writing to the HKCRA immediately by an Officer of the Club. A standard pro-forma will be made available for this purpose (see Appendix F).

3. Rowing Equipment

- 3.1 Rowing equipment shall be maintained in good order to avoid the user being put in danger on the water. Particular attention should be paid to the following:
- 3.2 So far as practicable, boats and equipment should be stored in well-lit premises in such a way that damage to boats and injury to people is avoided on removal and return of the equipment.
- 3.3 Before a boat is placed on the water, the crew or sculler should check that it is in safe condition and that the fittings are in good order:-
- (a) check for leaks;
 - (b) check that boats which are canvassed or decked are free of holes so that maximum buoyancy will be maintained if the boat sinks or capzises;
 - (c) check that corks or bulkhead seals are in position before leaving the shore. This is particularly important with boats built of non-buoyant material such as aluminium or plastic (such boats may need supplementary buoyancy);
 - (d) check that riggers are securely attached and that moving parts (swivels, sliding seats, stretchers) are in working order and not loose;
 - (e) coxswains and steersmen must always check that rudderlines, steering gear, rudders and fins are in working order;
 - (f) check that oars and sculls are in good condition, particularly that the button is firm and the shaft is free from damage.
- 3.4 Every boat shall at all times carry firmly attached to its bows a white ball of not less than 4 centimetres diameter, made of rubber or material of similar consistency. (HKCRA rule of racing B19).
- 3.5 When it is necessary for outings to take place in the dark or in poor visibility the person in charge of the crew must carry a waterproof torch as a means of signaling and the boat must be fitted with boat lights of a type approved for use by the HKCRA and it should be fixed at the bow head of the boat and should be facing forward in the direction of travel.

- 3.6 Where boats are fitted with shoes, these must be of the ‘quick release’ type. Make sure that ‘quick release’ mechanisms work properly and allow immediate release of the feet when strain is put upon them. Make sure laces are properly in position and check that heel restrains are fitted and effective. If a “Velcro” grip has become worn, do not use leather thonging to hold down quick release shoes - doing so will make them a trap for the rower if the boat capsizes. Fit a new “Velcro” grip at once. Novices should not go out in sculling boats with fitted shoes.
- 3.7 If rough water is likely during an outing, it is recommended that a bailer and/or sponge is carried in the boat.
- 3.8 At the end of every outing, remove the corks or bulkhead seals and store them with the boat.
- 3.9 In order to ensure that equipment remains safe, a clear procedure should be set up in every Club whereby damage to equipment or failure in a boat is notified as soon as possible to a responsible Club official, and the defect repaired before the equipment is required again. It is recommended that damaged equipment should be clearly marked so that anyone intending to use the equipment is made aware of the damage.
- 3.10 Clubs are recommended to organise monthly boat maintenance sessions when the members will clean and check all the boats they use. Clean equipment is far more likely to be safe equipment; and rowers who are made personally responsible for the condition of the boats they use are far more likely to notice and deal with wear and tear to equipment before it becomes potentially dangerous. Clubs which use equipment owned by the HKCRA will be expected to participate in boat maintenance sessions when required.
- 3.11 Sea Trip Equipments and First Aid Box should be available at every sea trip outing. The equipments include waterproof torch, map, manual pump, throw lines and tool box. G.P.S., Compass and other safety-related equipments can be available on loan basis.

4. Weather

- 4.1 Weather conditions may change rapidly during the course of a rowing outing. If adverse weather conditions are forecast all coaches, coxswains, scullers and oarsmen should take the forecast weather conditions into account when planning an outing, and should be prepared to cut short the outing if necessary. Sea trips should never be attempted when bad weather conditions are forecast.

All Crews and the participants of the Galaxy Courses should strictly follow the weather signaling system stipulated by HKCRA. Under the system, two levels are adopted to indicate different weather conditions along the river, details:

a) Yellow Flag (Level of Alert):

Weather condition along the river become worse and may change rapidly from time to time. Potential Danger is forecast during the course of rowing outing. Under yellow flag situation, all HKCRA fine boats are out of service for non-Galaxy Courses. Any HKCRA fine boats which are already on water should return to the boathouse as soon as possible.

b) Red Flag (Level of Danger)

Weather condition along the river is adverse and no outing should be attempted. Any boats which are already on water should return to the boathouse as soon as possible.

Please refer to Appendix G- Diagram 4.1 indicating the mechanism under adverse weather conditions.

- 4.2 When a number 3 or higher tropical storm warning, or when the red rainstorm warning or higher is in effect, only the Hong Kong National Squad may continue training at the sole discretion of the Technical Director or his nominated delegate, who shall be in attendance and supervising the training activity at the time. It shall be the responsibility of the Technical Director or his delegate to suspend the activities as conditions dictate. This exception does not extend to individual members of the National Squad who may be training privately, nor to any other rower. (please refer to Appendix G- Diagram 4.1 indicating the mechanism under adverse weather conditions)

- 4.3 All coaches, coxswains, scullers and rowers must be aware of danger from exceptional weather conditions or from changes in conditions during an outing. Some examples are:-

- (a) Strong winds, particularly where wind and tide/stream are in opposite directions,

- (b) On tidal water, the possibility of conditions worsening if there is a strong wind the tide changes during the outing.
 - (c) The need to make ample allowance for the speed of the current when there is increased water flow.
- 4.4 Extremes of weather such as heavy rain, fog or mist and gusts of wind present further problems of which all rowers and coxswains must be aware. Heavy rain, fog and mist not only impair visibility but distort sound remarkably. A coxswain should never allow his boat to be paddled in such conditions at a speed at which he is unable to bring it to a complete halt if an obstacle appears. (See also Section 4.4).
- 4.5 Rowing during hot, sunny and humid weather can be very enjoyable, but also can be dangerous unless precautions are taken to prevent sun-burn, heat stroke and dehydration. Sun screen protection should be applied to all exposed areas of skin, and reapplied frequently. Plenty of drinking water should be carried and frequent drink and rest stops taken. A hat should be worn to protect the head from direct radiation. (See Section 13 and Appendix B)
- 4.6 Updated Weather information should be made available at the centres. All crews should make use of the information provided before outings.

