



# **Club Plan**

Safe Rowing during COVID-19

Updated 2 January 2021

Latest Version Available at

<https://www.cccbc.org/policies>

**IN EFFECT FROM**

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# 1 Aims

As the government's guidelines on social distancing and participation in sporting activity is beginning to be relaxed, CCCBC is planning a phased return to rowing. The aim of this document is to formulate that plan, to assess the possible risks together with control measures to manage those risks, and to ultimately enable our members to use rowing as a means of exercise. Our sole aim is to get people back on the water and so the usual volume of outings cannot be expected until normal service resumes.

**This plan will always be subject to change as it governed by the latest guidance from a number of bodies. It is the responsibility of members to read the most up-to-date guidance emailed to them and available at <https://www.cccbc.org/policies>.**

The Club is governed by guidance from:

- Government
- British Rowing
- Waterway Authority
- CUCBC
- The College

CCCBC will form their plans based on the latest guidance from all five bodies. CCCBC will work with the College to write and approve a robust plan. CCCBC will work with Sidney Sussex, Girton, Wolfson and Newnham to manage boathouse access together. All members have a responsibility for their own wellbeing and safety, and for doing their part in limiting the spread of the virus.

## 2 Latest Guidance

### 2.1 Government

<https://www.gov.uk/government/publications/covid-19-winter-plan>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

### 2.2 British Rowing

<https://www.britishrowing.org/wp-content/uploads/2020/12/201223-Managing-COVID-19-v9.pdf>

### 2.3 Waterway Authority (Conservators of the River Cam)

<https://www.camconservancy.org/>.

## 3 British Rowing Framework

British Rowing have created a new framework to replace the original phases. This separates the different parts of rowing activity so they can be 'dialled' up and down independently. In broad terms:

- Level 1 is normal pre-pandemic activity
- Level 2 is full implementation of the guidance in this document with no specific additions
- Level 3 is implementation of the guidance in this document with specific limitations
- Level 4 is restricted rowing activity
- Level 5 is no activity

Rowing Level	Club Sporting Facilities	Hospitality Facilities	On-Water Activity	Indoor Club Activity	Competition
1	Normal activity	Normal activity	Normal activity	Normal activity	Normal activity
2	All COVID-Secure facilities open	COVID-Secure catering & bar facilities open	All crew boats allowed subject to COVID-Secure protocols	Indoor training allowed subject to COVID-Secure protocols	Affiliated competitions
3	All COVID-Secure facilities open with specific limitations	COVID-Secure catering & bar facilities open with specific limitations	All crew boats allowed subject to COVID-Secure protocols with specific limitations	Indoor training allowed subject to COVID-Secure protocols with specific limitations	COVID-Secure private matches and affiliated competitions subject to specific limitations
4	Minimum facilities to allow COVID-Secure boating only	COVID-Secure takeaway services only	Single household crews* for personal exercise only	Personal exercise only	COVID-Secure intra-club competition
5	All club facilities closed	All club hospitality facilities closed	No on-water rowing activity	No indoor club activity	No competition

## 4 Expected Behaviour of Club Members

**No CCCBC member will be allowed to use any club resource without having read and fully understanding the Club Plan: Safe Rowing during COVID-19.**

We have to keep our desire to go rowing in context and be aware of the impact we can each have on the safety of others. We must not be selfish and put our own pleasure before the safety of others.

You are expected to:

- Self-isolate and stay at home if you are exhibiting any symptoms of COVID-19 or believe that you have been exposed to an infected person. Self-isolation also applies if anyone else in your household has had symptoms.
- Follow government guidance on social distancing.
- Travel to and from the club without the use of public transport
- If you plan on travelling to the club from a region where local restrictions are in place, then you should remain away from any club facilities.
- Act as if you have the virus, taking all precautions not to pass on any possible infection.
- Act as if anyone you meet has the virus, taking all precautions not to put yourself at risk.
- Read the risk assessment and understand the risks that the club plan aims to mitigate.
- Follow the club plan and fill out the [logs of boat and erg use](#).
- If you develop any COVID-19 symptoms at any time following your booking, you must notify the Club Captain immediately ([corpus.captain@cucbc.org](mailto:corpus.captain@cucbc.org)). The Club Captain may share this information with the College Nurse for infection control.

