



Safety
&
Procedures
Manual

March 2017

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DEFINITIONS

In this Safety and Procedures Handbook, the singular includes the plural and vice versa; and unless otherwise specifically provided, the following terms shall have the meanings as set forth below:

Competency Evaluation: a tool with which a rower is tested on his/her knowledge of and ability to abide by the safety protocols, procedures, rules, and code of conduct of KRC and KamloopA.

Crab: A rowing error where the rower is unable to timely remove or release the oar blade from the water and the oar blade acts as a brake on the boat until it is removed from the water.

Designated Authority: the appointed club member for a rowing session who will make operational and logistical decisions related to maintaining the safety of members and equipment on and off the water. When a coach is operating the launch, the Designated Authority is the coach.

Experienced rower: competent rower as defined by the successful completion of the activities in the Competency Evaluation document.

Flow Pattern: Boat traffic pattern that is to be followed by the three clubs at Shumway Lake as defined in the KamloopA Lake Use Policy.

KamloopA: The umbrella organization that is comprised of representatives from each of the three clubs at Shumway Lake, a city representative and Kamloops Sports Council representative.

KamloopA Lake Use Policy: defines how users & their equipment from each club will safely interact with others while using the lake surface and while on land.

KRC: Kamloops Rowing Club

Large boats: The Eight w/ Coxswain (8+ Sweep), Quad (4x Sculling), Four (4- Sweep)

Launch: motorized coach boat or safety boat

Novice rower: someone who has not completed the Competency Evaluation.

PFD: personal flotation device

Qualified Safety Launch or Qualified Coach Boat Operator: individual who holds a Craft Operator's card, has completed on-the-water session training in the launch demonstrating competency in water rescues and optimal driving skills, especially around

rowing shells. This individual knows and maintains all equipment inventory required by the Canadian Coast Guard regulations. This will also include, but is not limited to minimal fuel tank levels and pontoon inflation. An onboard radio will be carried/used to support communication on the water as deemed necessary per rowing session.

RCA: National Sports Organization (aka Rowing Canada Aviron) whose membership dues is a rower's on-the-water insurance provider

RowingBC: Provincial Sport Organization (aka Rowing British Columbia)

Safe harbour: when it is necessary to exit the lake surface due to deteriorating water conditions (e.g. white caps) or changing weather conditions (e.g. lightning) and it is not safe to attempt a return to the boathouse, Safe harbour can be found along the hill-side (vs. highway side) of the lake as there are shoals (shallow areas) where rowers can exit their shells safely and pull their shell up onto the shoreline while awaiting rescue. Safe harbour maps are posted in the boathouse for review and in the launch.

Small boats: singles (1X Scull), doubles (2X Scull), pair (2- Pair)

This Manual outlines the safety policies and procedures to be followed by participants in programs and activities of the Kamloops Rowing Club

1 MEMBERSHIP REQUIREMENTS

Prior to rowing each year, each member shall:

- Complete a club registration form.
- Sign a club Release, Waiver and Assumption of Risk form (to be witnessed, and signed by parent/guardian if under 19 years old).
- Pay fees (KRC, KamloopA, RowingBC and RCA).
- Pay a refundable volunteer fee (RVF). This fee shall be refunded in full after November 1 of each year, provided the member has logged the minimum suggested number of required volunteer hours (10 hours) and/or has participated in defined activities (introduced at each AGM) required to maintain the seasonal operation of the club . It is the member's responsibility to ensure that all volunteer hours are submitted by the end of the season (docks out or last row of the season) using the template provided or the RVF will not be refunded.

2 SAFETY PROTOCOLS AND PROCEDURES

2.1 General Safety procedures

Annually, each member shall receive comprehensive instruction in general safety procedures prior to involvement in rowing. This will include a member performing the following:

- Read the KRC Procedures and Safety Handbook and KamloopA Lake Use Policy and sign a declaration indicating you have done so.
- View the Rowing Canada rowing safety video, and sign a declaration indicating you have done so.
- Attend a review session of rules and safety procedures, and agree to abide by all club rules.
- Read and review “Part 2: Members” in the KRC Constitution.

2.2 Shumway Lake Safety

Each rower shall receive instructions about rowing on Shumway Lake prior to their row, specifically:

- A visual review of the lake map including safe beaching locations, danger spots, obstructions, etc. This map will be discussed, reviewed and posted in the boathouse at all times for access and placed in the launch safety tote.
- Flow Pattern on the lake which is described in the KamloopA Lake Use Policy and reviewed by the Designated Authority for each rowing session.
- All rowers and coaches shall respect the rights of other users of the lake as per the KamloopA Lake Use Policy and remain courteous to other users at all times. Safety above all else shall drive decision making on the water when the Lake Use Policy is not followed. Any infractions of the Lake Use Policy by KRC members or other clubs who use Shumway Lake must be reported to the Designated Authority of the session who shall then report it to the KRC Executive in a timely manner so that it is addressed immediately.