5. Responsibilities of Oarsmen and Scullers

- 5.1 All active Club members must satisfy the Club Safety Officer that they are in good health and can swim a minimum of 50 metres in light clothing (ROSPA recommended standard). N.B. This must be regarded as the absolute minimum.
- 5.2 All oarsmen and scullers must make themselves fully acquainted with the Local Code of Practice displayed in the Rowing Centre or Clubhouse (see Section 2.3) and follow it at all times.
- 5.3 All oarsmen and scullers, before embarking on an outing, must ensure that a responsible member of the club or any suitably qualified person is aware that the outing is taking place and its anticipated duration. All members and the participants of Galaxy Courses should complete the outing registration before outings.
- 5.4 Wherever possible all active members should consider learning and practicing capsize and accident drills (see Section 8). It is desirable that they learn life-saving and resuscitation procedures (see Sections 12 - 14 and Appendixes A - C). Safety-related courses will be organized by HKCRA on regular basis.
- 5.5 Everytime a rower takes to the water, he should check that the condition of his boat and equipment is safe (see Section 3) and follow correct procedure if damage occurs during the outing.
- 5.6 Active members should learn the correct way to remove and replace boats on the boat racks, and the correct way to launch, embark and disembark, so that the risk of damage and capsizing is reduced. All active members should continue to use correct procedures every time they have an outing. Boats should be launched and brought back to shore in accordance with local practice.
- 5.7 Members starting to learn to row should not go on the water without a coach or more experienced oarsmen present.
- 5.8 Although the coxswain of a crew has responsibility by his acts for the safety of that crew, coxswains by reason of youth or inexperience are often not in overall charge of the boat. Except where a coxswain is mature and thoroughly experienced, it is essential that an experienced member of the crew is in charge and that member is constantly aware of what is happening outside the boat to ensure that no accident occurs.

5.9 Single scullers (apart from beginners who are on the water under supervision) are solely and fully responsible for their own safety, and must follow the appropriate procedures laid down elsewhere.

5.10 The following paragraphs apply equally to scullers:-

Section 6.2, 6.7, 6.8, 6.11, 6.12, 6.13.

5.11 All crews should strictly follow the traffic rules. The circulation boards containing the traffic rules of the river are made available at the centres.

6. Responsibility of Coxswains

- 6.1 Every coxswain shall satisfy the Club Safety Officer that he is in good health and can swim 50 metres in light clothing (ROSPA recommended distance). N.B. This must be regarded as the absolute minimum.
- 6.2 No-one who is subject to epileptic fits or blackouts or who has a speech, vision or hearing defect should cox a boat. In cases of doubt, medical advice must be obtained.
- 6.3 Coxswains are encouraged wear a life jacket or buoyancy aids of approved type (EN393) at all times when on the water, if the outing is likely to take them out of easy swimming range to land. This is not considered necessary if the crew remains within 100 metres of the shore, say within the Shing Mun River.
- 6.4 Coxswains should always dress suitably for the prevailing conditions. In cold weather care should be taken to ensure warmth (particularly round the head and lower back) and that clothing is sufficiently waterproof, including water-resistant outer gloves. Avoid bulky and heavy clothing. Never wear “Wellington” - type rubber boots in the boat.
- 6.5 Coxswains may carry voice projection equipment or a radio link with the coach. In racing a coxswain may have to carry deadweight. These items should be attached to the boat and never to the coxswain. Any link to the coxswain, such as a headset, must be fitted with a quick release device.
- 6.6 Coxswains must learn the simple commands for boat control, both on and off the water, so that they use them correctly, clearly and instinctively. They must also know and understand basic commands used by other water users - e.g. port and starboard.
- 6.7 Coxswains must make themselves fully acquainted with the Local Code of Practice displayed in the Rowing Centre or Clubhouse (see Section 2.3) and follow it at all times.
- 6.8 Coxswains must understand and carry out all safety procedures and regulations applicable to the water they use, especially those relating to right of way, power boats, sailing craft, etc.
- (a) Understand and observe local navigation rules of the river or water;
 - (b) On unfamiliar water, find out local regulations and practices, and the existence of any particular hazards, before going out on the water;
 - (c) Always recognise and respect the rights and needs of other water users, and show them the consideration and courtesy you expect them to show you;
 - (d) Watch out for swimmers at all times. At best only a head will be visible, and a blow from an oarblade can kill. If in any doubt, stop your boat.

- 6.9 Coxswains must know, and ensure their crews carry out correct procedures for removing and replacing boats on the racks, and for launching, embarking and disembarking; and especially that boats are launched and brought in to shore in accordance with local practice.
- 6.10 Before every outing, the coxswain must make sure the rudder lines are in good condition and working fully and correctly, and the rudder and fin are in good order.
- 6.11 Manoeuvring racing boats is difficult because of their length. Coxswains are strongly recommend to spend time in sculling boats to learn the basic principles of manoeuvring craft.

In particular:

- (a) Learn to make full use of tide or stream when turning a boat;
 - (b) Be aware that when a boat stops or ‘easies’, it is carried along by stream or tide. Never ‘easy’ just upstream of an obstacle such as a bridge or mooring. In particular when turning a boat make sure it is well away from obstacles and preferably downstream of them.
 - (c) Be constantly aware of the state of the tide, its effect on your craft and the danger of running aground on rocks and mud banks at low tide.
- 6.12 All coxswains shall learn capsize and accident drills (see Section 8). It is also every desirable that they learn life-saving and resuscitation procedures (see Sections 12 to 14). Safety-related courses and seminars will be organized by the HKCRA on regular basis.
- 6.13 Coxswains must at all times be on the lookout for other crews or scullers who are in danger of colliding with their boat, and should not hesitate to shout out to the other crew or sculler to warn them of the imminent danger of collision, using words such as “look ahead, sculler” or the equivalent in Cantonese. If necessary the warning must be repeated, and if the other crew does not take any action upon being hailed, the coxswain should be prepared to instruct his own crew to take evasive action.
- 6.14 All crews should strictly follow the traffic rules. The circulation boards containing the traffic rules of the river are made available at the centres.