If you wish to use any club resource, you must accept the procedures set out in the club plan, adhere to the above behaviours and have signed that you have read and fully understood the Club Plan: Safe Rowing during COVID-19.



**If any member is seen to be in breach of these procedures, then they will be barred from using the rowing facilities. Remember your responsibility in limiting the spread of this virus.**

## **5 Communication Plan**

- COVID-19 plans will be reviewed by the Club Committee and approved by the College.
- Any communications regarding COVID-19 plans and changes of rules will be sent by the Captain of Boats.
- Any communications regarding COVID-19 plans and changes of rules will be sent by email.
- All communications will highlight changes to normal club rules, reiterate that other club rules still apply and will emphasise when changes will come into effect.
- The latest rules will be accessible at <https://www.cccbc.org/policies>.

## **6 General Club Rules during COVID-19**

**All members of CCCBC must abide by the following rules at all times:**

1. Do not visit the boathouse or pavilion if you do not have a session booked.
2. Arrive in rowing kit and leave in rowing kit.
3. No access to the boathouse other than boating bays.
4. Observe social distancing at all times (including on the river).
5. Only one crew in each bay of the boathouse at once.
6. Anyone inside the boathouse is required to wear a facemask.
7. Only two crews may use the landing stage at any time.

Similar rules will be enforced by Sidney Sussex, Wolfson, Girton and Newnham. If you are unsure on any policies or bookings, you should contact your relevant Captain in the first instance ([corpus.women@cucbc.org](mailto:corpus.women@cucbc.org) or [corpus.men@cucbc.org](mailto:corpus.men@cucbc.org)), or if unresponsive then the Captain of Boats ([corpus.captain@cucbc.org](mailto:corpus.captain@cucbc.org)).

The Club Committee will put up social distancing signs and cleaning checklist signs to remind members what is expected of them. These will be based on the British Rowing [templates](#).

## 6.1 Boathouse Use (Local COVID Alert Levels)

Local COVID Alert Level	Tier 1 (Medium Risk)	Tier 2 (High Risk)	Tier 3 (Very-High Risk)	Tier 4	Lockdown
Rowing Level	Rowing Level 3	Rowing Level 3	Rowing Level 3	Rowing Level 4	Rowing Level 5
Additional considerations	All COVID-Secure facilities open with specific limitations	All COVID-Secure facilities open with specific limitations	All COVID-Secure facilities open with specific limitations	Minimum facilities to allow COVID-Secure boating only	All club facilities closed
	<p>Rule of Six must be followed when not training</p> <p>Use of changing rooms and showers should be minimised</p>	<p>Outside of retrieving boats and equipment with mitigations for on-water training, no mixing of households should take place indoors</p> <p>Rule of Six applies outside</p> <p>Use of changing rooms and showers should be minimised</p>	<p>Outside of retrieving boats and equipment with mitigations for on-water training, no mixing of households should take place indoors</p> <p>Rule of Six applies outside</p> <p>Use of changing rooms and showers should be minimised</p>		

## 6.2 Cleaning Solutions

CCCBC will provide cleaning solutions, which will either be a dilute mixture of water and bleach or disinfectant. If using bleach, a ratio of 50:1 water to bleach will be used. Solutions will be placed in a spray bottle and disposable paper towels provided or provided in the form of disinfectant wipes.

## 7 Club Rules for Erg Loaning During COVID-19

- The Dynamic Erg will not be available to loan.
- Those borrowing an erg will sign a disclaimer acknowledging liability for any damages.
- Members who wish to borrow an erg over a vacation will have to pay a £50 deposit. This deposit will be repaid if the erg is returned in the same condition as it was loaned out.
- Ergs will be fully cleaned with disinfectant by CCCBC before collection. Social distancing rules must be adhered to during collection.

