



WELCOME TO ABERDYFI ROWING CLUB



Clwb Rhwyfo Aberdyfi. Llawlyfr Aelodau.

Aberdyfi Rowing Club.

Handbook for Members and Club Rules

**Issue 18 Revised March
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Welcome to Aberdyfi Rowing Club (ARC). We hope that you will enjoy rowing as much as we all do. If you haven't rowed before (or maybe even if you have) there is quite a lot to get used to and we hope this booklet will help you find your feet in the club.

What is Coastal Rowing?

Very simply - for us it's rowing in the Dyfi Estuary and Cardigan Bay to have fun, to keep fit and, for many of us, to take part in races all around the coast of Wales.

What boats do you row?

We row 24' long Celtic longboats, with four rowers (each with one oar) and a cox. We have four of these traditional Welsh boats with fixed seats and we use these for races in Wales.

In addition to the longboats, we also have sliding seat Coastal Sculling Boats (CBS), both Single and Double and a Quad.

When do we row?

Club competitive training sessions during the week will be arranged by Club Captains and competitions normally take place on Sundays.

Saturday mornings are for Club Social Rowing for everyone, including new members and beginners and those wishing to join the Club.

Saturday morning rowing is organised by Duty Rowers with the rota shared out amongst all members.

If more people turn up to row than there are boats available, then the session on the water will be around 20 minutes long and boats first out will come ashore, and swap crews as directed by the Duty Rower.

Booking a boat.

Experienced Members can row at any time outside of Social Rowing by booking a boat for a specific day and time on the online 'Celtic and Sculling booking Calendar' on WhatsApp and pay the **£1.50** per person. Please pay by card. **Please ensure all crew names are entered in the diary, and the risk assessment is fully completed.** All crew members are responsible for ensuring that club rules are followed.

Risk Assessment forms and Paperwork.

Before any boat can go out on the water, the cox or the most senior person in the crew, must fill out the Trip Log. This is a **risk assessment** form kept in a labelled ring binder in the boat shed and needs to be **fully completed, signed by a crew member and the times need to be entered for when the boat leaves and then returns to shore.** There are separate risk assessment forms for Sculling and Celts. Its purpose is to remind crews to check that the boat is ready for sea, it has all the necessary equipment and that sufficient account has been taken of the weather, wind and tide relative to the experience of the crew. It also reminds crews to confirm whether the boat will remain in the training area and, if not, where the boat is going and whether or not the Coastguard has been informed. The risk assessment check list also ensures that there are emergency shore contact details and that the boat carries a mobile phone for use in an emergency. **Compliance with this is very important for safety and insurance purposes.**

Duty Rower.

Every member is asked to do at least two duty sessions per season on a Saturday morning with another club member. If, for any reason, a Club Member does not feel confident carrying out their Duty Rower responsibilities then they should inform the Club Secretary immediately. The Secretary can then liaise with the Committee to arrange further training for that member and also ensure that they are "buddied" with a more experienced Duty Rower who can carry out the Duty Rower responsibilities with them.

The Club Secretary organises the Duty Rower rota and allocates each member a Saturday morning slot. If you are unable to make that date, then it is up to you to arrange a suitable swap.

Duty Rower Responsibilities:

- Make the decision on whether or not the conditions are suitable for Social Rowing to proceed. If they are unsure, they must ask for further guidance.
- Remain on shore to oversee the morning's social rowing.
- **Fully** complete the Risk Assessment forms and ensure the boats and crew are kitted out properly and safely before they leave. It is important to **sign** the boat out and in, also **enter the time when the boat leaves and then returns ashore**.
- Ensure that all rowers are informed of how to row safely, effectively and without risk of injury.
- Ensure new or inexperienced rowers are teamed with experienced crew members.
- Ensure new rowers are aware of how to use and wear the appropriate life jacket.
- Remind all rowers to pay their fees and put their names in the diary.
- Discuss weather and sea conditions, highlighting any hazards and appropriate safe actions with all rowers before they leave shore.
- The Duty Rower remains behind at the end of Social Rowing until all the boats are put away and all the equipment is back in the shed.