7. Responsibilities of Steersmen

- 7.1 Steersmen have a special responsibility for the safety of their crews. Not only must they observe the procedures for oarsmen (Section 5) but also much of Section 6 (Coxswains) also applies to them. Because a steersman is concentrating on his own rowing or sculling and is tiring physically as the outing proceeds, he is more likely to overlook safety procedure than is the coxswain who is not using physical effort, and who also has the added advantage of facing in the direction the boat is travelling.
- 7.2 Steersmen unaccompanied by a coach should look ahead once in every 10 strokes throughout the outing, irrespective of the work that the crew is doing. However sure he is that the water ahead is clear, it is easy to miss seeing a partly submerged obstacle, a lone swimmer or other craft making unexpected changes in direction.
- 7.3 Before leaving the shore for an outing check that the steering gear is in good condition and working fully and correctly.
- 7.4 The following paragraphs of Section 6 apply equally to steersmen:
6.2, 6.6, 6.7, 6.8, 6.9, 6.10, 6.11, 6.12, 6.13.

8. Capsize and Accident Drill

- 8.1 By their design, racing boats when sat properly will not capsize. However, the smaller the boat, the more easily it may capsize; and in rough conditions or when an accident occurs, even an eight can capsize or become swamped. Panic is the greatest danger, and practising the drill to be followed when a boat capsizes is a great help in controlling panic, and in disciplining rowers, who find themselves in an emergency, into simple procedures which provide them with the maximum protection.
- 8.2 All rowers should, if possible, take part in organised and controlled capsize practices; when they have done this several times, they will know just what to expect if their boat capsizes accidentally. Even a very experienced oarsmen who has been lucky enough never to have fallen in may lose self-control if his boat should capsize.
- 8.3. Drill Procedure - Whenever possible the drill should be carried out in open water as this most closely resembles the real life situation. However it must not be practised without a suitable, fully equipped safety launch under the control of a very competent driver for every sculler or rower afloat. Also the precise procedure will need to be modified dependent upon local conditions, particularly air and water temperatures, stream and wind conditions and water pollution; it may also need modification in the light of the ability and experience of the group.

Open Water

1. Get into a single sculling boat and scull well clear from intended landing area; well upstream and into wind (with strong flowing stream it may be necessary to go much further than at first might appear necessary).
2. Push one scull out parallel to boat at finish.
3. Roll into space left by scull. Put head under water.
4. Release shoes as necessary - keep knees straight.
5. Surface alongside boat.
6. Turn boat right way as necessary/appropriate by pushing down on the nearside rigger with feet and one hand whilst reaching other arm over hull to grip far side rigger to pull over and up. Watch top scull as boat turns over.

7. Check sculls are not jammed.
8. Swim to bows of boat.
9. Grip bows of boat in both hands above chest and in front of chin (as in life saving - two-handed head carry).
10. Tow boat to landing point decided by drill organiser.
11. Land using appropriate method and empty the boat with assistance of one other.

Swimming Pool

1. Get into boat in shallow end and scull to deep end.
 2. Carry out capsize as in open water.
 3. Tow boat to shall end then back to deep end.
 4. Climb out in deep end using the boat if necessary.
 5. Empty boat with help of one other person.
 6. Carry boat back to shallow end.
-
- 8.4 If a boat begins to fill with water, paddle it to the bank or into shallow water, take out the blades and empty it out.
 - 8.5 If the boat fills with water so that it begins to sink before you can get it to the shore, get out of it carefully into the water, hold on to the boat and tow it to the shore. The weight of a crew in a waterlogged boat will probably cause it serious damage, whereas with the crew out it it will continue to float at water level and provide the crew with buoyancy whilst they tow it to safety.
 - 8.6 If you capsize, the only situation in which you should let go of your boat and swim to the shore is if the stream, wind or tide are carrying in onto a hazard too fast for you to paddle it to the shore and you are certain you can swim to safety. If you are unable to avoid being

carried onto a hazard, your chances of survival are better if you continue holding onto the boat and go on to the hazard supported by it.

- 8.7 If his boat capsizes, a coxswain must resist panic; free himself immediately from all loose equipment (rudder lines, microphone cable, clogs etc), get out and hold onto the boat once he is free.
- 8.8 If a boat capsizes, the coxswain and/or senior member of the crew should take control and make sure all members are following correct capsize procedure. Every member of the crew who stays in control of himself lessens by his example the risk that other members of the crew will panic.
- 8.9 If a rower has lost consciousness or has been injured, support him in the water until a rescue craft arrives, or help him to the bank as fast as possible if no rescue craft is at hand. The desirability of all those who row knowing life-saving procedure cannot be over-emphasised. If necessary resuscitation (Section 12 and Appendix A) should be applied immediately, even while the rower is still in the water. An ambulance should be summoned by the quickest method available.
- 8.10 The water on which you row is rarely free from pollution. If your boat capsizes, try to keep your mouth closed and avoid swallowing water. If you do swallow water, obtain medical advice without delay, even if you do not feel unwell. Your local hospital will know if you are in danger from pollution and will give you any treatment that may be necessary.

9. Responsibilities of Coaches

- 9.1 A coach is not only concerned to teach his crews how to row better or faster; he is also responsible for their safety. Coaches using launches must also be aware at all times of other water users, must ensure that neither their coaching launches nor their crews place anyone else use the water in difficulty or danger and should always be alert to give help to other users who may be in danger and without help.
- 9.2 A coach shall ensure that every member of the crews he coaches follows the appropriate safety procedures at all times, and he shall himself apply them to ensure his crews' safety. In particular, coaches should:
- (a) Be aware of the local Code of Practice (Section 2.3).
 - (b) Ensure that his crews are using safe rowing equipment (Section 3).
 - (c) Be aware of weather and water conditions and arrange the outing to avoid any danger (Section 4 applies equally to coaches).
 - (d) Watch out for any hazards his crews may meet. It is often easier for the coach, who is higher above the water than the members of the crew, to see swimmers or similar hazards ahead. He must draw the attention of the coxswain or steersman to such hazard and not merely attempt to influence any steering decision that has to be made.
 - (e) Showing consideration for other water users is very much the responsibility of coach, both in regard to his coaching launch and to the boats he is coaching.
- 9.3 Coaches of young children shall ensure that the whole crew, and not just the coxswain, are dressed suitably as youngsters are unlikely to be able to generate a high level of body warmth during the first outings.
- 9.4 When his crew are rowing away from their home water, the coach shall ascertain the Local Code of Practice and, at regattas, any special traffic rules to be observed, and ensure his crews fully understand them.
- 9.5 Coaches should pay particular attention to the coaching of coxswains. Not only is a competent coxswain important to the crew's success; his competence is essential to their safety on the water.