2.3 Hours of operation

- Sunrise Clause: The shoreline opposite the dock must be visible prior to commencement of rowing. All boats leaving the dock in low light must be equipped with visible operating lights.
- Sunset Clause: All boats shall be off the water by dusk. A chart of Sunset times will be posted in the boat house.

2.4 General Protocol for All Rowing Sessions (Recreational/Competitive)

- The bow person of a crew shall log on and off the water before and after workouts in a permanent KRC log book.
- All participants under the age of 19 shall not proceed on the water without the supervision of the coach (or an approved substitute) in a launch. This requirement may be waived at the coach's discretion.
- The plan of the rowing session will be led by the Designated Authority for that session and discussed/agreed upon by all rowers prior to dock launching. Any change of plans that occur on the water during the session that have the ability to impact the safety of rowers on the water must be communicated to all crew members by the coach or launch operator to ensure continued safety of crews on the water. Radio communication (shell to launch) will be utilized when deemed

appropriate. Radios, when not in use, shall be in their recharging stands in the boathouse prior to leaving the site.

- There shall be a minimum of two rowing shells on the water at one time manned by competent rowers AND Qualified Coach Boat Operators, when there is no safety launch on the water UNLESS an accommodation has been made to a competent rower to row solo as authorized by the Executive. See Section 2.8 below).
- All crews shall stay in proximity to the launch responsible for their supervision. Proximity will be determined by the coach, based on crew experience, weather conditions and water temperature.
- When there is no safety launch on the water, rowers of similar ability shall "pack row" at all times, staying within visual contact (maximum 500 m) of at least one other rower.
- No shell shall leave the dock until the launch is operational and visible by docked crews.
- The launch shall remain on the water or ready at the dock until all crews are off the water.
- Current water temperature will be posted weekly on the blackboard in the boathouse.

2.5 Water Temperature Protocols

2.5.1 Cold water rowing (water temperature 10 C or less):

- There shall be a properly equipped launch on the water, with a maximum launch/experienced rower ratio of 1/10, and a maximum launch/novice rower ratio of 1/5. The ratio can be adjusted at the discretion of the launch operator.
- PFDs must be worn
- Rowers shall stay within 500 m of the launch at all times.
- Small boat rowing shall be restricted to experienced rowers; novice rowers may be required to have pontoons attached to their small boats.
- Experienced rowers may qualify for cold water rowing without a launch, but must use pontoons and must remain above the 1000 meter marker.

2.5.2 Cool and warm water rowing (water temperature 11 C and above):

- The launch is required on the water when novice rowers are on the water in any shell smaller than a 4X, or if a 4X or 8+ contains only novice rowers. These requirements may be waived at the discretion of the Designated Authority, based on the proficiency level of the novice rower(s). If this requirement is waived, novice rowers in small boats may be required to attach pontoons to their boats.
- The launch on the water is preferable but not required, providing all rowers are experienced, or novice rowers are in a 4X or larger with experienced rowers, or novice rowers in small boats have pontoons. The launch may be left at the dock with engine having been warmed up
- If the launch is left at the dock, **at least two** of the rowing shells on the water must **each** have **one rower** who are qualified coach boat operators.
- If the launch is left at the dock, and there are novices on the water, the rowing course shall be limited to 1500 m from the dock in either direction (i.e. to 1000 m on the buoyed course).
- If there is **not** a launch on the water, the number of shells may be limited, at the discretion of the designated authority.

2.6 Coach/Launch Operators and Equipment Requirements

- All coaches shall have a minimum of Learn to Row Instructor Certification, or be undergoing training to acquire such.
- Coaches and launch operators shall have had training in Basic First Aid (Level 1), the treatment of hypothermia and hyperthermia, small craft operation and safety, on-the-water rescue and hold a Transport Canada Pleasure Craft Operators Card. They will wear a PFD at all times and will attach the motor “kill switch’ cord to themselves when operating the launch.
- Each launch shall contain the following: basic tool kit, tow rope, two paddles/oars, a throwing rescue device, a bailer, a first aid kit, a flare, a sound device, a handheld searchlight, wool blanket, space blankets, a flexible ladder to assist persons boarding from the water, binoculars and a minimum of 4 PFDs. An onboard radio will be carried/used in the launch when appropriate. Access and use of these supplies shall be reserved solely for use in ensuring rowers are safe and for on-water emergencies. When not in use, the onboard radio shall be in its charging station at the boathouse daily. Any equipment used during a rowing session must be returned to its original location in working condition and this is the responsibility of the launch operator.

- During supervision of rowing no more than two persons shall occupy the launch and this count includes the launch operator. The Canadian capacity limit must be clearly displayed on each launch, and adhered to.
- All rowing shells on the water shall be deemed to be rowable, seaworthy and shall contain the following: navigation light (in dark conditions), sound device.