Duty Rower Responsibilities for Taster Sessions:

A Taster Session offers the opportunity for new rowers to experience Celtic Longboat rowing and become familiar with the club with a view to becoming a member of ARC. Taster Sessions take place on Saturday mornings at 10am. There is charge (£20) for the two sessions and this will be deducted from their full membership fee should the person decide to join the club that season.

**Please Note:*

Non-members interested in experiencing a taster session in a Celtic Longboat must email the Secretary at least one week before they intend to row to book a session. (The Secretary's email address is displayed on the notice board outside the boatshed).

The Secretary will inform everybody on the Friday via Aberdyfi Rowing club WhatsApp of who to expect for a taster session the following morning.

A non-member is permitted to have **two taster sessions only** before becoming a member and **must be affiliated to Welsh Sea Rowing before their third row**. (as per the Welsh Sea Rowing guidance).

Any **other non-members** who come to the boatshed without a prior booking on a Saturday morning **cannot** row. They need to be advised by the Duty Rower to email the Secretary to organise a row for the next available session.

The taster session for potential new members is not an option to former members of ARC who have allowed their membership to lapse.

Duty Rower Responsibilities for a Taster Session:

- To confirm that the **conditions are benign** and suitable for a taster session rower.
- Ensure all taster session rowers fully complete a Taster Session form. **If they are unable to confirm statements 1 to 8 of the Safety Declaration for any reason, they must not be allowed to row.** (If the taster session rower is not allowed to row, the Duty Rower should ask them to contact the Secretary who will liaise with the appropriate committee members to try and organise an appropriate rowing session.)
- Ensure the taster session rower has **provided emergency contact** details on their form and that **the Duty Rower has access to this form** until the end of Social Rowing when it can be placed in the secure black posting box above the desk.
- When the Duty Rower is satisfied that the taster session rower is safe to row, they must provide a safety briefing and ensure that the taster session rower has been informed of how to row safely, effectively and without risk of injury.
- Ensure the taster session rower is placed appropriately in a boat with experienced rowers.

Taster Session Form

Our Taster Session form which non-members must complete in full before going out on the water makes it clear that:

1. Personal accident insurance cover is not included in a taster session.
2. A non-member takes part in a Taster Session at their own risk.
3. A non-member must not exceed the two-taster session limit described in the guidance by Welsh Sea Rowing.

*It is also important to note that we **cannot take out a non-member as a passenger or as part of a crew carrying a passenger** (i.e. six persons in the boat) as this will invalidate the insurance for all rowers in that boat.

Rowing fees.

Everyone pays £1.50 each session using cash or the card machine every time they row. Members who only cox do not have to pay.

Members using a privately owned boat pay 50p. This money helps pay for insurance cover, maintenance of boats and equipment.

These fees will be set at the AGM.

Tea and Coffee.

Members can help themselves to tea and coffee in the boat house.

Tidiness.

It is always appreciated if members help whenever they can to keep the boat shed tidy by sweeping the sand out of the boathouse, hanging life jackets up in the right place, washing mugs, emptying the rubbish bin and putting in new bin liners. Please do not leave personal kit in the shed.

Keys.

The key to the boat shed is in a key safe on the right-hand side of the shed doors. The code for the key safe will be made known to new members when they join the Club.

Communications between members.

There are several WhatsApp groups which new members, with their permission, will be added to on joining the club.

For this to work well we ask the following:-

1. The “Aberdyfi Rowing Club” and the “Sculling at Aberdyfi Rowing Club” WhatsApp groups to be reserved solely for the planning and organisation of rowing events, such as training or booking boats, with no other content included.
2. The “ARC Social” WhatsApp group is to discuss matters that may or may not be related to rowing. However, it is important that this forum is not used inappropriately to promote our own social or political agendas and it remains a place where we can congratulate our budding Team GB rowers, as well as anyone else who has represented our club with such pride!
3. Please only post at a reasonable time of day.

