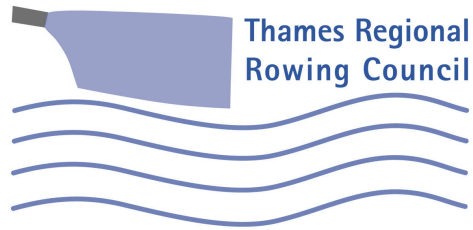


**Disciplinary Code**  
For the  
**Thames Region**



## **IMPORTANT**

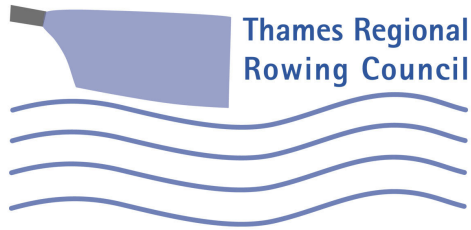
**EVERY ROWER ON THE TIDEWAY NEEDS TO KNOW ABOUT THIS**

# **‘PUTTING TIDEWAY ROWING’S HOUSE IN ORDER, 2006’**

**The TRRC Procedure for Implementing ‘ROWING ON  
THE TIDEWAY - the PLA/TRRC code of practice for  
rowing on the tidal Thames above Putney’**

**The Thames Regional Rowing Council  
of the Amateur Rowing Association**

**August 2006**



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September 2006

The situation which brought about the review of rowing on the Tideway by the Salvage Association arose because it was perceived that the sport of rowing was failing in its duty, both to its own members and other river users, to ensure that its participants adhered to the rules of rowing on the Tideway.

The production of the new "Code or Practice for Rowing on the Tidal Thames above Putney" brings with it greater responsibilities for everyone who uses those waters and for the sport of rowing. It is essential that we keep our own house in order. The PLA has made it quite clear it is our responsibility to manage our sport and thus the Regional Rowing Council, with the full support of everyone attending two Emergency Meetings of the Council, has produced a new disciplinary code.

The Disciplinary code comes into effect with the new Code of Practice and will be explained to all Clubs on its introduction. Clubs are graded by size so that, large or small, it has immediate effect – nobody is above the code, no matter who they are or whom they represent – in this all are treated equally.

The Codes are there for everyone to enjoy the river – if the rowing community fails in its task, we will lose the privileges which we have always enjoyed. If these privileges are lost they will never be regained, and that can only be to the detriment of our sport.

Please help us to ensure that not only can we all enjoy the sport of rowing but also everyone is able to enjoy the River Thames.

Martin Humphrys  
Chairman  
Thames Regional Rowing Council

# The TRRC Procedure for implementing the PLA/TRRC Tideway rowing code of practice

## INTRODUCTION

### 1. *What is the Tideway rowing code of practice?*

At the request of the Port of London Authority (PLA), the Salvage Association undertook, in 2005, an independent risk assessment of safety and navigation for rowing on the Tideway. The Code, 'ROWING ON THE TIDEWAY', was drawn up in response to the 70 or so conclusions of that risk assessment.

### 2. *What does the Tideway Code do for rowing?*

The PLA and the Thames Regional Rowing Council (TRRC) have agreed the Code to set out how rowers must behave in order to navigate the Tideway, to maximise safety and to give due regard to all other river users. TRRC's main aim is to ensure that rowing on the Tideway has a safe and positive effect on our sport.

### 3. *Why has TRRC added a 'Procedure for Implementing the Code'?*

TRRC owes it to the PLA, to other river users and to each and every Tideway club, event and rower to ensure that the Code works. The Procedure shows all parties how we will do that.

### 4. *What does it all have to do with clubs?*

The Code and Procedure mean **THREE THINGS** for clubs:

- \* **EDUCATION:** The Code sets out the current 'best practice for safety' policy for rowers using the Tideway. It has been created to enhance YOUR members' safety and guarantee the preservation of our sport which would be lost, as we now know it, with the imposition of the Collision Regulations as was proposed.
- \* **SELF-MANAGEMENT** in preference to policing. The TRRC will regulate and monitor the ways in which rowing clubs ensure that their members conform with the Code
- \* **HELP AND INFORMATION.** TRRC needs as much information as possible on what is actually occurring on the Tideway. Clubs need to record and report even small incidents. Seemingly trivial information is important as it can provide a trend of information to the TRRC and act as an early warning of a potentially more significant problem.

