



## Talkin Tarn Amateur Rowing Club

# Induction Manual

### Contents

INTRODUCTION.....	2
GENERAL INFORMATION.....	2
ROWING INFORMATION.....	3
USEFUL WEBSITES/PAGES.....	3
USEFUL EMAILS.....	3



## INTRODUCTION

Welcome to Talkin Tarn Amateur Rowing Club. This document is designed to give those new to the club some basic information about the club and how it runs. The information is for guidance and if in doubt please ask a club member and they should either help you or point you in the direction of those who can. A list of club officer emails is at the end of this document and please feel free to use these if you need help with a query.

## GENERAL INFORMATION.

- *PARKING*  
This is council owned and please be aware that charges apply between 10am and 6pm.
- *CHANGING FACILITIES/SHOWERS*  
There are Council changing rooms on site please ask a club member for the access code.
- *SAFETY*  
All rowers, coxes helpers and volunteers are expected to take responsibility for their own safety both on and off the water and to ensure that their actions do not put others at risk.
- *POLICIES AND PROCEDURES*  
We have a suite of documents that you can access either via our website or there is a hard copy near the main door on the noticeboard. All members are expected to read and abide by the club's Safety Manual. Any safety concerns must be raised immediately with your coach or the Safety Officer.
- *FIRST AID*  
First Aid boxes are available in the club kitchen area.
- *HIGH VIS*  
All rowing members should ensure that at least one person per crew is wearing high-vis clothing. The club is able to provide this if necessary.
- *WELFARE*  
Everyone is expected to act according to the club Code of Conduct, as detailed in the Welfare Manual. We have a suite of documents relevant to welfare on our website or a hard copy at the main door. This includes our Disciplinary and Grievance procedures, Any welfare concerns must be raised with your coach or the Welfare Officer.



- *OPENING TIMES*

Training times can be found on the app Teamup and you should sign up for the sessions you intend to attend. The Captain can advise new members which sessions are suitable for them.

## ROWING INFORMATION

- *EQUIPMENT*

For new to rowing members the coach in charge of your session will direct you to the appropriate equipment. For those with prior experience please speak to the Captain or Vice-Captain. Any damaged equipment should be reported to either your coach or the Captain and logged. All equipment should be cleaned after use.

- *INCIDENTS, NEAR MISSES AND CAPSIZES*

All should be reported to BR on their website. There is a QR code on the notice board that will take you to the appropriate page. Also please fill in the repairs book on the workbench and the Incident Book on the Noticeboard.

- *CIRCULATION AND NAVIGATION*

The standard circulation is anti-clockwise. There is a map on the Club noticeboard to show this. On occasion this may be altered so please ask a Coach if in doubt. All boats should keep a good look out and warn other crews of their presence if there is risk of a collision.

- *BOATING/LANDING*

Please boat with the bow ball pointing towards Alex Boathouse and back onto the landing stage from the Alex Boathouse side when coming in.

## USEFUL WEBSITES/PAGES

<https://www.talkintarnarc.co.uk>

<https://www.britishrowing.org/code-of-conduct/>

<https://www.rowhow.org>

<https://www.britishrowing.org/about-us/policies-guidance/rowsafe/>

## USEFUL EMAILS

Chair [talkintarnchair@gmail.com](mailto:talkintarnchair@gmail.com)

Vice Chair [talkintarnvicechair@gmail.com](mailto:talkintarnvicechair@gmail.com)

Club Secretary [talkintarnarc@gmail.com](mailto:talkintarnarc@gmail.com)

Captain [talkintarncaptain@gmail.com](mailto:talkintarncaptain@gmail.com)

Vice Captain [talkintarnvicecaptain@gmail.com](mailto:talkintarnvicecaptain@gmail.com)



Treasurer [talkintarntreasurer@gmail.com](mailto:talkintarntreasurer@gmail.com)

Membership Secretary [talkintarnmembership@gmail.com](mailto:talkintarnmembership@gmail.com)

Safety officer [ttarcsafety@gmail.com](mailto:ttarcsafety@gmail.com)

Welfare Officer [ttarcwelfare@gmail.com](mailto:ttarcwelfare@gmail.com)

Facilities officer [talkintarnfacilities@gmail.com](mailto:talkintarnfacilities@gmail.com)