2.7 Clothing and Personal Equipment Requirements

- It is recommended that each athlete have a wool or polypropylene hat in the shell while on the water during early spring and fall months (September through April), and a sun hat during the summer months (May through August). Each rower should take a water bottle on each row.
- Each rower should bring a complete change of dry clothing to each workout. This is a requirement for Novice Rowers. NOTE: This is a precaution in the event of a mishap and it is wise practice for rowers to change into dry clothing after every workout for obvious health reasons.
- During the early spring and fall months it is recommended that athletes wear multiple layers of clothing to reduce heat loss. Polypropylene or washable wool is highly recommended for underwear and insulating layer. Cotton is not recommended. Exposure to chilling cold when fatigued can lead to colds, influenza, etc.
- Socks must be worn in the boat. No bare feet. No shoes are allowed in a rowing shell at any time.

2.8 Weather Restrictions

WHEN IN DOUBT, DON'T GO OUT!

- All coaches and athletes shall be made aware of the potential danger from darkness, fog, high winds, ice, cold water, storms or any combination of the above.
- Rowing shall not take place in foggy conditions if visibility falls below 500 meters. Stay on the dock if the shoreline at opposite side of the lake is not visible.
- Shells are vulnerable to high waves and wakes. If they are higher than the gunwale, turn the shell parallel to the waves to avoid having parts of the shell unsupported by the water. Stop rowing, and lean away from the approaching wave, with blades on the wave side lifted slightly.

- If waves are lower than the gunwale, they can be taken at a 90 degree angle if closely-spaced, and rowed without course adjustment if widely-spaced.
- Rowing shall not take place in high winds, or in winds producing whitecaps or large waves.
- Do not row if conditions indicate an electrical storm may occur. If you are on the water when lightning or thunder occurs, head for the nearest shore. If the storm has not yet struck, return to the boathouse, following closely along the shoreline.
- The Designated Authority for the rowing session shall be responsible for determining if conditions are too dangerous to row due to any of the above circumstances. No rower shall be forced to row against his/her better judgment should conditions be questionable.

2.9 Rowing Alone or Without a Launch

- Upon successful completion of the Competency Evaluation and with authorization from the KRC Executive, a rower may row alone within the parameters specified in this document.

3 EMERGENCY PROCEDURES

3.1 Emergency Action Plan & Activation

- Cellular phones do not work at Shumway Lake. The site phone and KRC Emergency Action Plan are located in the clubhouse around the corner from the kitchen area. The end (patio) door shall be unlocked, and the indoor lights turned on, prior to each practice to facilitate phone access.
- For any emergency requiring external assistance **CALL 911** and state:
 - Which agency required (Police, Ambulance, Fire)
 - Your name and location:

SHUMWAY LAKE BOATHOUSE
 HIGHWAY 5A
 SOUTH OF KAMLOOPS
 (NEAR THE OLD SAWMILL)

- A concise description of the event.
- Any need for a water rescue.

- First person should stay by the phone, the second person should go to the entrance of the driveway to meet emergency vehicles and the 3rd person attends the injured rower.

3.2 On Site Authority/Emergency Action Plan

- The Designated Authority of the rowing session shall assume command in the event of an emergency and shall direct and control operations until the arrival of the appropriate authorities. At that time, the Designated Authority shall identify themselves to the authorities and continue to liaise with authorities and direct KRC personnel accordingly.
- Other participants and spectators should be kept well away from the injured person.
- On arrival of emergency services, describe what happened and what has been done. If possible, inform EMS attendants of any known medical problems of the injured person.
- The coach or responsible person or designate should go with the injured person.

3.3 Signals

3.3.1 EMERGENCY

INTERNATIONAL DISTRESS SIGNAL: Wave both arms over your head. Used only for serious trouble.

Daytime: Use boat whistles.

Darkness: Use boat whistles and wave light overhead.

3.3.2 NON-EMERGENCY

LAUNCH HELP REQUIRED: Wave one arm over your head.

GO ON BY: Wave one arm in a throwing fashion.

3.4 Survival Procedures

3.4.1 General Considerations

- **THINK PEOPLE, NOT EQUIPMENT!** Equipment is replaceable, lives are not.
- If an injury occurs while rowing, ensure the comfort and safety of the individual as best as possible. If possible, transfer them to the coach boat, or return to the dock.

3.4.2 Extreme Water/Weather Conditions

- Should water and/or weather conditions deteriorate and it is not thought possible to return to the boathouse safely and the safety of the rower is at stake, the rower, along with accompanying direction from the Designated Authority, if present, should head for the nearest accessible shoreline to allow an exit to land.
- Should a rower sitting in a shell find themselves becoming chilled due to winds or cold temperature OR find themselves in the cold water after catching a crab or post-collision, it is very important to consider the following to attempt to slow the process of hypothermia:
 - Minimize movement to preserve body heat (no swimming or treading water).
 - Keep your clothes on and put on hat, mitts, etc. to preserve body heat
 - Keep your body out of water as much as possible as body heat is lost faster in the water than out of the water
 - Assume fetal position, if possible (e.g. sit at the top of your slide in a fetal position if still in the boat; if in the water, protect your groin/armpits/neck/head as much as possible from heat loss by assuming a fetal position.
- Once the rower reaches safe harbour, rowing blades can be removed from the shell and the shell(s) removed from the water and placed upside down on the riggers and out of the wind, if possible, while the rower awaits rescue.