### 5 *What has changed?*

The Procedure enables us to monitor and improve each club's performance. The aim is quickly to highlight clubs where safety is being compromised. Once identified, these clubs will receive as much help as possible in order to get them back to the required standard (rather than run the ultimate risk of formal disciplinary action).

**The Tideway Code sets out the requirements for rowing on the Tideway from now on. It has been designed to enhance the safety of all rowers. TRRC is committed to getting our sport's house in order. To do so we need the help of all the Tideway clubs. This Procedure sets out the way ahead for us all.**

\* \* \* \* \*

# TRRC PROCEDURE FOR IMPLEMENTING THE PLA/TRRC TIDEWAY ROWING CODE OF PRACTICE, 2006

## **1 Purpose and effect**

1.1 Rowing is a **club-based, self-regulating sport**. 'ROWING ON THE TIDEWAY, the 2006 PLA/TRRC code of practice for rowing on the tidal Thames above Putney' ("the Tideway Code") sets out the responsibilities of rowing clubs, including "academic" clubs at universities, schools and colleges for our sport's safe and considerate sharing of the Tideway with each other and with other river users. (There will be similar leaflets or booklets and other developments for other Tideway users and for other rowing waters in due course.).

1.2 TRRC administers **the safety and navigation framework for Tideway rowing<sup>a</sup>** comprising

- \* the Tideway Code itself; (including provision for rowers to use the "inshore zone" as formerly authorized in the now-revoked PLA NMU6)
- \* the ARA Water Safety Code (as amended from time to time);
- \* the PLA's navigational Byelaws and Regulations (including "ColRegs"); and
- \* the TRRC Tideway Regatta Code.

This Procedure sets out how TRRC promotes and gives effect to that framework, and, if necessary, enforces it on a club whose members breach its provisions.

1.3 The **PLA remains the regulator for all Tideway users**. It gives the Code its formal force within the framework, recognizes the TRRC's role in implementing it, and liaises with the TRRC and other users on its effectiveness and, if appropriate, its amendment or withdrawal. THIS PROCEDURE IS WITHOUT PREJUDICE TO THE PLA'S OVERALL ROLE, especially its power to investigate serious breaches of the statutory rules and to initiate criminal proceedings.

1.4 **Definitions** in this Procedure:

- \* "The Tideway" means the Thames from Richmond lock down-river to Fulham railway bridge (and, if the context demands it, the tidal waters above and below those points used by Tideway rowers)
- \* "Club" means any club affiliated to the ARA as defined by them.

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<sup>a</sup> "Rowing" here means the sport of rowing, that is excluding canoes, dragon boats, pleasure boats, yachtsmen's pram dinghies and similar non-sporting but oar-powered vessels outwith the scope of the ARA.

- \* “Event” means any regatta, processional race (‘head’ race), bumping race or private match [requiring notification to the PLA under the Tideway Code] .
- \* “Misdemeanour” includes an action or occurrence on the Tideway in conflict with the objectives and /or requirements of the documents listed in paragraph 1.2, AND an equivalent breach of it or local rules on other waters by a crew from a Tideway club.

## **2 Application and promotion of the Tideway Code**

2.1 **The Tideway Code applies** to ALL rowing vessels, including coaching launches, used on the Tideway, wherever their club (if any) is based, and whether the boat is club-owned or private.

2.2 **To promote the Tideway Code**, TRRC and PLA provide plenty of copies to all clubs in the Thames Region and have posted it on their web-sites. The TRRC has drawn it to the attention of other Regional Councils and ARA HQ (for National Squad and overseas clubs and crews). The PLA alerts other river users, especially at points of access such as locks, that they are entering reaches where the Code’s special provisions for rowing apply.

2.3 TRRC also provides clubs with **explanatory and display materials and advice**, especially on best practice. There is also a simplified précis version on a chart, which is provided to all clubs free of charge by the TRRC and of which other plasticized copies can be purchased from the PLA.