- 9.6 Every coach should know capsize and accident drills (Section 8). If a crew he is coaching has an accident or capsizes, he should check that every member is following correct capsize procedure and be prepared to assist or rescue any member who is in difficulties, is injured, or appears to be suffering from hypothermia or exhaustion. Every time he goes out in a coaching boat, he should check that it is fully equipped with safety equipment (see Section 10.4) and know how to use this.
- 9.7 Every coach should learn life-saving and resuscitation procedures (see sections 12 to 14 and Appendixes A - C). This knowledge may literally make the difference between life and death for someone he is coaching.
- 9.8 Coaches using coaching boats, even where they are not themselves driving, are responsible for ensuring that Section 10 of this Safety Code is fully observed. The driver of a coaching boat should observe the river condition and ensure safety to other users on the river at all times.
- 9.9 Coaches of beginners and especially of crews of young children have an extra responsibility. Those who are new to the sport are likely to concentrate on their own rowing to the exclusion of all else, and are thus less likely to be aware of approaching danger. Coaches of school crews, when dealing with several crews of young novices on the water together, must be especially concerned with their safety. It is very easy for the first crew that gets boated to get into difficulties whilst the coach is supervising further crews getting onto the water. Beginners, whether in crews or sculling boats, should never be allowed on the water unsupervised.

10. Coaching Boats and Safety Boats

- 10.1 Using a coaching boat, it is necessary to ensure competent driving, safety of those on board the coaching boat, and the effect upon other water users of the coaching boat's activities. The driver of a coaching boat should observe the river condition and ensure safety to other users on the river at all times.
- 10.2 **Training Drivers:** To take out an engine-powered boat without previous tuition is to put the driver, any passengers and other water users at risk. It is strongly recommended that no-one should drive a boat without first having taken a course of instruction. At the very least the Club shall ensure that an experienced driver goes out with a new driver until he has shown that he is fully in control of the boat. The manner in which boats are manoeuvred and generally handled may create problems for other water users. Excessive washes create impossible conditions for other water users and can cause damage to moored boats. To use boats for coaching, rescue and other purpose, all on the same water, requires drivers to be fully aware of the effect on the wash they cause and the risk that the very sport they are seeking to assist cannot take place because their manner of driving their boat has made the water unusable.
- 10.3 Whenever an engine powered boat is in use it is a legal requirement for those in charge of the boat to possess the appropriate Marine Department licences:-
- (a) Within the confines of the Shing Mun River at Sha Tin, the driver of a boat powered by an engine of not more than 12KW must have a Local Engineer's Certificate and either a Restricted Local Master's Certificate or a Local Master's Certificate.
 - (b) Anywhere else, the driver must have a Local Master's Certificate and a Local Engineer's Certificate.
- 10.4. The following safety aids shall be made available for use with coaching and safety boats where appropriate:
- (a) A bailer and, or inflatables, a suitable pump and a spare valve.
 - (b) A klaxon horn or similar warning device, capable of attracting attention over a distance of at least 200 metres.
 - (c) A grab line at least 30 metres (100 feet) long with a large knot tied in one end to assist throwing.

- (d) During cooler weather, thermal blankets/exposure bags to counteract hypothermia. Make use of proprietary items and not woollen blankets which only absorb moisture but do not retain heat. In the absence of recognised equipment, polythene sheet cut to the size of a commercially available exposure bag will provide the necessary level of heat retention until proper treatment can begin.
- (e) Life rings/lifebuoys. These are essential when several people are in the water and the launch can attend to only one at a time.
- (f) A basic first aid kit.
- (g) A sharp knife.
- (h) A paddle.
- (i) Simple handholds fixed to the side of the boat to give help to any person being rescued, and provide self-help should the driver fall overboard
- (j) A waterproof torch.
- (k) Life jackets / buoyancy aids (EN 393) which must be worn at all times in boats going out to sea or on very wide stretches of water.

10.5 When used at night or in poor visibility the Coaching boat must be fitted with lights as required by the Marine Department.

10.6 Maintenance: Maintenance of the boat and its engine is vital, since the possible consequences of failure are too great. The driver and his passengers are dependent upon the efficient working of the engine and the good condition of the boat for the proper execution of their duties. Drivers and coaches should know how the engine works, and a box with basic tools and spare parts (in particular sparkplugs and a sparkplug spanner) should always be carried to enable running repairs to be done and simple replacements to be made. The tool-spare box should be kept dry and checked regularly (an extra can of pre-mixed fuel is also a vital spare). It is wise precaution to check that the engine is securely fixed to the hull and that the secondary safety fixing is properly attached every time the boat is used.

10.7 Choice of a boat, its hull size and its shape, must be matched to an engine suitable for the work it is to undertake and the load to be carried. In particular, boats to be used for coaching

on rivers or enclosed waters must be of a design which will enable the boat to accompany a crew rowing at speed without causing a wash that makes the water unusable for everyone else.

The following rules apply to the use of safety boats operated at the rowing centres managed by the HKCRA:

- 10.8 In general circumstances, only staff of HKCRA with relevant driving license is allowed to use the safety boats. Each boat is only allowed to carry a maximum of 3 persons, including the driver.
- 10.9 Safety boat provided by the HKCRA serves only for safety purpose. In case of an emergency (i.e., someone is in danger in the river), HKCRA staff / coaches / members, who are trained and equipped with the skills of driving safety boat and rescuing on the river, are allowed to use the safety boats to rescue people who is in danger on the river.
- 10.10 Any unauthorized use of safety boats by non-HKCRA staff for non-safety purpose is strictly prohibited.