3.4.3 Rescue Procedures

3.4.3.1 Launch capacity

- The maximum capacity of a launch shall not be exceeded in the rescue.
- In extreme conditions those rescued must be taken directly to shore or to the nearest safe harbour. As many trips are to be taken as are required to remove all those involved in the accident as quickly and safely as possible.
- Each launch should be manned by two people (if possible) to counterbalance and assist each other where necessary.
- Any accident should be approached from the leeward into the wind to prevent the launch from being pushed into the accident and to ensure maximum control.
- Assessing the situation:

- The conditions of the people in the water and the severity of the circumstances must be assessed quickly.
- Verbal contact with those in the water must be established so that they can be talked through the rescue quickly.
- Those in greatest risk (distress) shall be rescued first. Rescue must occur in pairs.
- Do not bring people into the rescue launch by the stern. Use a fold-up ladder to assist cold or exhausted rowers.
- A head count shall be conducted upon the launch's arrival and then repeated upon leaving.

3.4.3.2 Retrieving a flipped shell and returning it to the dock

- Remove all blades and lay them to one side in the launch, blades hanging out over the front of the launch
- With the boat now upright, bail out as much water as possible to lighten the tow
- Pull the shell alongside the launch and travel very slowly back to the dock. If possible, utilize someone in the launch to hold onto the shell being towed as it is challenging to operate the launch and hold onto the shell at the same time.
- Very slowly approach the dock, allowing someone on the dock to grab the boat from you and pull it along dockside.

3.4.3.3 Back on shore:

- Roll the shell in the water at the dock to begin emptying water. Do not lift the boat into the air as the weight of the water may break the shell.
- Use bailers as needed to remove water from the shell still supported on the underside by the lake surface.
- Once emptied of most all of its water and with crew support down the full gunwale and at both ends of the boat length, fully support removal of the boat from the water (lift up and roll overhead so that the shell is held upside down on the dock as it would be normally when removing a shell from the water) and, over the dock surface, alternate lifting and lowering of the bow and stern ends to help drain trapped water. Crew members should expect they will get wet in this maneuver.

3.5 Boat Mishaps

3.5.1 Catching a Crab

- A small crab can generally be recovered from by quickly forcing the blade out of the water, and rowing can continue.
- If a large crab is caught:
 - Lay back and allow the handle to pass overhead, so that the handle ends up parallel to the boat
 - Reach out for the handle and push it down to bring the blade out of the water;
 - Turn the blade nearly parallel to the water; and
 - Carefully bring the oar handle over the head.

3.5.2 Rower Overboard (Larger Boats)

- If a rower catches a large crab, they can be thrown out of the boat. The following procedure should be followed:
 - The crew stops rowing and holds water;
 - The stroke removes their oar and floats it toward the person in the water;
 - The crew backs the boat to the person in the water;
 - The coxswain gets hold of the person, or they grasp a rigger.
 - If necessary, another rower enters the water to help with first aid.
 - If the launch is near, do not attempt to bring the person aboard as the launch operator will perform a water rescue.
- If the rower is unconscious, support them in the water until a rescue launch arrives. If no launch is nearby, help them to the shore as fast as possible.

3.5.3 Rower Overboard (Small Boats)

- If a rower catches a crab in a smaller boat, the shell can easily tip and the rower will find themselves in the water. The boat may remain upright or flip upside down.
- If righting the shell and reentry is not feasible, and no rescue launch is available, swim the boat to the shore, by lying on the stern deck and using the shell as a paddle board. Leave the blades in the oarlocks, trailing alongside.

3.5.4 Collisions

- Take great care when rowing in poor light conditions. Ensure you perform regular shoulder checks in all light conditions to avoid possible collisions.
- If an impending collision is evident, the command “HOLD WATER” (aka “Stop Rowing” command) shall be called immediately by whomever is witnessing this event (e.g. coxswain/bow/launch operator, crew member) and responded to IMMEDIATELY by the crew WITH NO QUESTIONS ASKED.
- Should a collision occur, assess injury to crew members first then damage to the boat(s). If there is bodily injury or any danger of the shell sinking, the launch shall support disembarking the injured as needed and support the boat getting back to shore either with the existing crew or providing a tow to the dock.