## 8 Club Rules for Outings during COVID-19

### 8.1 Test and Trace

To aid the government in their fight against COVID, we are introducing test and trace into our club activities. If you are using any club facilities then you need to sign in, either using the online booking system for holiday ergs and outings or small boat outings during term time, or by ensuring you attend only pre-scheduled sessions during term-time. If you develop symptoms or are required to self-isolate for any reason, notify the Captain of Boats immediately ([corpus.captain@cucbc.org](mailto:corpus.captain@cucbc.org)).

### 8.2 Booking an Outing

1. Pre-term you are required to book any sessions you take part in using the online booking system.
2. During term if attending a scheduled session, you should ensure that the organiser of the outing has a record of your attendance.
3. If you wish to use a small boat (subject to the [Small Boats Policy](#)) or non-scheduled erg, then fill in the online booking form and check with your relevant Captain that you are permitted to use the equipment at that time.
4. In Tiers 1-3 outings can take place in any boat class. In Tier 4, only singles and doubles can be used with one person outside your household.

### 8.3 Arrival at the Boathouse

1. One crew member collects keys from the Porters Lodge.
2. If you plan on having a briefing or warm-up before the outing this must take place away from the boathouse.
3. Arrive at the boathouse in rowing kit, facemask on and fully prepared to row.
4. Sanitise your hands before opening up the boathouse.
5. Before entering the club ensure there are no other crews in the boating bay.
6. If there are other crews already in the boating bay, wait for them to leave before you enter.
7. Only access parts of the club which you need to in order to get your equipment out. Do not go into the changing rooms.
8. Do not move or touch any objects in the club until you have sanitised your hands.
9. There is a maximum of 24 people allowed in front of the boathouse, and 12 in the landing area by Newnham's boats, at any one time, so avoid loitering around the front of the boathouse and only turn up at the specified time.

### 8.4 Getting Boats Out

1. Using the disinfectant provided, clean your boat and blade before removal from the rack.
  - a. Blade handles
  - b. Gates
  - c. Seat
  - d. Cockpit
  - e. Footplate, Shoes & Bolts
  - f. Stern and Bow Canvas
  - g. Saxboards
  - h. Trestles
2. When getting the boat out use the minimum number of persons required and, in any case, do not exceed 8/4 handlers for an 8/4 shell respectively.

3. Once cleaned, only handle your own blade and be sure to handle only the loom before getting in the boat.
4. If a coxswain is taking part, ensure that they have both a face covering and eye protection before getting into the boat, and that they have brought with them their own cox box and microphone.
5. In the event of a coxswain not having their own equipment, it may be borrowed, provided it is thoroughly cleaned before and after the outing.
6. At all times 2m social distancing should be respected, except in the boat where a 1m rule should be respected.

## 8.5 On the Water

1. Sanitise your hands before locking up and using the keys. Remind yourself of the navigation pattern from the safety page on the website prior to your first outing.
2. Keep a good look out. Most incidents in rowing are caused by failing to do this and the river may have changed since your last trip.
3. Avoid sitting on the river and having conversations with other users. If you need to speak to others, ensure you maintain social distancing.
4. Rowers should avoid speaking when in a crew and should never shout, unless necessary for the safety of the boat. The coxswain should never shout and instead turn up the speaker system.
5. Whilst rowing crew should only touch the areas of boat and blade that have been cleaned.
6. Crews should aim to maintain the maximum distance between rowers at all times including:
  - a) Rowing full crew at all times to avoid someone rowing towards another a rower sat at backstops, except where British Rowing guidance allows.
  - b) Take a slow approach back into crew rowing, easing people back up to pace to avoid a rower falling out of sync with the rest of the crew.

