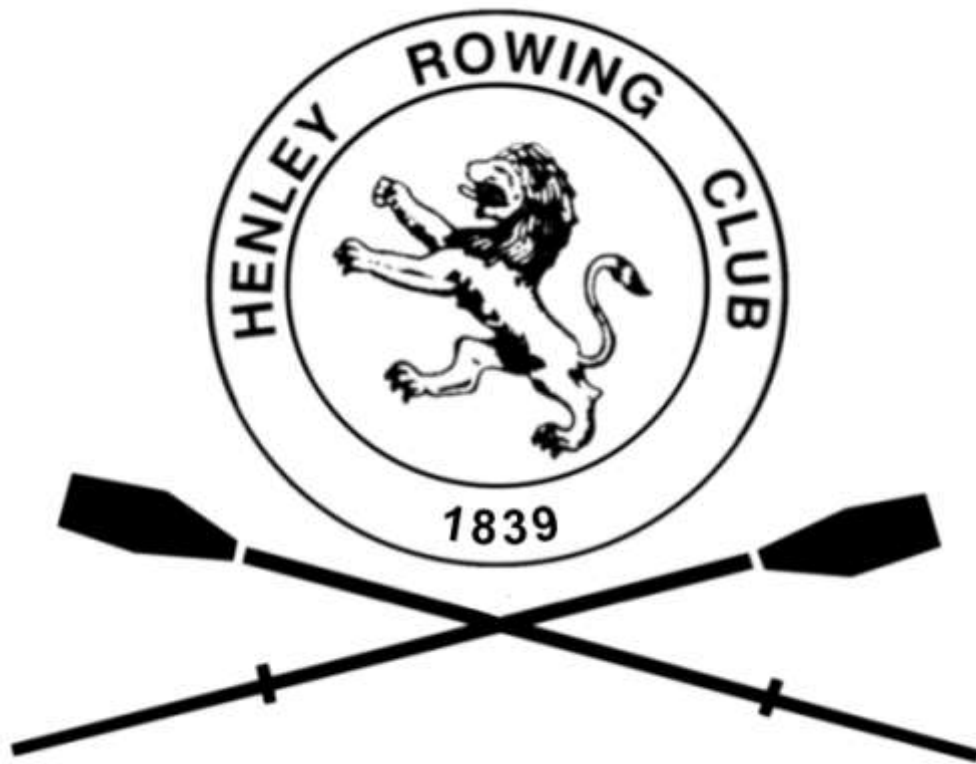


GUIDANCE FOR CREWS VISITING THE CLUB: USE OF FACILITIES AND NAVIGATION INFORMATION



HENLEY ROWING CLUB, THE BOAT HOUSE, WARGRAVE ROAD,

HENLEY ON THAMES RG9 3JD

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INTRODUCTION

The Club welcomes visiting crews but it is important that you confirm arrangements for your visit *prior* to your arrival. Please contact the club (see below) to check if your dates are convenient. We are a busy club, particularly with Juniors and beginners at weekends, so may not be able to accommodate you due to other visitors having booked with us previously. However, we will do our best and weekday camps are a possibility. *Please do not arrive without having obtained prior agreement as you will not be allowed to boat*

We generally charge a per rower per day fee. This must be paid before arrival to use the facilities.

We request that all visitors familiarise themselves the Local Water Safety Code and navigation rules for the Henley Reach prior to arrival. This information is given below and is also be available at the Boat House and on our web site: <http://www.henleyrowingclub.co.uk/safety/>

This guidance is intended to provide useful information to visiting crews to enable them to use our facilities. We try to arrange for someone to meet you on the first day of your visit to give you an introduction to the Club and to ensure that you are aware of the local navigation rules. Telephone number will be provided for emergency contact during your visit.

Any specific operational plans currently in place at the Club will be provided prior to your visit.

For current contacts see our web site: <http://www.henleyrowingclub.co.uk/committee-contacts/>

Main contact:
Captain

captain@henleyrowingclub.info

Back ups:

secretary@henleyrowingclub.org

safety@henleyrowingclub.org

ARRIVING AT THE CLUB

We will be available for a briefing to provide information on local navigation and use of facilities on your arrival at the Club. Please note that conditions on the river are subject to change and that there can be no guarantee that conditions will be suitable for visiting crews - a significant factor is boating downstream through the bridge when there is a strong stream. Your clubs' own safety adviser or nominee for your visit will be responsible for risk assessment prior to boating. Please note our policy on boating with reference to the Environment Agency boards and our own Local Water Safety Code.