3.5.5 Capsized or submerged shell

- Should a boat capsize, fill with water, or submerge, and reaching safe harbour is not possible, the following procedures are to be followed:
- Rowers **MUST REMAIN WITH THE SHELL**, as both the boat and oars will float and will support the crew.
- If a boat capsizes, the rowers should keep their mouths closed and avoid swallowing water. If water is swallowed, the rower should obtain medical advice, even if they do not feel unwell.
- Rowers should then put on any clothing layers (jackets, hats, etc.) to help reduce heat loss in the water and the coxswain/bow person must provide the Emergency Signal to the launch and/or utilize the light or whistle to signal for help or assist help to find your location. All rowers must remain as calm as possible and the coxswain/bow person should assume command and check every athlete continually until rescue. Rowers should inflate their life jackets as they wait for a launch rescue.
- **If the shell is swamped but floating** and rower(s) is/are out of the water: Remain upright and in the seat, awaiting rescue (assume a fetal-like position at the top of the slide to conserve warmth).
- If the shell is sinking deeper into the water, or is submerged or capsized:
- If shell is upright and rescue is not imminent, the shell should be rolled over to increase buoyancy by trapping as much air as possible. Prior to rolling over, all crew members shall inflate their life jackets if not already done, enter the water

and move to the two ends of the shell, away from riggers and oars. If wind is a factor, roll the boat with the wind. Oars should remain in the oarlocks to increase buoyancy; swing them parallel to the shell.

- **ROWERS MUST STAY WITH THE SHELL AND NOT ATTEMPT TO SWIM ASHORE.** The group (crew) shall "buddy up" across the boat with even distribution on either side of the shell (1&2, 3&4, etc.), and huddle towards the middle or high point of the shell, keeping as much of the body as possible out of the water (body heat loss occurs 25 times faster in water than in air).
- **Pairing is essential** as it gives added life support to each athlete (each is holding on to the life of another). This facilitates reciprocal communication and positive support.
- This relationship should be continued until actual rescue when **rowers must be rescued in pairs**. This will prevent the premature feeling of relief from rescue contact and letting go before the rescuers take a firm hold of the rowers.
- If the shell is breaking up or sinking:
 - THE CREW REMAINS AS A GROUP in the water, using oars and inflated life jackets for flotation, DO NOT ATTEMPT TO SWIM TO SHORE.
 - Use the buddy system to encourage one another
 - Await arrival of a rescue launch.
- Cold Water Considerations:
 - Minimize movement to preserve body heat (no swimming or treading water).
 - Keep clothes on and put on hat, mitts, etc.
 - Get body as much out of water as possible.
 - Assume fetal position, if possible. Protect groin / armpits / neck / head as much as possible.
- Small Boat Considerations
 - In very cold water if reentry is not feasible and there is no rescue launch, abandon the shell and lie on the stern deck of the buddy's boat, to be taken ashore.

3.6 First Aid

- First aid kits are available in the boathouse, and in each coach boat. Anything taken from any of the first aid kits shall be recorded in the In/Out logbook and

dated/signed to increase awareness of possible inventory re-stocking of the first aid kit.

- Bottled drinking water is in the boathouse.

3.6.1 Hypothermia

- Information on hypothermia shall be posted in a prominent location at the boathouse. All coaches and rowers must have a thorough understanding of this information.

3.6.1.1 Moderate hypothermia

Symptoms: Individual has some respiratory and cardiac function and is semi-conscious.

Actions:

- Maintain an airway, artificial respiration at a rate of 1/2 normal breathing (CPR).
- Transfer to a warm environment as soon as possible. Use the space blankets in safety launches. Remove wet clothing and begin to warm neck, head and trunk (avoiding the extremities), being careful to avoid fluid intake by the victim
- Transfer to medical care as soon as possible.

3.6.1.2 Profound hypothermia

Symptoms: Individual appears to be deathlike, little or no cardio respiratory function, unconscious.

Actions: IMMEDIATE MEDICAL ASSISTANCE REQUIRED.

- DO NOT ATTEMPT TO REWARM
- DO NOT APPLY EXTERNAL CARDIAC COMPRESSION
- **MAINTAIN AN AIRWAY.** Apply artificial respiration. **DO NOT** apply external cardiac compression.
- **AVOID** physical manipulation of victim. Carotid pulse monitoring must be gentle to avoid triggering reflexes that may cause ventricular fibrillation.

3.6.2 Heat stroke

Symptoms: Potentially fatal, individual appears confused, nauseous, vomiting, seizures, ultimately loses consciousness.

Actions: IMMEDIATE MEDICAL ASSISTANCE REQUIRED.

- Maintain a horizontal body position to guarantee blood supply to brain. Immerse or cool with water to lower the body temperature. Stop when victim is conscious and alert.

4 BOATHOUSE AND SITE RULES

4.1 Shared Facility

- The site is owned and operated by the "KamloopA Sports Club". Its member clubs consist of the Kamloops Canoe and Kayak Club, the Kamloops Water Ski Club, and the Kamloops Rowing Club. Each club has their own equipment storage facility on site and the clubhouse, boat ramp, docks and grounds are shared.
- Rowers and coaches should stay out of the other clubs' boat bays except in the presence and with permission of the other club. Blanket approval shall not be given.
- Kamloops Rowing Club respects the rights of other site users.

4.2 Private Boat Storage

- Storage space is held at the discretion of the KRC Executive.
- The KRC executive may allocate space for storage of private boats from time to time, as they see fit.
- KRC shall charge fees for storage and late payment or non-payment shall be sufficient reason for removal of such boats from storage.