Follow us on Facebook – Clwb Rhwyfo Aberdyfi Rowing Club

The website www.aberdyfirowingclub.com

Members' responsibilities.

All members must be responsible for their own and other member's safety at all times, on and off the water.

All members are also responsible for:

- **Reporting and recording** any boating accident, **incident or near miss in the Accident Report Book** which is situated above the First Aid Kit and the light switches in the boat shed.
- Reporting and recording any equipment failure by letting the relevant member of the committee know **AND** record the boat maintenance requirements in the correct A4 maintenance file.
- Safeguarding within ARC (all members must sign on their membership form that they have read and understood the ARC Safeguarding Policy).
- Adhering to the ARC Code of Conduct (all members must sign on their membership form that they have read and understood the ARC Code of Conduct).
- Reading the Water Safety Guidelines and rules (see below) and to always respect them. Failure to do so may mean members are breaking club rules and may be disqualifying themselves from rowing and not be covered by insurance. (All members must sign on their membership form that they have read and understood the ARC Handbook.)

All Members

Your membership entitles you to be an associate member of the Dovey Yacht Club. This enables you to use the Dovey Yacht Club facilities (Changing rooms with showers) and join in with the social programme and, of course the bar. (Opening hours are displayed on the door). There is a key hanging up in the Shed for access when the DYC Clubhouse is locked. It is imperative that this key is returned to the shed and DYC is left locked.

Committee.

The Committee is responsible for organising the day-to-day running of the Club on behalf of the members. The Officers of the Club are listed on the club website www.aberdyfirowingclub.com. The Committee meets quarterly or as required. If you want particular information about the Club or are unhappy about anything that is happening in the Club, please talk to one of the Committee members.

AGM.

The Club year runs from April to March. The Club's Annual general meeting (AGM) is held in March. All members are encouraged to attend the AGM as:

- Club officers report on what has happened during the past year.
- Members elect the Committee for the year.
- Members agree fees for the coming year.
- Members raise any other matters that they wish to discuss.

Membership Fees.

Subscription fees are due immediately after they are set at the AGM and must be paid no later than 1st April. Members not paying by 1st April are not covered by insurance and are not allowed to row. Current fees and other charges are shown on the ARC website www.aberdyfirowingclub.com

After fully completing the membership form and paying their membership fees, all members must wait for confirmation from the Membership Secretary that they have been included on the WSR insurance policy before rowing.

Private boats.

Members are welcome to use their own boats, but when doing so must follow club rules as if they were rowing a club boat. Members are charged an annual fee for storing their boat in the club boat park and must insure their boat through the ARC insurance policy. Storage space is limited and the Club reserves the right to prioritise club boats/equipment over private boats/equipment.

Racing.

We race in Celtic longboats in the league races of Welsh Sea Rowing (WSR), the governing body to which we are affiliated. We race on Sundays in a racing season that is roughly from May till August. There are several classes for Men, Women and Mixed crews: Seniors (any age), Veterans (over 40), and Supervets (**over** 55). There are also classes for Juniors (U16 and U18). In 2010 WSR introduced a separate class for Sculling boats.

Crews are selected by the Men's and Ladies' Captains. Racers are asked to pay entry fees and travel costs for each event. Racing and travel fees to be arranged by the captains.

We also race in non-league longboat races in Wales and in some favourite long-distance races - Cardiff Head of the Taff and the 22 mile Great River Race on the Thames being some of the favourites. We also host a regatta here in Aberdyfi.