11. Safety at Regattas and Processional Races

- 11.1 All regattas shall appoint a suitably competent person as safety officer, whose duty shall be to ensure that the HKCRA Code of Practice for Water Safety is fully implemented and responsible for ensuring that medical support is accessible to the regatta. First aid facilities must always be available.
- 11.2 No regatta, processional race or sponsored rowing shall take place without full prior consultation between the organisers, the Marine Department and, as appropriate, the police, life-saving organizations and other bodies as may be necessary, to ensure that adequate safety measures are taken.
- 11.3 Safety officer should work with chief umpire, organizer / HKCRA to decide whether the river and other conditions are suitable for running the regatta. Regular training workshops should be provided to Safety Officers. (See Annex for duties of Safety Officer).
- 11.4 Where practicable, safety boats manned by trained personnel and equipped with adequate safety aids shall be available throughout the regatta. They should be sufficient in number and so placed that rapid assistance can be provided wherever the need occurs.
- 11.5 All officials and competitors shall be informed of local hazards and traffic rules, and a plan of the course and launching area identifying hazards and traffic rules shall be displayed and brought to the notice of competitors before they embark. The telephone numbers of police, ambulance, medical and fire services shall be prominently displayed, together with the location of the nearest telephone.
- 11.6 Where practicable the racing course should be marked with clearly visible buoys. Where necessary, guard boats should be stationed at each end of the course to advise competitors and to direct other water users away from the course. If this is not practicable such information should be displayed on notice board suitably placed at each end of the course.
- 11.7 Where races umpired from launches, the instructions to umpires shall clearly state that in the event of an accident, the umpire's first duty is to abandon the race and render all possible assistance if anyone's safety is at risk.
- 11.8 Umpires' launches shall carry a lifering and line, thermal blanket and first aid equipment; and should comply fully with section 10.4.

11.9 All officials shall be informed of accident and safety procedures, and details of these shall, so far as is practicable, be brought to the notice of competitors.

12. Resuscitation

- 12.1 Resuscitation can, if applied by a properly trained person, save a life. It should only be attempted if no other professional help is available, and only then by those confident to do so. The priority in all cases is to summon professional assistance.
- 12.2 Further information concerning resuscitation is given in Appendix A.

13. Heat Stroke

- 13.1 A description of the symptoms and prevention of Heat Stroke is given in Appendix B.

14. Immersion Hypothermia

- 14.1 Immersion hypothermia is the condition caused when the body is immersed in cold or cool water for a prolonged period of time.
- 14.2 A description of the condition, and ways of preventing and treating it, is given in Appendix C.
- 14.2 As with other medical conditions, treatment should only be given by those having confidence to do so. The first priority should be to obtain professional medical assistance.

Appendix A Resuscitation

Note: Whilst resuscitation can save life, it should only be attempted where no other professional help is available and then only by those confident to do so. The priority should always be to obtain professional assistance

A.1 To be effective resuscitation must be started immediately, even whilst the patient is in the water, otherwise irreversible damage or death will occur within a few minutes. Many thousands of lives have been saved by ordinary citizens who have known what to do and have had the courage to do it at the critical time.

A.2. The saving of life during a medical emergency depends on the accurate assessment and proper management of the ABC of resuscitation:

- A - Airway
- B - Breathing
- C - Circulation

On finding a person requiring resuscitation:

- i - Approach
- ii - Airway
- iii - Breathing
- iv - Circulation

A.3. Approach

- (1) Establish there is no danger to yourself or the patient. If you see someone in difficulties in the water DO NOT go into the water after him. Remember there may be neck or back injuries requiring extra care when moving the patient.
- (2)
 - (a) Look for something to help pull him out - stick, rope or clothing.
 - (b) Lie down to prevent yourself from being pulled in.
 - (c) If you cannot reach him, throw any floating object - football, plastic bottle - for him to hold on to, then fetch help.
 - (d) If you are in a safety launch carefully approach him if it is safe to do so.

Reach - Tow - Throw - Row

- (3) Is the patient conscious?

Establish consciousness by shouting “WAKE UP” loudly 2-3 times, and gently shaking the shoulder.

- If Conscious

Place in Recovery Position:-

Kneel to one side of the patient

Straighten arm and leg furthest from you.

Place arm nearest to you across patient’s chest. Bend his nearest knee and with hand on knee and on the nearest shoulder, turn the patient away from you, onto his side.

- If Unconscious

Proceed to establish an Airway.

A.4 A - Airway

- (1) Open the Airway

The rescuer should place one hand beneath the patient’s neck and the palm of the other hand on the patient’s forehead. By lifting the neck and pressing on the forehead the airway is opened. The jaw may also need support - remove the hand from behind the neck and hold the chin forward.

- (2) Inspect the Airway.

Remove blood, vomit, loose teeth or broken dentures but leave well fitting full dentures in place.

A.5 B - Breathing

Is the patient breathing?

Check for breathing by holding your ear close to the patient’s mouth. Listen and feel for breathing. Also look for breathing; see if the chest is rising and falling.

If Breathing

Place in Recovery position

Continue to observe - Airway
- Breathing
- Circulation

If NOT Breathing

Patient requires artificial breathing/mouth to mouth breathing/expired air resuscitation (EAR).

Kneel beside patient and open Airway. Open his mouth and pinch his nose closed. Open your mouth take a deep breath, seal his mouth firmly with yours and breath out into the patient. Breath out just enough to raise the patient's chest. Remove your mouth from the patient's and allow chest to fall. Repeat 4 times.

If breaths are difficult to get in, check airway for obstruction and try again. If breathing returns place in recovery position.

Vomiting often occurs when breathing returns and placing the patient in the recovery position will prevent him from choking.

A.6 C - Circulation

Is there a pulse?

Check for presence of the pulse in the neck (Carotid Pulse)

If pulse present

Either continue breathing/EAR at 12 breaths per minute or place in recovery position and observe ABC.

If pulse not present

Patient needs heart massage/heart compressions/external cardiac compressions (ECC)

To commence External Cardiac Compression (ECC) place patient flat on his back. Place hands over lower half of breast bone. With arm held straight and hands on the chest at all times compress the chest one and a half to two inches (4-5 cm) and then release.

Compress the chest 15 times and then give two artificial breaths (EAR) at a rate of 80 compressions per minute. If assistance is present compress the chest 5 times (at a rate of 60 compressions per minute) for every artificial breath by assistant.

Check for breathing and pulse every two minutes.

Continue until pulse and breathing have returned or until experienced medical help arrive. If patient recovers a pulse and/or breathing, placing in recovery position and observe ABC.

Effective resuscitation training is essential; the foregoing being only a guide/aide memoire to the practice or resuscitation.