## **3 Roles and responsibilities**

3.1 Successful implementation of the Tideway Code will require **a triple partnership of TRRC, clubs and events**:

3.2 **TRRC will:**

- \* (a) help clubs and events with their tasks;
- \* (b) keep under review both the Code and the Procedure with a view to their amendment in the light of experience;
- \* (c) account to the PLA for the sport’s effective operation of the framework; and
- \* (d) liaise with the PLA over making the Tideway safer to use.

(That is preferable to each Tideway club having to find the resources to deal directly and continually with the PLA.)

### 3.3 Clubs must:

- \* (a) fulfil their duty of care to their members by educating them so that they understand and implement the framework; and
- \* (b) report misdemeanours to each other, TRRC or PLA, as appropriate, whether by their own members, or by other rowers or by other river users.

(Although Tideway clubs<sup>b</sup> are expected to draw the attention of VISITING CREWS to the safety and navigation framework for the Tideway, TRRC WILL HOLD THE CLUB OF ORIGIN FULLY RESPONSIBLE for its crews' Tideway misdemeanours.)

### 3.4 Event organizers must:

- \* (a) plan and conduct their event within the Code, as applied by the TRRC Tideway Regatta code, subject to the safety requirements of the ARA's Rule of Racing; and
- \* (b) make provision in their event rules to implement TRRC action under this Procedure.

## **4 Monitoring misdemeanours**

### **4.1 Reporting**

4.1.1 **TRRC's goal in monitoring misdemeanours** is to identify any club with a potentially unacceptable pattern of behaviour on the Tideway soon enough to be able help it to improve its members' performance before a serious accident occurs requiring more serious remedial action.

4.1.2 TRRC has a system for **reporting rowing misdemeanours** to the Regional Water Safety Adviser (RWSA). It is important that clubs report **all** misdemeanours, no matter how minor, by their own and other rowers (including "near misses" and any incidents such as bad navigation, even where no damage or danger resulted). Without that, the TRRC cannot discharge its responsibility on behalf of the sport as a whole. Club-to-club reporting of misdemeanours for action will enhance the level of compliance within the sport.

4.1.3 **Boat identification** ("ID") in accordance with the ARA rule is essential to an effective reporting regime. In practice, clubs borrow boats from each other. There are linked or tenant clubs affiliated to the ARA and with their own ID which, in effect, run a common fleet with their host or linked club(s) irrespective of ID. Another club must be able to rely on ID in making a report

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<sup>b</sup> "Tideway clubs" are those clubs in ARA divisions, 16, 17, 18 and 19, and London and Thames Rowing Clubs. Twickenham RC is in division 15, up-river from Richmond lock, and is treated as a non-Tideway Club.

concerning a misdemeanour by such a vessel. Unless the reporter was able to make sure by other means which club was using the vessel at the time, TRRC will hold the ID'd club primarily responsible. To minimize the risk of mistaken identity, therefore, clubs should keep their boat register and their daily boating log up-to-date in order to advise the RWSA to place responsibility where it belongs.

4.1.4 **Reporting misdemeanours by other river users**, such as motor craft, to the PLA will help build up a balanced picture of the use of the Tideway. The PLA will use that as guidance in setting their priorities for action and further codes of practice for those who share the Tideway with us.

## 4.2 Collation and classification of clubs' performance

4.2.1 The RWSA collates a **record of each club's reported misdemeanours** over a twelve month period, rolled forward each calendar month. (That is in parallel with the normal investigation of the individual incidents, sorting out those requiring formal action by TRRC or the PLA, and regularly reporting them to, and reviewing them with, the PLA.) In classifying a club's relative performance to identify cases for action, the RWSA takes into account its size, its location, and the number and severity of its misdemeanours within a time frame appropriate to the circumstances and to the apparent level of unsafe behaviour revealed.

4.2.2 The RWSA takes into account a **club's normal frequency of Tideway outings**. A big Tideway-based club will have more outings than either a smaller one or an equally big but non-Tideway one. A club with many outings will tend to accumulate more misdemeanours without necessarily being as much of a cause for concern. To allow for that, the RWSA sets the level of a club's misdemeanours off against the number of rowers the club has reported to the ARA for affiliation purposes.

4.2.3 **Non-Tideway clubs** of whatever size have relatively few Tideway outings. They are, therefore, treated as equivalent to small Tideway clubs.