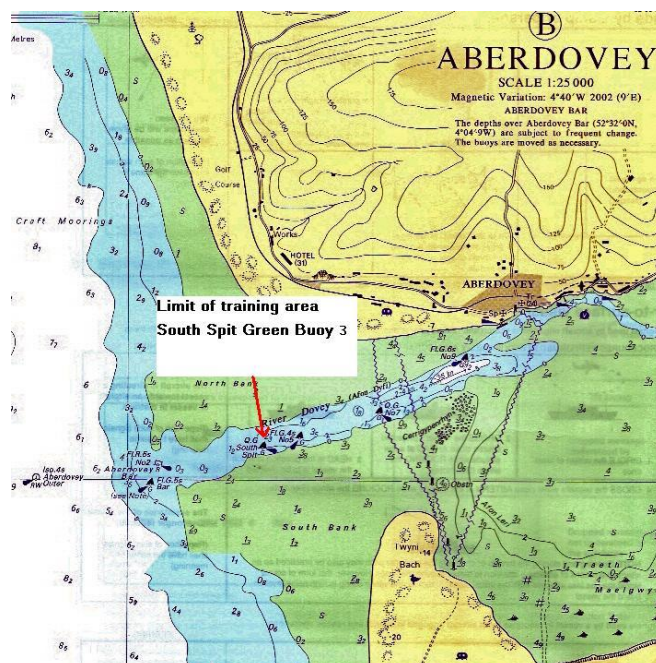


As well as racing in WSR races, sculling boats are eligible to race in officially recognised national and international races, and Aberdyfi crews have competed regularly in French national championships and the World Coastal Rowing Championships.



CLUB RULES and WATER SAFETY GUIDELINES

These guidelines apply to all ARC members and all classes of boat both within the club training area (Dyfi estuary as far seaward as No 3 South Spit Buoy) and beyond.



Responsibilities.

The cox of a coxed boat (or the most senior person in the crew if the cox is inexperienced), the senior crew member of a coxless pair or the rower of a solo scull is responsible for completing and signing the risk assessment (Trip Log) for any rowing session, and for the safety of the boat at sea.

Individual crew members are responsible for ensuring that they are physically fit enough to row, meet the guidelines for crew set out below, and comply with the cox's instructions when at sea.

All crews must ensure that:

- They are dressed appropriately for the weather conditions of the day. Wellies maybe worn for launching and recovering BUT not whilst out on the water.
- They have at least one Senior and experienced member (someone who knows the Dyfi estuary and Cardigan Bay well) in the boat and the crew is appropriate for the conditions.
- In addition to a Senior and experienced member in each boat, all remaining crew members going beyond South Spit buoy (No 3 Green) must have at least 3 hours rowing time in the type of boat they are crewing and they must be appropriate for the conditions.
- All crew members know the purpose of the emergency flares carried in the boat and when and how to use them.
- Crew members know how to wear and inflate a life jacket and have practised doing so.
- Crew members know how to use the flares carried.
- All scullers have been trained on how to scull, have been assessed and passed to a competent level before using the sculling boats unsupervised. (The Sculling Captain will maintain an updated list of competent scullers which will be displayed on the notice board in the boatshed or digitally displayed.)
- All scullers have been trained and passed as competent in capsize and recovery procedures before using the SINGLE sculls. (The Sculling Captain will maintain an updated list of competent scullers which will be displayed on the notice board in the boatshed or digitally displayed.) Remember, capsizing in winter is very different from capsizing in the summer!

- All scullers using the SINGLE sculls are accompanied by another boat on the water. This could be another sculling boat, Longboat or safety boat. Any relaxation of this must be at the discretion of the Sculling Captain.

*There is to be no sculling after dark in any weather.

*Single and Double scullers must be capable of making accurate assessments of the local conditions and understand the need to adjust or cancel their trips accordingly. The same applies to Longboat crews.

Wind and tide.

The times of high and low tides must be checked and recorded on the risk assessment by the cox or the most senior crew member before the start of any rowing session. Tide times are usually displayed on the notice board or are readily available on Apps.

All rowers should be aware of the possible effect of wind and tide combinations on the safety of rowing.

Tides run west when the tide is ebbing (going out to sea) and east when flooding (coming in). The direction and the state of the tide is important to know before assessing whether or where to row. Currents are at their strongest 2-3 hours after high or low tide and at their slackest one hour before high or low tide.