A.7 D -痛楚檢查法 Pain Assessment

P Position

痛楚的位置 「痛楚在那部位，可否用手指出。」

Q Quality

痛楚的素質 「感到如何？如刀割、被尖物刺著、被打、跳動或壓撞等。」

R Radiation

痛楚的擴散/減輕 「是否擴散到其他部位？只在一個部位還是會移動？你做什麼動作可以減輕痛楚？或這動作會使痛楚加劇嗎？」

S Severity

痛楚的嚴重性 「少許痛、輕度痛、中度痛、嚴重痛、非常劇痛。你屬那級痛楚？」

T Timing

痛楚的時間 「何時開始？有否時間規律？是否間斷或持續痛？以前曾否有這樣痛楚？和以前的痛楚相同嗎？痛楚持續多久？」

Appendix B

Heat Stroke

B.1 Heat Stroke is the term applied to the effects produced on the body by exposure to excessive heat. High atmospheric humidity, which interferes with cooling of the overheated body, greatly increases the liability to suffer from this ailment. The weather conditions in Hong Kong, particularly in the summer, are conducive to heat stroke, particularly among those taking hard physical exercise and deaths from this cause occur from time to time.

B.2 The fundamental cause of the condition is exposure of the body to amounts of radiant energy for which it cannot compensate. This results in overheating of the body and loss of fluid. In any given case one or other of these factors or both may come into play. In the more acute cases the condition is characterised by failure of the sweating mechanism: these are the cases which are rapidly fatal unless treatment is instituted immediately. When excessive sweating occurs, in the early stages this loss of fluid is accompanied by a corresponding loss of salt (sodium chloride).

B.3 Unless this loss of water and salt is compensated for, one of three things may occur: (1) the individual may be seized with severe cramps in the muscles; (2) the blood volume is diminished and the circulation of the body is seriously disturbed, resulting in a condition analogous to surgical shock; (3) the sweating mechanism may break down, with resultant further rise in the temperature, leading to death. Predisposing factors are lack of acclimatisation, lack of training, unsuitable clothing, poor health and dietetic and alcoholic indiscretions.

B.4 Three types of the disease are usually described.

(1) Heat Collapse

It is characterised by fatigue, giddiness and fainting. Blood pressure is low and pulse is slow. In more severe cases there is a state of collapse with cold, clammy skin and subnormal temperature. Vomiting is not uncommon and there may be muscular cramps. Urine is reduced and is lightly coloured. This type of case practically always recovers.

(2) Heat Cramps

The characteristic feature is agonising cramps, usually in the arms, leg or back and occasionally in the abdominal muscles, accompanied by sweating, pallor of the skin and a

feeling of intense anxiety. There may be headache and giddiness, the temperature is seldom raised much.

(3) Heat Hyperexia

This is the most serious condition. The initial indications are loss of energy and irritability, followed by mental confusion and diminution or cessation of sweating. Gradually, or sometimes suddenly, this passes into restlessness then coma and the temperature rises rapidly to 107° F (41.7° C) or even higher. Unless treatment is instituted immediately death will occur soon.

B.5 Prevention

Individuals should not engage in severe physical exertion in high temperature/high humidity conditions unless properly acclimatised and several weeks training has elapsed. Light, loose clothing should be worn, with no tight belts. A hat should be worn to protect the head. Diet should be light and nourishing and ample fluids should be taken. Salads and fruit are important and alcoholic drinks should be avoided. Water containing salt should be drunk freely.

Carry plenty of drinking water with you during the outing and take frequent breaks for drinks. Distilled water is not recommended because, although it replaces lost fluid, it does not replace the minerals which are lost during perspiration.

In the case of heat and heat collapse remove the victim to a cool place and administer normal saline solution (Isotonic). Heat hyperexia is an emergency which requires immediate attention to reduce the temperature. The individual should be placed in the shade, stripped, and drenched with water. To increase cooling, fan the surface of the body, then wrap the patient in a sheet soaked with cold water and continue fanning. The treatment must be stopped when the rectal temperature falls to 102°F (38.9°C) and the patient then be wrapped in a dry blanket. The reason for this is that the temperature continues to fall after treatment is stopped and therefore if treatment was continued until the temperature was normal, the further fall in temperature might have serious consequences.

As soon as the patient is conscious he should be given normal saline solution to drink and this usually provokes sweating - a favourable sign. Further treatment should be carried out in hospital, as there is always a risk of circulatory collapse occurring. Convalescence may be prolonged.

Appendix C

Immersion Hypothermia

- C.1 In Hong Kong the risk of hypothermia might be considered remote under normal circumstances. There are, however, occasions when a sculler or crew might be at risk from hypothermia, for example, following capsize or swamping when alone and far from shore and also when rowing in colder weather or climates. These notes are, therefore, included so that clubs and individuals may be aware of the risk and may know what action to take with respect to a victim of hypothermia.
- C.2 In hypothermia the whole of the body has been chilled to a much lower than normal temperature, below 35°C compared with the normal 37°C. A lesser degree of chilling is less dangerous and may not affect the inner core temperature but can still be very damaging. In the case of an already chilled person continued exposure can produce hypothermia very quickly.
- C.3 The sea surface temperature around Hong Kong can drop to about 15°C. An unprotected adult of average weight in such water will cool to dangerous levels within 2 hours. A thin person will reach this critical stage in an hour. Children, particularly boys, who are on average thinner than girls, may be at risk within half an hour.
- C.4 Survival times are greatly increased if thick clothing is worn, and are shortened for those who swim about, rather than floating still, which conserves heat.
- C.5 Points to be born in mind by rescuers, if several people are involved, is that the quietest people are most likely to be reaching a dangerously low temperature and that small boys are most at risk.
- C.6 Be alert to the warning signs of cold both in yourself and others. In water, the body loses heat rapidly. Wind and exposed arms, legs and head heighten the risk.
- C.7 Do not take alcohol when boating or swimming or go for dare swims after “drinks parties”. Alcohol causes heat loss as well as impairs judgement.
- C.8 Sudden immersion in cold water can have a shock effect which can disrupt normal breathing and reduce even a proficient swimmer to incompetence.