Local navigation stream and weather guidance:

<http://www.streamlinerracing.co.uk/conditions/>

River Thames conditions – advice for boaters can be found at

<http://riverconditions.environment-agency.gov.uk/>

TRAILER AND CAR PARKING

Please park next to our own trailers at the back of the car park; turn right and reverse trailers into position. Please leave room to allow boats to be moved from the outside racks (these are boats used by our juniors) and keep the area near the gap in the fence clear.

We have very limited parking for extra guests at weekends and request that visitors bring as few cars as possible for their visit. There is alternative long term parking in the town if necessary.

BOAT STORAGE

It would be helpful if boats left on trestles are positioned at the upstream end of the grass to allow easy access from the trailers and our own boat racks. Please keep the area clear so that we may move our boats and walk safely to and from the rafts.

NAVIGATION ALONG HENLEY REACH

At weekends our own crews will be about and we may also be in the middle of our beginners coaching courses. We have a good length of landing stages, but it can still get crowded. We will provide you with boating times and request that you stick with these times as best as possible to avoid congestion.

For all Coached and Visiting Crews:

The decision as to whether the conditions are suitable for rowing must be taken by your coach.

Factors to be assessed include;

- Speed of stream
- Water level
- Wind strength and direction
- Temperature of air and water (take into account wind chill effects)
- Light levels
- Congestion of river due to other users or river restrictions
- Fitness of crew to carry out the proposed activity
- Compliance of boat, blades, clothing and communication devices with RowSafe standards

Rowing through Henley Bridge: conditions should be assessed both above and below the bridge before a decision is made – this is particularly relevant with regard to wind direction and the effect on stream.

Refer to : <http://www.streamlineracing.co.uk/conditions/>

Environment Agency's river condition site: <http://riverconditions.environment-agency.gov.uk/#>

The following diagrams and text are taken from the Rules of Navigation for the Henley Reach agreed with the local rowing clubs. Please also refer to any special Environment Agency notices e.g. during construction of the Henley Royal Regatta course. During Henley Royal Regatta and Henley Women's Regatta special rules apply.