With spring tides, the high tide is higher, and the low tide is lower than at other times, so greater care needs to be taken to avoid running aground and the currents are considerably stronger. Care still needs to be taken with Neap (gentle) tides.

Wind blowing out to sea with an ebbing tide will increase the risk of boats being carried out to sea.

Wind blowing against the tide will increase waves and wave height.

All coxes or senior rowers must take the above into consideration when completing the rowing risk assessment and deciding whether it is safe to row with their given crew. If they decide that rowing is safe, they should consider which area of the estuary to row in. The river Leri and upstream past Church Bay will be sheltered from a westerly wind but will require care not to ground boats when the tide is ebbing and water covers the sandbanks.

Obstacles.

There are many sandbanks and shallow waters in and around the Dovey Estuary including the famous Bar. These can change from time to time. Moorings and mooring buoys can also present an issue for rowers. If the tide is stronger than the wind, then moored vessels will normally lie to the tide. Great care should be taken in passing across in front of moorings. Mooring buoys without a vessel attached may be difficult to see.

Safety equipment.

All boats must carry:

- A mobile phone in waterproof container attached to boat, with the number of that phone recorded on the risk assessment in the shed and that phone must have the numbers for Aberdyfi harbourmaster and Holyhead Coastguard and the onshore contact. Alternatively, a handheld waterproof VHF radio can be used providing the owner has the correct licence to operate it. The name and phone number of the shore contact must be written in the risk assessment.
- Flares (rocket red, hand-held red, handheld orange smoke) in the yellow waterproof container attached to the boat. Scullers must use the LED Battery Flares when in-shore.
- Baler (Longboats only).
- Buoyancy Aids: In the Celtic Longboat these must be placed within arm's reach of each rower and all scullers and coxes must wear a life jacket. (see 'Personal Flotation Devices' below for further information.)

In addition, if going outside the training area, or in poor visibility, the boat should contain:

- A compass
- Water in plastic a bottle
- A space blanket which is in the waterproof container along with the flares.

Personal Flotation Devices (PFDs)

ARC provides 150N minimum rated lifejackets and Orange Buoyancy aids for use by the Celtic rowers.

Each member must be aware how to fit (don) and use them. Instructions are posted on the wall in the shed.

- It is the responsibility of every rower to be aware of the recommended PFD to wear, how to use it, and how to care for the PFD provided by the club. Either ask or read the clear instructions displayed in the boat shed, describing how to 'don' and where to store (hang).
- Wet PFDs should be rinsed in fresh water and always hung up in the right place.
- The Club's Safety Officer is responsible for annually examining each club PFD and sending away for testing at the appropriate time.
- Any defect or concern with any safety equipment must be communicated directly to the safety officer.
- Coxes (both Celtics and Quad) must **wear** the designated Red (**Crewsaver Crewfit 165 / Comfort**) style of lifejacket as indicated on the storage rack.
- All non-swimmers **MUST** wear a Black Crewsaver life jacket / Kru Blue.
- All scullers **MUST WEAR** a Black Crewsaver / Kru Blue life jacket. (150N rated).
- The use of the bum bag type of PFD is discouraged unless the sculler is very experienced.
- If a member chooses to use their own lifejacket for rowing, then it must be of at least the same standard as the ARC's life jackets. IE Rated a minimum of 150N.

Every Celtic rower must carry the orange buoyancy aid within reach of their seat in the boat. **Should a rower feel more comfortable with wearing a life jacket then the Black Crewsaver manual life jackets are to be worn not carried.**

In addition to the orange buoyancy aids, when going racing please remember to pack sufficient Black Crewsaver manual life jackets in the Red Holdall provided, and make sure they are hung up properly on return.

Communication prior to going afloat.

As mentioned previously, the cox or senior crew member must fully complete the risk assessment which includes providing an onshore contact number. This person on shore must be made aware by the cox or senior crew member of when the rowing session starts, the location of the rowing session and the planned time of return to shore. The cox or senior crew member must then inform the onshore contact when the boat and crew have safely returned to shore.