- C.9 First aid treatment for hypothermia differs from the treatment for drowning and it is therefore essential to recognise the signs of hypothermia. If the person is unconscious or apparently dead and
- (a) if the rescue has been made within a few minutes of the victim going into the water, then there is a strong presumption of drowning, alternatively
 - (b) if the evidence suggests a lengthy wait before rescue, the victim may be suffering from hypothermia.
- C.10 The following are the most usual symptoms and signs, but all may not be present:
- (a) Unexpected and unreasonable behaviour possibly accompanied by complaints of coldness and tiredness.
 - (b) Physical and mental lethargy with failure to understand a question or orders.
 - (c) Slurring of speech.
 - (d) Violent outburst of unexpected energy and violent language, becoming unco-operative.
 - (e) Failure of, or abnormality in, vision.
 - (f) Twitching.
 - (g) Falling and complaining of numbness and cramp.
 - (h) General shock with pallor and blueness of lips and nails.
 - (i) Slow weak pulse, wheezing and coughing.
- C.11 A very dangerous situation is still present when a person who has been in the water for some time is taken out. Further heat loss must be prevented. The victim should be protected against wind and rain if possible.
- C.12 Treatment consists of getting the victim into warm surroundings as quickly as possible, preferably a bath of water as hot as the attendant can stand with his own hand - about 45°C. The temperature should be a little lower for a conscious patient. The hot bath should be tried

even though the victim may appear to be dead. In most cases the hot bath will cause recovery, and it is best to discontinue the bath as soon as the victim is clearly improving. Excessive rewarming may do harm.

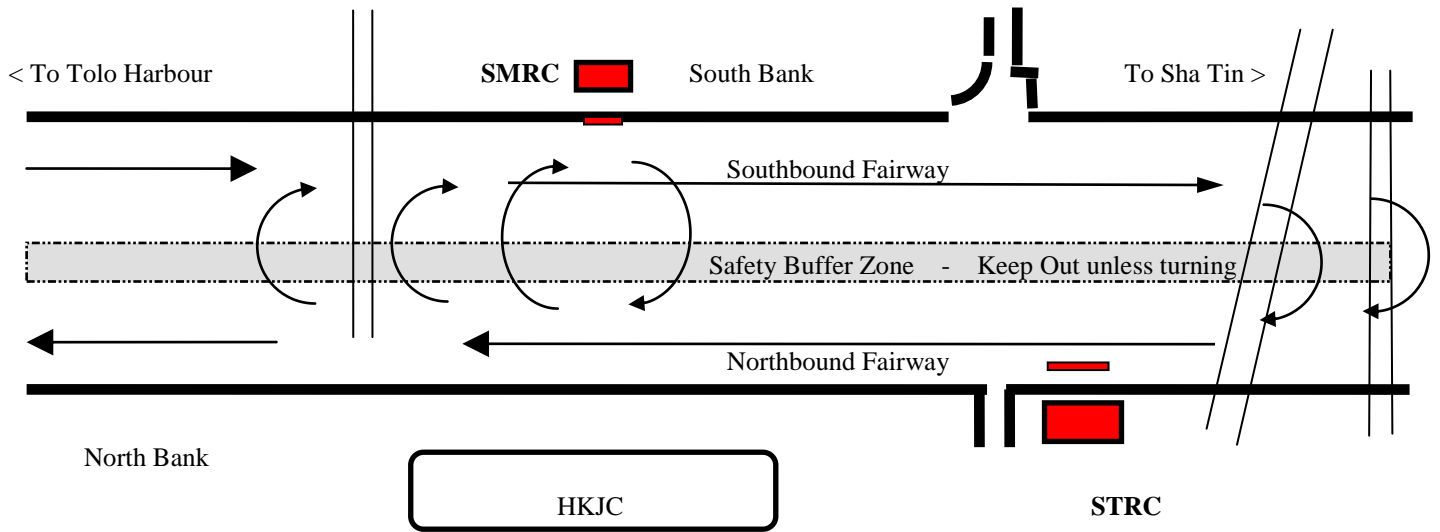
- C.13 Cardiac massage should be given at half the normal rate if the heart is stopped.
- C.14 There can be risks in resuscitating a seriously hypothermic victim too energetically, i.e. the heart may beat abnormally or stop if stimulated too vigorously, and heat can be lost from the skin if the victim is massaged too energetically. This is less likely in milder cases of cold injury.
- C.15 A young and previously fit person, who has not been in the water for very long can be treated fairly vigorously. Get them out of wet clothing as quickly as possible, dry them and then change them into dry clothes. Their trunk could be immersed in a warm bath (approximately 45°C).
- C.16 A very young or adult person, who has been in the water for a long time - treat more carefully. After removing from exposure, gently dry off wet clothing and cover with blankets, and allow to passively rewarm, preferably in a warm room.
- C.17 Rewarming can also be effected by:
- (i) Putting the victim in a sleeping bag or plastic bag.
 - (ii) Others placing their warm bodies against the victim.
- C.18 Once a victim of acute immersion hypothermia is recovering, the victim should be taken from the bath and allowed to rewarm slowly, lying flat under blankets, in a warm place. As soon as possible, get the victim to hospital. Delayed, or secondary drowning, affects the lungs and heart. Delayed effects of hypothermia may cause deterioration and even death after successful resuscitation.
- C.19 Prevention:
- a) During the course of training:
 - Consume high-energy food;
 - Proper rest should be taken in the intervals and don't become over-exhausted.
 - b) For Sea Trip:
 - Bring spare attires

- Wear clothes with warmth keeping purpose

C.20 Prevention is the best policy. Do not place yourself or others, or allow yourself to be placed in a situation where you or anyone else could possibly become a victim of hypothermia.