4.3 Boathouse and Site Maintenance

- KRC programs encourage pride in our facility by maintaining an orderly and tidy boathouse and grounds through daily or weekly means as deemed appropriate by the coach and KRC executive. Work parties and/or regular maintenance tasks are encouraged.

4.4 Equipment Storage

- All shells and blades shall be stored in the proper manner in the racks assigned to them by the head coach.

- Launches shall be stored properly in their assigned locations so as to minimize blockage of the boat bays.

4.5 Docks

- Docking shall have the right of way over launching. Dock courtesy shall prevail in all circumstances.
- All boats shall dock and launch as quickly as possible. All gear and equipment shall be removed from the docks following a workout. Boats take priority over all other equipment when removing equipment from the docks. All crew members shall assist each other in this task.
- Dock surfaces shall be maintained free of bird excrement and other sources that pose health risks to rowers. All rowers are responsible for helping clear the docks prior to a rowing session.
- Nothing will be dragged on the dock surfaces at any time. Any visual damage, missing cotter pins between the docks and attaching ramps to docks or rocks rubbing against the ramps/dock surfaces shall be brought to the attention of the launch operator or Designated Authority who will either correct the situation with the help of the crew as quickly as possible and/or report it to an executive member to be addressed immediately.
- It is the responsibility of all rowers of the club to report any dock issues noticed early on so they do not become big issues that could impact the integrity of the equipment that is integral to our sport.

4.6 Security

- Coaches, launch operators, rowers rowing solo and KRC Executive members shall have keys to the site gate, boathouse and clubhouse and shall be provided with site alarm system codes. There will be no copies of keys made except by the club president and no sharing of keys/codes with anyone not named in this clause.
- All rowers and coaches shall be responsible to ensure boathouse security. All rowers shall have access to the facility during the rowers' normal workout times through normal means of entry/exit.
- The boathouse door must be securely locked prior to the start of a rowing session that leaves the boathouse empty and upon leaving the site at the completion of the practice.

- The last person to leave the boathouse shall ensure that lights are turned off and the door is locked.
- The last person to leave the clubhouse shall ensure that lights are turned off and the door is locked, unless members of other clubs are on site and are obviously using the facility.
- The last person to leave the site shall ensure that the alarm system is armed and the gate is locked, unless members of other clubs are still on site.

5 EQUIPMENT

No coach or rower shall use equipment without proper prior authorization and training.

5.1 Handling the Shell

- Place appropriate sized, paired stretchers, outside the boathouse in order to receive a boat leaving the boathouse. Specific boats (8+, 4x, 4-, 2x, 2-) require large stretchers. Only 1x will be put on the small stretchers. Open the stretchers to their maximum and ensure they are on flat ground. Position stretchers properly to balance the boat and avoid fin damage:

8+	between riggers 1/2 and 7/8
4+/4X/4-	under riggers 1 and 4
2-/2X/1X	slightly outside cockpit

- All boats will have their bow balls facing the boathouse door when stored. To access boats in the boathouse, equipment racks may need to be moved. This must be done in a controlled manner under good light. Rowers should remove sunglasses and watch closely to ensure that the riggers and bow/stern ends of boats do not touch as racks are moved.
- The coxswain/bow person is in charge of the crew and boat on water and land unless the coach assumes charge of the crew/boat.
- Commands to a crew are given in two parts:
 - Preparation: state what is to be done by saying "Take the Weight". No action is taken by the crew until the execution is said as stated below.
 - Execution: the command to action is always preceded by the word "Ready" as it assists crew members to all anticipate that the physical action will occur after the word "Ready" is said. So, the execution is said like this "Ready, UP!" and now the crew lifts the boat after the word "UP" is given.

- When boats are to be moved outside OR into the boathouse
 - All oarlock gates must be checked by the crew to ensure they are securely closed prior to moving the shell as an open, swinging gate can damage a rower's eye.
 - There will be no talking amongst the crew so that all commands are heard and everyone is paying attention. This aspect of the sport is one of the most common times for damage to equipment to occur and/or for rowers to get injured by walking into an oarlock/rigger that they did not see while talking.
 - All crew members moving all sized boats should be "eyes and ears wide open" to potential problems when shells are moved. Any crew member can give the command "Let It Run" should an immediate stop need to occur to avoid injury to person/equipment.
 - All crew members will walk slowly when shouldering a boat and prepare to stop walking immediately should the command "Let It Run" be called inside/outside the boathouse or while being transported to/from the dock.
 - If a rower is injured or possibly may be unable to carry the weight of a boat, it is the responsibility of that rower to tell the crew this fact so that no one is put at risk of injury should the rower drop the boat. A substitute must be called in to help carry the boat for this rower. This will prevent injury to the rower and possible injury to the rest of the crew and boat damage should it be dropped by this injured rower.
 - A crew member will not stand with their head inside the "rigger triangle" when positioning themselves to carry the boat that has riggers with back-stays.
 - Crew members at the leading end of a boat being moved are responsible to ensure the boat heads toward the center of the boathouse door opening and steers clear of any visible objects.