HENLEY HISTORIC ROWING REACH RIVER DIAGRAM

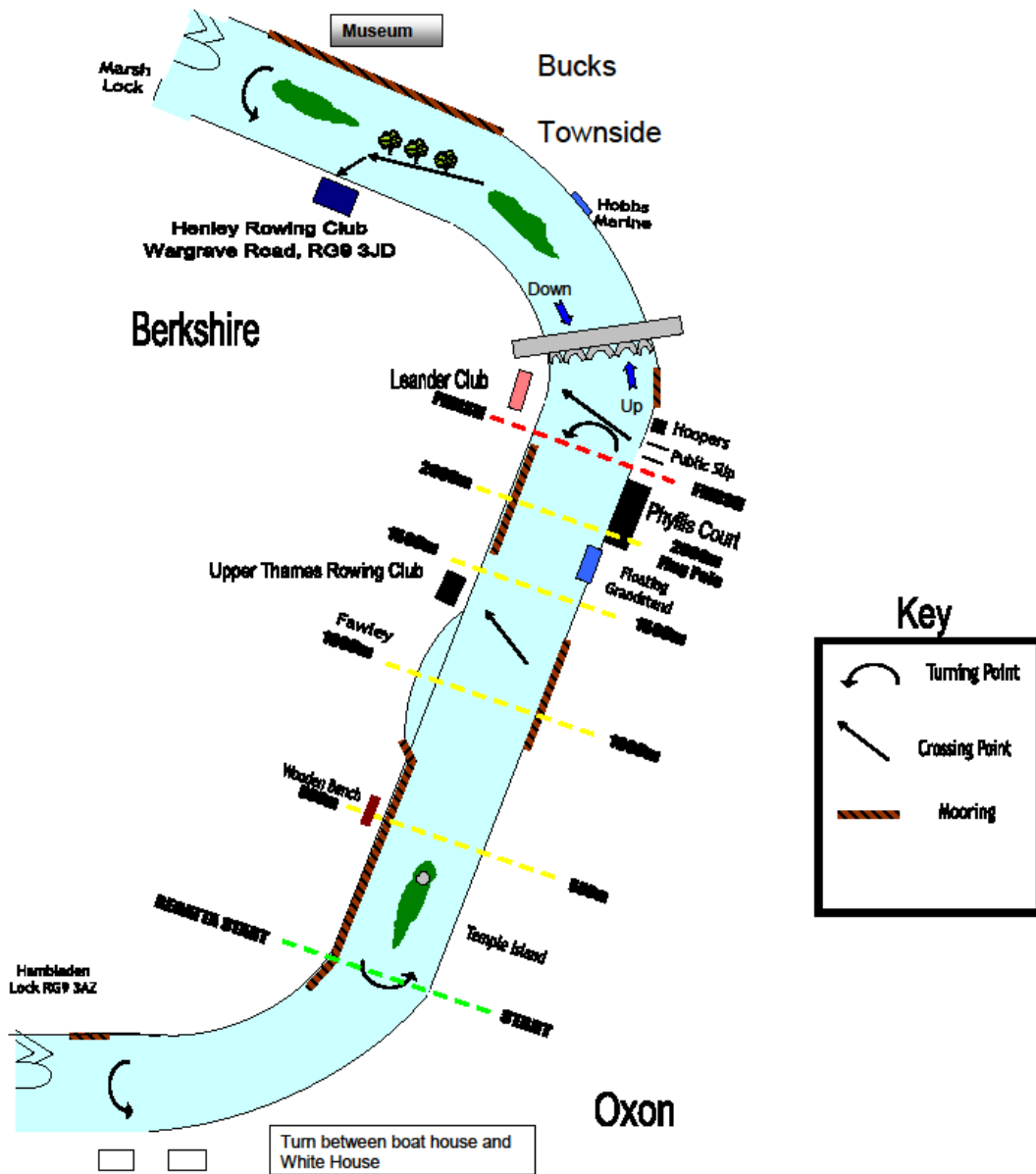
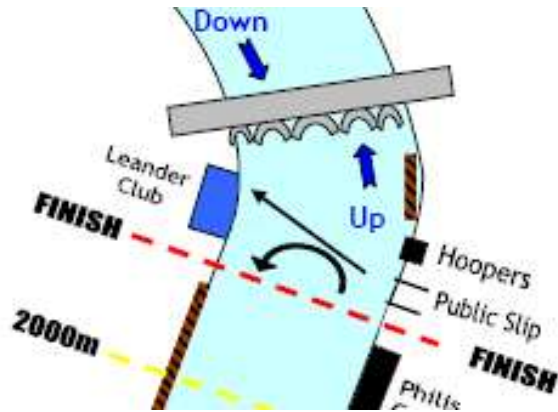


Diagram for illustration purposes only. Not to scale August 2010

NAVIGATION THROUGH HENLEY BRIDGE



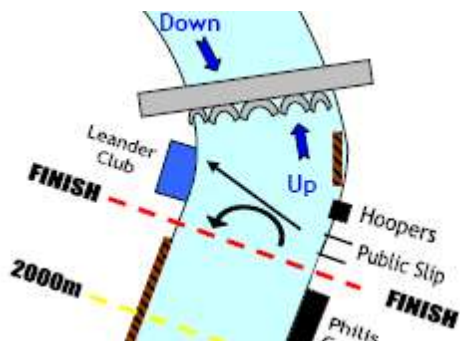
There are five arches. Use second arch from the right. NEVER use the centre arch – keep clear for cruiser traffic. Avoid outside arches. View of downstream passage through bridge:



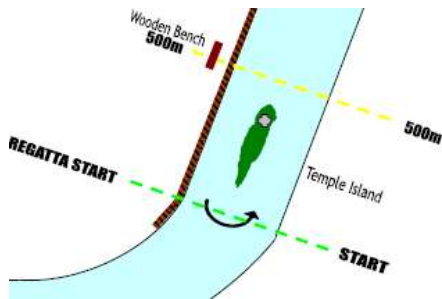
TURNING AND CROSSING POINTS

There are three designated turning areas. Crews turning, particularly at Temple Island and the New Street slipway, must take care to avoid other boats already on passage, especially those on set work pieces.

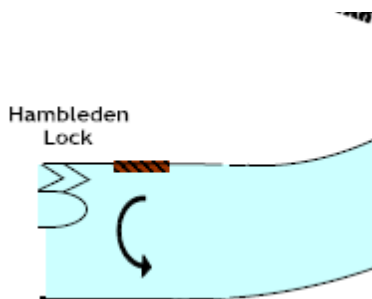
1. At the New Street Public Slipway/Hoopers – this is not the regatta finish.