## 8.6 Returning from the Outing

1. Maintain social distancing on the landing stage.
2. Make sure you put on your facemask during boat and blade cleaning.
3. Using the same rules as for getting the boat out, place the boat back on the rack and blades inside the boathouse.
4. Once on the rack wash your boat and blades thoroughly and clean the following 'touch points' with disinfectant before putting them away. Also wipe door handles and key slots.

a. Blade handles	e. Footplate, Shoes & Bolts
b. Gates	f. Stern and Bow Canvas
c. Seat	g. Saxboards
d. Cockpit	h. Trestles
5. Do not use the changing rooms or toilets. Leave the boathouse in rowing kit.
6. Sanitise/wash your hands before locking up and using the keys.
7. Take all your belongings, including used wipes, away with you.
8. Before leaving the club one crew member must complete [the cleaning log](#). Remember to return the keys!
9. De-briefs and stretching must happen away from the boathouse and whilst observing social distancing.
10. Wash hands once again before carrying on with the rest of the day.



## 8.7 Receiving a Positive COVID Test Result

If you receive a positive COVID test result, you must inform a captain immediately.

- The club will then identify who has been training in the boat either side of you ('close contacts') going back 5 days (i.e., if you were seated at 5, we will deem those seated at 4 & 6 as a close contact as you have been near each other for more than 15 minutes without a mask).
- The club will get in contact with these close contacts and remove them from outings and prevent erg usage for 2 weeks or until you receive a negative test result, whichever is earlier. The same restrictions would apply to you.
- On whether close contacts should self-isolate: that is a decision that can only be made by the University COVID team or NHS Test & Trace. The club will never tell you to self-isolate, and you should get in touch with the college nurse if you have any concerns.



**If any member is seen to be in breach of these procedures, then they will be barred from using the rowing facilities. Remember your responsibility in limiting the spread of this virus.**

← Cleaning Log

## 9 Club Rules for Ergs during COVID-19

All erg use must be booked, unless attending a scheduled session.

- For outside use: max group of 6. Ergs separated by >2m.
- For indoor pavilion use: max 2 ergs used in the marked-out locations. ALL windows must be opened to ensure air flow. Max 2 people in pavilion at once.

### Local Tier System

Tier 1 (Medium)	Tier 2 (High)	Tier 3 (Very High)	Tier 4 & Lockdown
Outside Use: GROUPS PERMITTED	Outside Use: GROUPS PERMITTED	Outside Use: SAME HOUSEHOLD	Pavilion Closed
Inside Use: GROUPS PERMITTED	Indoor Use: SAME HOUSEHOLD	Indoor Use: SAME HOUSEHOLD	Erg Loaning

### 9.1 Arrival at the Pavilion

1. Arrive at the pavilion in rowing kit.
2. Sanitise your hands before opening up the pavilion.
3. Before entering the pavilion ensure there are no other members in there.
4. If there are other people already in the pavilion, wait for them to leave before you enter.
5. Only access parts of the pavilion which you need to in order to get ergs out. Do not use the changing rooms.
6. Do not move or touch any objects in the pavilion until you have sanitised your hands.

### 9.2 Getting Ergs Out

1. Using the disinfectant provided, clean the speaker controls.
2. Using the disinfectant provided, clean your erg before using it.
  - a) **Handle**
  - b) **Buttons**
  - c) **Seat**
  - d) **Slide**

### 9.3 Putting Ergs Away

1. Turn off the speaker and clean the controls with disinfectant.
2. Clean the following 'touch points' with disinfectant before putting the erg away.
  - a) **Handle**
  - b) **Buttons**
  - c) **Seat**
  - d) **Slide**
3. Do not use the changing rooms or toilets. Leave the pavilion in rowing kit.
4. Sanitise your hands before locking up and using the keys.
5. Take all your belongings away with you.
6. Before leaving the club complete [the cleaning log](#).



If any member is seen to be in breach of these procedures, then they will be barred from using the rowing facilities. Remember your responsibility in limiting the spread of this virus.

← Cleaning Log

## 10 Registration

If you wish to use club facilities, you must fill out the form as below, confirming that:

- a) You have thoroughly read and understood all of the policies outlined in this document.
- b) You will contact the Captain of Boats, if you or anyone you have been in contact with develops symptoms.
- c) You understand that CCCBC will restrict your access to the Club if you are found to be in breach of any of these policies.

Registration will involve providing:

- a) Full name
- b) Email
- c) Mobile number
- d) Household

**\*\* Form for access to rowing facilities \*\***