5.1.1 Carrying out of the Boathouse, Stretching, 8+, 4x, 4-

- Prior to putting "Hands On" the boat, line up by height staggered down both sides of the boat so that weight of the boat will be evenly distributed to all rowers carrying the boat. The KRC coxed boats will require more rowers at the heavier end of the shell. This shall be reinforced by the Designated Authority of the session.
- "Hands On": all rowers to grab hold of their one gunwale with both hands.
- "Take the Weight" : all rowers lift the boat up slightly off of the racking arms
- "Back It Off": the shell is moved sideways so that it clears the support arm completely while being held on both sides by rowers.
- If space is tight, the boat commands to be given will re-orientate the riggers to a vertical position (up and down) so there is less chance of the riggers hitting other boats and riggers as it is moved out of the boathouse. These are the commands to achieve that orientation:

- “Lake side up to shoulder”: crew members on the lakeside of the boathouse will place and hold their gunwale on their shoulder utilizing both hands on the gunwales
- “ Highway side down to waist” crew members on the highway side of the boathouse will lower their gunwale to their waist by extending their forearms toward the floor while still using both hands to hold the lowered gunwale.
- If there is sufficient room to carry the shell parallel to the floor and riggers pointing to the boathouse walls: the gunwales are “shouldered” by all crew members for carrying purposes. Both hands are used to steady the gunwale on the rower’s shoulder. The command to achieve this would be “Up to shoulder. Ready, UP”
- “Walk it out. Ready, WALK”: the crew carries the boat outside the boathouse.
- Coxswains/bow person must walk at the stern end of the moving boat as it exits the boathouse, looking forward AND AROUND, SIDE TO SIDE for possible problems. This must be done from the bow end as the boat re-enters the boathouse upon conclusion of the rowing session.
- The front end of the boat leaving the boathouse should be pointed to the center of the doorway to avoid hitting any equipment or boathouse structure unless directed to do differently by the Coxswain/Bow Person or Designated Authority.
- “Let it Run”: Once outside and properly aligned next to the 2 stretchers, the crew will stop walking on this command.
- “Flatten out the boat”: if the boat is being carried with riggers vertically, all crew members will now reposition the boat so it is being held parallel to the ground, forearms extended.
- “Up to shoulder, Ready UP”: all crew members now raise the boat simultaneously so that the gunwale is on their shoulder.
- “Hands across. Push it up, Ready, UP”: crews are holding both gunwales with their 2 hands and they then push the boat straight up, straightening both arms.
- “Roll Away from the Stretchers. Ready ROLL”: all crew members swing the held boat toward the highway gently while maintaining a grip on both gunwales. At this time, an inside grip with one hand can grab onto the top deck of the boat through one of the many holes in the deck surface. The other hand can be placed under (cradling and protecting the hull from a knee drop).
- “Lift UP and Walk it back. Ready WALK” command is given and the shell is held high as it is walked back onto the stretchers by the crew simultaneously.
- “Lower down slowly. Ready DOWN”: the boat is now lowered into the stretchers slowly. The stern end crew members should be aware of the location of the fin so that the boat is not lowered onto the fin in the stretchers as it will weaken and possibly break the fin off rendering the shell unrowable should it occur. If this stretcher needs moving, the coxswain/bow person or Designated Authority can help move this stretcher.
- “Great work everyone”: a little praise goes a long way when moving a heavy boat!

5.1.2 Stretcher to Dock to Water Surface (8+, 4x, 4-)

- To pick the boat up off the stretchers, all crew members shall line up in the same position alongside the length of the boat gunwales and should face the boat house/ stern end of the shell.
- “Hands ON” command is given and each rower will place the hand closest to the boat across to the other gunwale. The rower’s other hand will grasp the closest gunwale to the rower. Your foot, farthest away from the side of the boat shall be forward of your other foot. This allows you to have good balance as the lifting of the boat occurs.
- “Overhead. Ready, UP”: the boat is lifted overhead by the crew and all crew members are now facing the dock/ bow end of the shell. Yes, it is magic!
- “Split”: starting at the leading end of the boat (bow end), each crew member, one by one, staggers placement of one gunwale on their shoulder opposite from the rower in front of them. Both hands of the rower shall be holding on to the one gunwale.
- “Walk it out. Ready, WALK”: the crew walks in-step with each other and slowly toward the dock. The crew should remain “all eyes and ears open” to ensure an uneventful trip to the dock.
- Commands will be given which ramp and which side of the dock to walk toward by the coxswain/bow person or Designated Authority and crew members shall avoid stepping on any blades or other objects on the dock.
- “Let it Run”: the crew stops on the dock when they are in an optimal position to put the boat on the water.
- “Hand across” : all rowers now grasp both gunwales
- “Overhead. Ready, UP” is given to direct the crew to push the boat up, overhead.
- “Toe to the edge”: all crew members move sideways on the dock to a point that allows each crew member to put their water side foot on the edge of the dock.
- “To the water. Ready, ROLL”: all crew members gently roll the shell toward the water while turning it right side up. Inside grip on the deck of the boat can be taken if it is too challenging to hold onto just the gunwale. The other hand can either hold a gunwale or be placed on the side of the boat to help push it away from the dock edge as the boat is lowered to the water.
- “And DOWN”: all crew members gently place the boat on the water.
- Coxswains stand at the fin (stern end) pushing the shell away from the edge to avoid hitting the fin. Keep the boats away from the edge of the dock at all times and lean away when shoving off or landing to keep riggers above the dock.
- One crew member shall be directed to hold the boat at the dock until the dockside blades are placed in their oarlocks. This will help anchor the boat to the dock while all other preparations occur to launch and prevent the boat from drifting away from the dock in windy conditions.

