

## **ROWING NZ Recommended Operating Procedure (ROP) for Safety Boat Driver Assessment**

*Rowing New Zealand is committed to water safety by offering clubs recommended procedures for operation. Clubs should take these recommendations as guidance and consider the risk of their own training waterways when making decisions on their club procedures. The following list of ROPs is non-exclusive but aimed at assisting clubs in considering their risks depending on the relevant hazards.*

### **1. Purpose:**

This set of recommendations offers a structured approach to assess the competency of safety boat drivers, conducted by an appointed person deemed competent by the authority of club management. The aim is to ensure the safety, effectiveness, and practicality of rowing operations.

This set of recommendations are a precursor to the driver's attendance of a Rowing NZ approved safety boat operator course. They in no way replace the RNZ SBO course and the full course should be completed within 12 months of this approval being given.

### **2. Scope:**

These recommendations apply to individuals aspiring to become approved safety boat drivers and clubs seeking to assess the competency of drivers. These recommendations encompass the assessment of skills, knowledge, and compliance with safety protocols.

### **3. Eligibility Criteria and Following Assessment:**

Age Criteria:

- It is recommended that candidates are a minimum of 15 years old to participate in this assessment.
- It is recommended that candidates be re-assessed after reaching 75 years of age.

Notification to Rowing New Zealand: Following approval from this assessment, club management should inform Rowing New Zealand with the list of candidates and result, by way of email to:

[watersafety@rowingnz.kiwi](mailto:watersafety@rowingnz.kiwi)

Boating Safety Course: Following approval from this assessment, candidates should complete a Rowing NZ approved boating safety course as soon as reasonably practical.

### **4. Competency Assessment Process:**

To the satisfaction of the appropriately appointed and competent assessor. The following areas of knowledge/skill.

- a. Knowledge Assessment:
  - a. Candidates should undergo an oral test to evaluate their knowledge of boating regulations, safety procedures, and rowing-specific safety guidelines per the Rowing NZ water safety code.
  - b. Navigation and Emergency Scenarios: Candidates should be prepared for testing on their ability to navigate and respond to common emergency scenarios, including capsized rowing boats, adverse weather conditions, and towing crews,

- b. **Practical Skills Evaluation:** Applicants are recommended to demonstrate proficiency in the following areas:
- Safe boat handling, including manoeuvring and docking.
  - Effective use of the safety equipment required as part of the Rowing NZ Water Safety Code, such as life jackets, throwlines, first aid kits, and communication equipment.
  - Familiarity with rowing equipment and terminology.
  - It is also recommended that operators have completed a 1<sup>st</sup> Aid Course.
  - **On-Water Training Evaluation:** It is recommended that candidates be evaluated while operating a safety boat during an actual rowing session. This assessment should encompass maintaining proper distances, monitoring rowers, and responding to potential safety issues.
- c. **Recognition of Prior Learning:** Rowing New Zealand can acknowledge prior learning drivers have completed so long as there is a clear connection between the learning opportunity and the impact on the driver. In this instance, drivers should apply directly to Rowing NZ.

## 5. Evaluation and Approval:

- a. **Assessment Conduct:** These recommendations suggest that competency assessments be conducted by an appointed person deemed competent by the authority of club management, in most scenarios this will be the Club Safety Officer.
- b. **Successful Candidates:** Candidates who successfully meet the assessment criteria are recommended to be deemed competent and approved as safety boat drivers.
- c. **Unsuccessful Candidates:** Those who do not meet the criteria should receive constructive feedback and are encouraged to reapply for assessment following additional training and preparation.

## 6. Documentation and Records:

**Record Keeping:** It is recommended that assessment results and coach contact information be documented and maintained by the Club Safety Officer and the Club.

## 7. Continuous Training:

Approved safety boat drivers are encouraged to participate in ongoing training and refresher courses to remain updated on safety procedures and best practices.

Following approval from this assessment, candidates should complete a Rowing NZ approved boating safety course as soon as reasonably practical.

## 8. Review and Updates:

These recommendations advise that this procedure undergo periodic review by the Club and the Club Safety Officer to ensure its continued effectiveness and relevance.

**Recommended Assessment Tool**

**{Club Name}**

**{Date}**

**Candidate Name:**

**Assessing Safety Officer:**

<b>Does the candidate?</b>	<b>Y/N</b>
Have knowledge of relevant hazards in the clubs normal operating environment?	
Have knowledge of the Club's safety procedures?	
Have knowledge of the local waterway including other water users?	
Have knowledge of basic safety boat operation?	

<b>Can the candidate?</b>	<b>Y/N</b>
Lower/safely start the motor with kill-cord attached.	
Do basic troubleshooting of the engine (choke, petrol connection, gears, etc.)	
Manoeuvre the boat in forward/reverse	
Maintain a safe following distance from crews	
Safely dock the safety boat	
Operate safety equipment including life jackets, throwlines, first aid kits, and communication equipment	

<b>Does the candidate have knowledge of emergency procedures including:</b>	<b>Y/N</b>
Capsized crews	
Adverse weather conditions (wind, swell, fog, high flow, lightning)	
Towing crews	
Incident reporting procedures	

It is recommended that the candidate can complete all these tasks. If not, approval should not be granted until reassessment takes place.

**Outcome of Assessment:**

**Notes:**