4.2.4 **Misdemeanours vary** in their seriousness. The RWSA allocates each one a weight from 1 to 3 before calculating a club's overall performance. The current weightings of the principal misdemeanours are at Annex A below.

4.2.5 The RWSA brings a club's size and its record of weighted misdemeanours together in the **Action matrix** at Annex B. The matrix identifies when a club passes into one of three Action Levels for TRRC to initiate, assist, monitor or enforce remedial action by the club.

## **5 TRRC Action Levels for an under-performing club**

### **5.1 Action Level One: Advice and audit**

5.1.1 If a club enters **Action Level One** on the matrix, the RWSA will notify its Divisional Representative (“Div Rep”), copied to the club’s WSA. It is ESSENTIAL therefore that clubs keep up-to-date with TRRC their contact details, particularly email, (which has been mandatory TRRC requirement since June 2005). The Div Rep will give the club a minimum of one week in which:

- \* to review the misdemeanours involved and their implications for its self-management,
- \* to set out the club’s assessment of the situation, and
- \* to write down the responses required and send them to all parties; and/or
- \* if appropriate, to arrange a meeting to discuss them.

5.1.2 The **purpose of the club’s actions** will be:

- \* to identify any systemic weaknesses in the way the club informs its members about their obligations on the Tideway;
- \* to agree methods to tackle those weaknesses (with all available help from TRRC); and
- \* to sort out how the club will keep track of how effective those new methods are.

That process will enable TRRC through the Div Rep to audit the effectiveness of the club’s proactive safety and navigation systems.

### **5.2 Action Level Two: Inspection and verification**

5.2.1 If a club enters the **more serious Action Level Two**, the RWSA will notify its captain (or teacher-in-charge or equivalent) and Club WSA, copied to the Div Rep, instructing them:

- \* to inform the club’s committee (or the Principal or equivalent head of the sponsoring academic institution) forthwith, and
- \* within a period of at least one week, to assemble the facts about the misdemeanours, the club’s safety and navigation systems, and its procedures and activities to implement those.

5.2.2 The RWSA will then invite the captain (or academic equivalent), the Club RWSA and its Chairman (or academic equivalent or a nominee) to a **documented meeting to discuss the implications**. Unless there are extenuating circumstances, the meeting will:

- \* prepare a formal Club Action Statement specifying what the club WILL do to monitor, record and report frequently to the RWSA on how it will improve its performance.

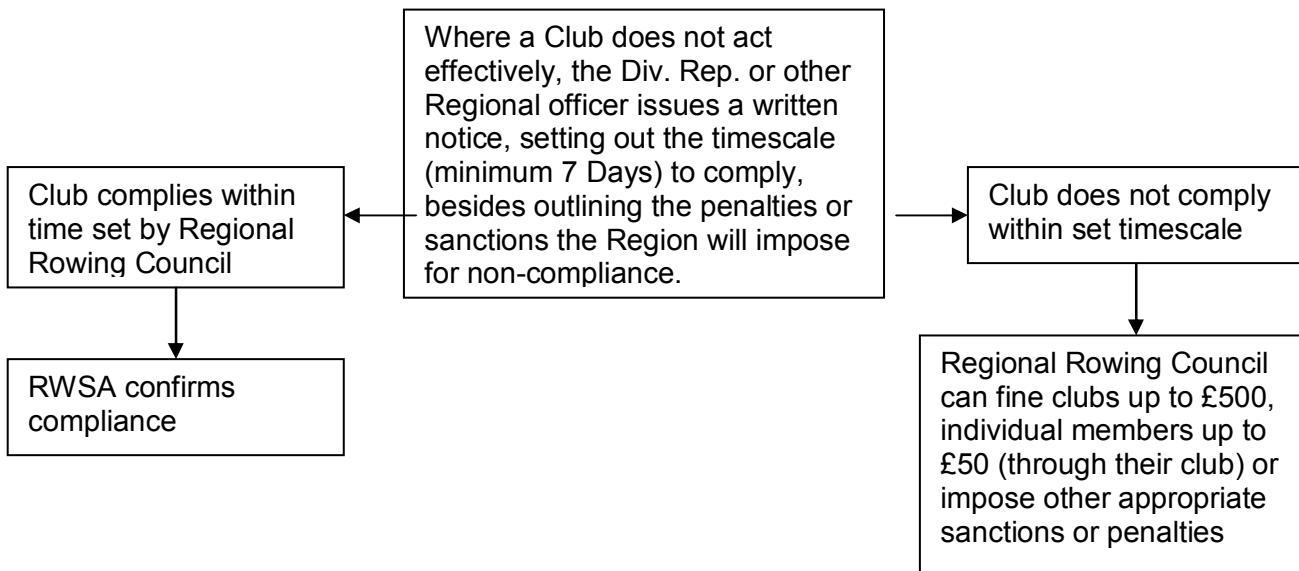
5.2.3 There is an existing **RWSA right to visit a club without notice** (empowered by the ARA). At any time, before or after the meeting, and for as long as the club remains in Action Level Two, the RWSA (or his appointee) may exercise that right on demand to verify the club’s continuing commitment to self-improvement and -monitoring.