In addition, if crews are rowing beyond the training area or rowing anywhere at night, the cox or senior crew member must also inform the Coastguard at Holyhead when the rowing session is starting, when you plan to be back on shore and the location of the rowing session. The cox or senior crew member must then inform the coastguard again when the rowing session has ended and the boat and crew are back onshore.

Emergencies at Sea.

If there is a serious accident, life threatening incident or condition, a member of the crew (normally the Cox) must immediately contact Holyhead Coastguard by mobile phone informing them of the nature of the emergency, type of boat, current position of the boat and of the number of persons involved. Dial 999 and ask for the Coastguard. The Crew must put on and/or inflate lifejackets and stay with the boat. Flares are to be used to attract attention and indicate the position of the distressed boat.

If a longboat, quad, double or single scull capsizes or becomes unrowable and cannot be returned to a rowable state, the crew must inform Aberdyfi Harbourmaster and Holyhead Coastguard as described above. Crew must put on and/or inflate lifejackets, stay with the boat until it is righted or rescued and **not** attempt to swim to shore on their own. They can swim together **with the boat to shore** if they are in the estuary.

If a crew member has a serious accident or becomes seriously ill when at sea, a member of the crew (normally the Cox) must immediately inform the ambulance service by phoning 999, the Coastguard and the Aberdyfi Harbourmaster of the nature of the accident/ illness, the condition of the person involved and the position of the boat. The cox must then get the boat back to Aberdyfi jetty as quickly as possible.

Longboats are very stable and unlikely to capsize but if placed broad side on in surf they can capsize.

Quad, Double and Single Skulls are more likely to capsize so it is imperative scullers are trained, assessed, and have regular practice sessions arranged by the Coach or Sculling Captain.

Care Of Boats and Safety Equipment

Our boats and equipment need tender loving care and lots of upkeep. This is a reminder to everyone to take responsibility for taking care of all equipment.

If a boat or equipment gets damaged, please make sure you advise the Duty Rower / senior member or a committee member immediately you arrive ashore and ensure a note is made in the maintenance book.

Please read the following points on how to care for our boats:

Celtics

- Do not ride the boats up the beach.
- Keep abrasion between boat and beach to a minimum – have someone hold the boat afloat while rowers get in and out. This avoids the boat's hull grinding on the shore.
- When leaving the beach, wait until you are in deep water before putting the rudder on and ensure that the stern is always in deep water when the rudder is attached.
- Remove the rudder before you arrive at the beach to avoid it grounding – if this happens it can cause serious damage to the stern of the boat.
- Make sure you close the gates after taking the oars out.
- Wash the boats after every session, taking particular care in washing away all the sand. Use the brush in the boathouse to get rid of sand and stains.
- Open hatches fore and aft to allow ventilation.
- Park the boats in the boat yard so that the bow is up and the stern is down to enable water to drain out.
- Put the oars inside the boat and secure the boat cover carefully.

Single and Double Skulls

- Never let the hull touch the beach or sand. This means that you use the trolley to float the boat BEFORE you remove the trolley.
- When coming in after a row, do not row into the beach. Stop before the beach, get out and use the trolley to pull the Scull out of the water. All Scull launching trolleys can go onto the water.
- When pulling the boat onto the trolley, avoid hitting the metal bar before the second rubber rest.
- Do not use the Single Skulls unless you are an experienced sculler – see Water Safety Guidelines.
- After every session wash the boat down taking particular care to remove sand from the seat runners and footrest runners. Use the brush in the boathouse to get rid of sand and stains.
- Open hatches and drains.

Oars

- Avoid resting the end of the blade against the ground, beach or walls.
- When carrying oars always carry them blade end forward, to avoid walking them into things.
- Rinse with fresh water before storing them on the correct racking or in boat.

Flares

When returned are hung on the Shadow Board in the correct place

Personal Flotation Devices (life jackets and buoyancy aids)

- If these have got wet with sea water rinse them off with tap water.



Finally keep safe and enjoy your boating.