HKCRA Code of Practice for Water Safety - Appendix D
Shing Mun River Traffic Circulation Pattern

Non-Competition - Normal Conditions

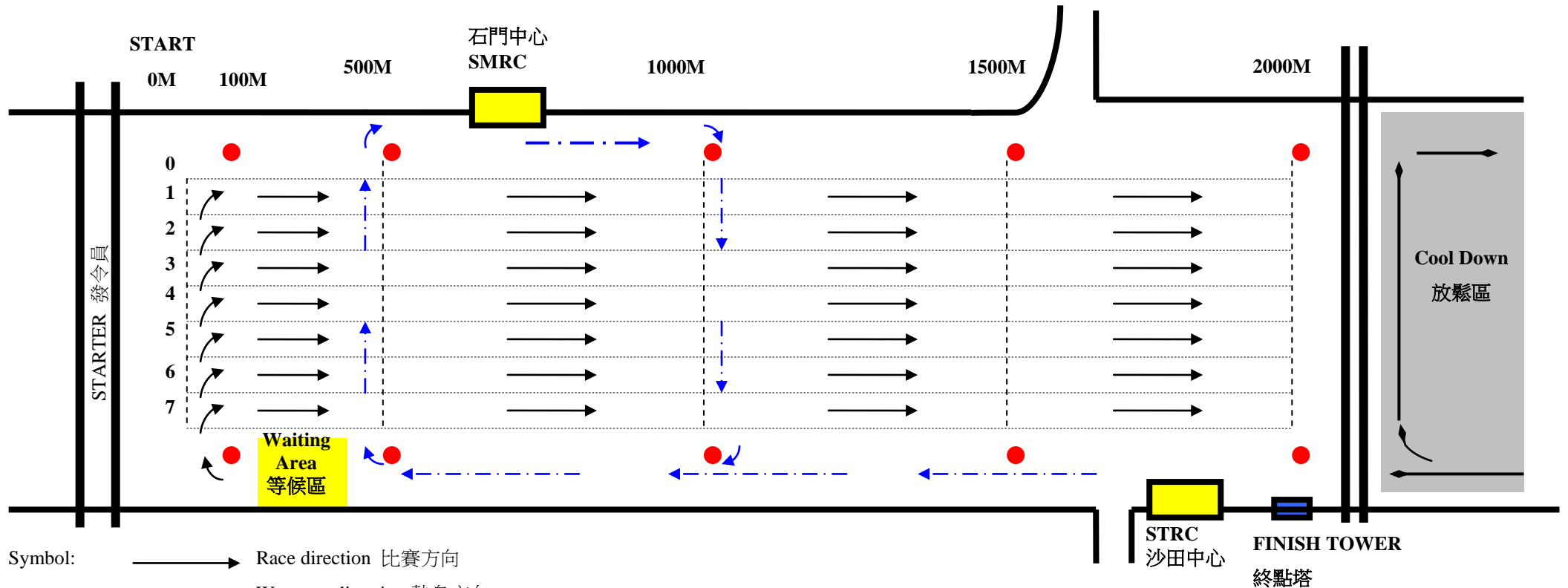


- Notes:
1. All boats **must** keep to the left side of the river (facing direction of travel).
 2. When turning, look out for other boats and give way to boats already on the fairway.
 3. Take special care when turning near to obstructions, such as bridges.
 4. The Safety Buffer Zone is not marked - it is an imaginary zone, approx. 30 metres wide. **Keep out!** (except when crossing to change direction, or in an emergency).
 5. Boats using the Shek Mun Rowing Centre pontoon shall leave and arrive in the normal direction of traffic.

HKCRA Code of Practice for Water Safety - Appendix E

Shing Mun River Traffic Circulation Pattern

Competition



Notes:

Boats must arrive the Waiting Area at least 5 minutes before the race starts. After the previous race has been started, Starter will attribute a lane to the crews of next race. Crews must attach themselves to their start pontoons at least two minutes before the starting time of their race. 艇隻須於比賽前最少五分鐘到達等候區；當上一場比賽開始後，發令員將分配線道予下一場的參賽隊伍；各隊伍須於比賽開始前兩分鐘把其艇隻泊放於起點碼頭準備起步。

HONG KONG, CHINA ROWING ASSOCIATION
Accident / Damage Report Form

Part A – Personal Particulars

Name of person making this report : _____
 (Family Name) (Given Name)

Name of HKCRA Affiliated Club : _____

Part B – Details of Accident

Date of Accident : _____ Time of Accident : _____ a.m. / p.m. _____

Description of Accident

(please continue on a separate piece of paper, if necessary)

Sketch

Names of all persons involved and details of injury

Names	Injured? (Yes/No) If Yes give details
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Were emergency services (Police / Ambulance / Fire Services) called? _____ (Yes?No)

Details of Damage to Equipment

Please give details of damage to any equipment, and state whether HKCRA or privately owned.

Signed : _____ Date : _____

(For HKCRA Office use only) Date Received : _____ By : _____

HKCRA Accident Registration Number : _____

Acknowledged : _____ Sent to Safety Committee : _____

中國香港賽艇協會
Hong Kong, China Rowing Association
新警告旗號系統
New Warning Flag System

天氣情況 Weather Conditions		一般使用者 General User	星際訓練班/ 初級學員 Galaxy Course / Novice Participants	歷奇賽艇 Sea Trip Arrangement
黃色旗號 Yellow Flag				
一號颱風信號 Typhoon No.1	尚可接受的天氣情況 (如沒有強風/ 暴雨/閃電) w/ acceptable weather condition (not too windy/ not too rainy/ no visible lightning)	賽艇活動只限於零 米至二千米 範圍內 Outings restricted to 0-2000m	賽艇活動只限於離開鄰近 賽艇中心 五百米範圍內 Restricted to 500m from the nearest centre	所有歷奇賽艇 活動取消 All sea trips are cancelled
雷暴警告 Thunderstorm Signal			所有初級賽艇 訓練活動暫停 All Courses & outings of novice participants must be stopped	
黃色/紅色暴雨 警告 Yellow / Red Rainstorm				
能見度低於五百米 Visibility below 500M				
水位低於 0.2 米 Tide Below 0.2M				
紅色旗號 Red Flag				
一號颱風信號 Typhoon No.1	不可以接受的天氣情 況 (如強風/暴雨/看見 閃電) w/ unacceptable weather conditions (too windy/ too rainy/ with visible lightning)	所有賽艇活動 暫停 All outings are stopped	所有初級賽艇 訓練活動暫停 All Courses & outings of novice participants must be stopped	所有歷奇賽艇 活動取消 All sea trips are cancelled
雷暴警告 Thunderstorm Signal				
黃色/紅色暴雨 警告 Yellow / Red Rainstorm				
三號颱風信號或以上 Typhoon No 3 or above				
黑色暴雨警告 Black Rainstorm				
能見度低於一百米 Visibility below 100M				

*中國香港賽艇協會安全委員會於 2006 年 9 月 20 日會議中通過以上新措施。
 Approved in Board Meeting (20.9.2006)