5.2.4 The **reports** generated during the Action Level Two process may, if the situation does not improve leading to Action Level Three proceedings, be quoted in those proceedings.

## 6 Action Level Three: Enforcement

6.1 If a club reaches **Action Level Three**, TRRC will begin action under the ARA disciplinary procedure and notify events of the club’s suspension from competition owing to its unsafe status.

### ARA Disciplinary Procedures



6.2.1 A Club will have a right of appeal as outlined in the ARA Grievance Procedure.

## Annexes

### Misdemeanours and Weightings

	Weightings		
Failure to follow Rules in channel	1	2	3
Failure to follow rules in inshore zone	1	2	3
Blocking channel	1	2	3
Blocking inshore zone	1	2	3
Stopping in restricted zone	1	2	3
Overtaking in restricted zone	1	2	3
Turning in restricted zone	1	2	3
Unsafe crossing	1	2	3
Failure to keep a Good lookout	1	2	3
No lights / unsuitable lights		2	3
Failure to get a reportable incident report to the RWSA within 7 Days		2	
Inconsiderate behaviour to rowers	1	2	3
Inconsiderate behaviour to other river users		2	3
Use of audible foul language		2	3
<b>Launches</b>			
No lights / Unsuitable lights		2	3
Coaching launch wash	1	2	3
Non compliant coaching launch			3
Person(s) in breach of ARA WSC on buoyancy aid requirements			3
<b>Clubs</b>			
Failure to educate members re Code of Practice		2	3
Failure to train and certify coxes, steers and scullers		2	3
Failure to enforce members adherence to Code of Practice		2	3
Non compliant boat ID		2	3

### Club membership bands with Action Points for each band

<b>Band 1</b>	<b>6</b>	<b>8</b>	<b>10</b>				
<b>Band 2</b>			<b>12</b>	<b>16</b>	<b>20</b>		
<b>Band 3</b>				<b>18</b>	<b>24</b>	<b>30</b>	
<b>Band 4</b>					<b>24</b>	<b>34</b>	<b>40</b>
<b>Band 5</b>						<b>30</b>	<b>40</b>
							<b>50</b>

## Clubs Banded According Membership

<b>Band 1</b>	<b>Band 2</b>	<b>Band 3</b>	<b>Band 4</b>	<b>Band 5</b>
	Roehampton University	Latymer Upper School	Imperial College	St Paul's School
Canalside Centre St George's Ladies	St Paul's Girls School American School	Dulwich College Parr's Priory	Royal Navy Westminster School	Putney Town Bosporos
Acheronians	HSBC	King's College School	Sons of the Thames Emanuel School	MAABC Auriol Kensington Furnivall
Alpha Women's Barn Elms	Queen Mary College University of London	University College Kings College London		
Bentham Chiswick School	St George's Hospital Godolphin & Latymer School	Quintin Crabtree		Twickenham Vesta
Eyre	Imperial College Medics			Tideway Scullers' School London Thames
Horseferry Met Police Metropolitan Phoenix Wimbledon College.	Barnes Bridge Ladies Royal Vet College Thames Tradesmen's Cygnet Royal Univ Medical School			
Goldsmiths' Coll ULWBC Battersea Sculling Club 1829 Colet St Barts & Royal London Tyrian Dacre Tortoise United Hospitals Putney High Sch London Oratory Westminster Univ. London Sch.of Economics Royal Holloway Orion				