- Between the bottom of Temple Island and the Gate

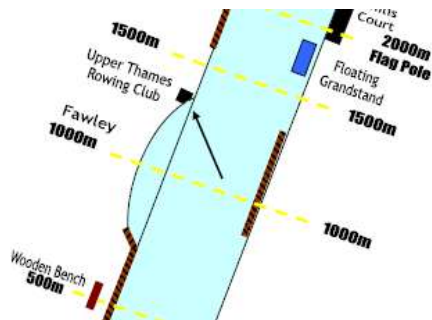


- At the 3.000m marker (White Cottage boathouse). Under no circumstances may crews turn around or below the 'Danger' board at Hambleden Lock.



There are two designated crossing points:

- Upper Thames Rowing Club



- Leander Club

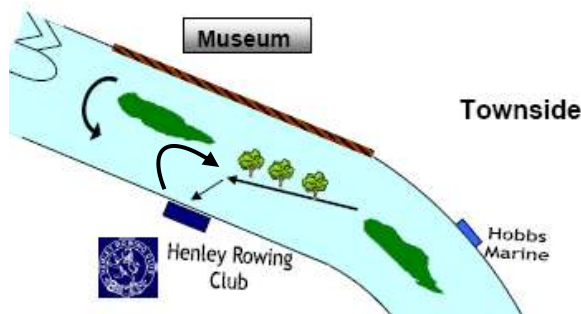
Crews leaving the Leander raft must always ensure that the river is clear for them to do so and likewise when crossing from the Bucks side back to the raft.

BOATING FROM AND RETURNING TO THE CLUB

Crews should always boat facing upstream and have a duty to avoid those coming downstream. Watch out for beginners and Juniors in this area.

When returning to Henley Rowing Club it is important to cross between the islands from the town side.

Wait by the line of trees until there is room to cross to the rafts at 45 degrees (looking out for crews going downstream). Returning crews give way to crews that are boating.



USE OF FACILITIES

We are improving our impact on the environment through “cleaner and greener” strategies. Please only use reusable water bottles and bring your own towels to wipe down equipment and for gym use.

Please keep our club tidy. Do not leave your water bottles. Please put all litter in the bins provided and recycle, if possible.

Keep the changing rooms tidy and don't leave kit or shoes lying around. Please take care of valuables as the Club cannot be held responsible for any losses.

If you have access to the boat house, club room (including equipment e.g. ergos, or gym), please make sure you leave them tidy and ensure that the lights are off and doors are fully locked closed when you leave.

If using our kitchen, by agreement, please take home all un-used food and dispose of your waste responsibly (recycling bin in car park).

We hope you enjoyed your visit and look forward to seeing you again next year. If you have any feedback or comments following your visit please do not hesitate to contact us.

Thank you.

VISITING CREW BOOKING FORM

After the initial enquiry, if your intended dates are agreed, please complete this form and email to Captain Captain@henleyrowingclub.org. Payment to be made online to Henley Rowing Club Trading Limited Sort Code 20 65 20 Account 93698904

Club Name	
Club Address	
Contact person (name and position)	
Contact tel. number	
Contact email	
Date (s) of visit	
Purpose of visit	
Number of rowers	
Payment due* (as agreed with the Club Captain)	
Any special facilities required	

* fee as agreed with the Captain Henley Rowing Club

On behalf of (name of club _____) I agree to

- abide by the local water safety code and navigation rules (as displayed at the Club and available on our web site)
- use the facilities in the appropriate manner
- report any accidents or damages to The Captain, Henley Rowing Club
captain@henleyrowingclub.org

- boat at the agreed times so as not to disrupt normal training activities, as discussed prior to the visit.

Signed:

Date:

Rules for use of Henley Rowing Club gym and club rooms:

- 1 Kitchen and changing rooms, or any other areas used, to be kept clean and tidy after use. Take home all food or dispose of appropriately.
2. Windows and doors to be closed after use.
3. Ergo's to be left clean tidy after use (including floor area).
4. Litter to be placed in rubbish bins. Recycle responsibly.
5. No smoking in the Club House.
6. Minimise numbers of cars coming to the site and park efficiently bearing in mind limited room for visiting cars and trailer.