



## **Approved User Role and Responsibilities**

The contents of this document are in addition to those detailed in [Club Gigs – Handbook](#)

### **Introduction**

The purpose of this document is to ensure that all Approved Users understand their role and responsibilities when in control of SSC gigs and boats or using a privately owned rowing boat loaned for club use.

Each Approved User is required to sign this document to indicate that the contents and the Document **Club Gigs - Handbook** have been read and understood and responsibility accepted.

Every vessel when underway is subject to maritime legislation usually known as the Collision Regulations. These Regulations have been developed over many years and are aimed to avoid collision at sea. They apply equally to an SSC gig as to a large container ship.

The following points detail actions that must be taken by an Approved User and/or Cox when in charge of William Rose, Hunter or a private boat loaned for club use.

Taking control of a boat on the water is a continuous risk assessment, being aware of conditions and changing hazards and acting to manage them.

### **Definitions**

**Approved Users:** these are club rowers who have appropriate knowledge and experience to take charge of outings and to have overall responsibility for the vessel whilst on the water.

This responsibility includes, depending on the nature of the outing, planning and decision making whilst on land and on the water; preparing the boat, safe launch and recovery, ensuring the boat is left clean and all items are correctly stored

Approved Persons are appointed by the Rowing Sub-Committee

### **Approved Users**

The person in charge of a club boat must be an Approved User who shall be in control of the vessel for the duration of the outing. It is a legal responsibility. However, our aim is to avoid accident and incident by sensible risk management.

No SSC rowing boat will be underway without an Approved User on board. When there is more than one Approved Person present they will agree who will be in control before the outing commences.

The responsibilities of Approved Users and Coxes are fully detailed in the document **Club Gigs - Handbook**

Whilst underway the Approved User shall ensure that a good lookout is kept at all times. If the Approved User has allocated Cox duties to another rower he/she should also take a regular lookout, monitor conditions and take back the cox position if needed.

If there are only four crew members the boat may go coxless in open water provided the bow rower keeps a good lookout. When approaching any hazards or busy water or returning to the buoyed area a rower must cox the vessel.

The nominated Approved User should not leave the vessel unless another Approved User is present who will then become responsible. If the nominated Approved User becomes incapacitated another Approved User, if present, or most senior rower automatically assumes control.

In the event of an incident involving injury or damage or a significant near miss a member of the Rowing Sub Committee should be informed once the incident is resolved and a report submitted within 24 hours. If anyone is injured the Approved User should ensure appropriate first aid or medical treatment is administered.

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I have read this document and Club Gigs – Handbook and accept the role and responsibilities of an Approved User

**I accept that as an Approved User I am:**

- **responsible for the safety of the boat crew at all times during the outing**
- **responsible for ensuring that the boat is safely launched and recovered and left clean and in good order for the next outing**
- **responsible for reporting any incidents, damage or significant near miss**
- **responsible for ensuring the tide gate is closed when not in use unless other club members are present.**

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	