5.1.3 From Water Surface to Dock to Stretchers (8+, 4x, 4-)

- With all blades and equipment removed all crew members have their shoes on, rowers shall take their same position at the dockside as they were when the boat was carried to the dock. All rowers are facing away from the shoreline end of the dock now.
- “Hands On” command is given and each rower will place the hand closest to the boat across to the other gunwale. The rower’s other hand will grasp the closest gunwale.
- “Overhead. Ready, UP”: the boat is lifted overhead by the crew and all crew members are now facing the shoreline end of the dock. Yes, magic has happened again!
- “Split”: starting at the end of the boat facing the shoreline end of the dock, each crew member, one by one, staggers placement of the gunwale on the shoulder opposite from the rower in front of them.
- “Walk it out. Ready, WALK”: the crew walks in-step with each other and slowly toward the boathouse. The crew should remain “all eyes and ears open” to ensure an uneventful trip to the boathouse.
- Once everyone is off the dock “Walk toward the highway” lets the bow end (leading end of the boat) of the boat head toward an area where turning the boat will occur. Remember boats are racked in the boathouse with the bow ball facing toward the door.
- “Let it Run”: the crew comes to a stop.
- “Turn the boat. Ready, TURN”: the bow crew allows the stern end of the boat to take the lead toward the boathouse. As the turn occurs, the bow end should not be walking forward until the stern end can see straight ahead to the boathouse.
- “Walk it out. Ready, WALK”: when the stern end can see straight ahead toward the boathouse, the crew now walks together toward the stretchers. A command will be given which side of the stretchers to walk toward.
- “Let it Run”: the crew stops alongside the stretchers at their proper placement on the full length of the boat.
- “Hand across.” : all rowers now grasp both gunwales
- “Overhead. Ready, UP” is given to direct the crew to push the boat overhead.
- “Roll away. Ready, ROLL”: the crew rolls the boat away from the stretchers and holds the boat at their waist level
- “Walk it back. Ready WALK” command is given and the shell is held high as it is walked back onto the stretchers by the crew simultaneously.
- “Lower into stretchers. Ready DOWN”: the crew lowers the boat into the stretchers slowly. The stern end crew members should be aware of the location of the fin so that the boat is not lowered onto the fin in the stretchers as it will weaken and possibly break the fin off rendering the shell unrowable should it occur.
- “Great job, everyone”: a pat on the back for everyone is a great way to acknowledge a job well done!

5.1.4 Small Boats (2x, 2-, 1x)

- 1x and 2x, 2- boats are carried 1-2 feet from the bow and stern ends and are “shouldered” by each of 2 crew members for carrying purposes. Each crew member wraps one arm from the underside of the deck upward that is 1-2 feet from the end of the boat and uses their free hand placed on opposite side of the boat also to secure the boat to their shoulder. All effort should be made to hold the boat securely with this arm and hand to prevent the boat from slipping off of the rower’s shoulder to the ground. Profound damage to a shell can occur should it be dropped and that is an expensive “accident” that could have been prevented with more diligence and attention on the part of the rower.
- 1x boats can be carried by one rower when that rower has been deemed a “competent rower”.
- All commands used for larger boats apply to moving smaller boats but with smaller boats there are less crew members to direct and commands often become “talking” to your crew mate about what you both must coordinate in order to get the boat from the boathouse to the water and back again.
- It works best if one crew member takes the lead on calling out what should be done vs 2 crew members calling out what they want to do independently. 2 rowers still makes a “crew” that must work together to handle a boat correctly to avoid damaging the boat and/ or injuring a crew member during the lifting, stretching and transport of a shell to the dock and back.

5.1.5 Launching and Docking

- Blades, water bottle, seat pad, life jackets, socks and any other paraphernalia to be used in the boat shall be placed in the center of the dock to aid in rowers being able to move on the dock with the boat and avoid objects scattered everywhere.
- Upon receiving your seat assignment, a rower shall pick up both blades and carry them to their seat and lay them both across the gunwales. NO STREET SHOES are allowed in the boat at any time. Clean, stocking feet only.
- Dock side blades are put into oarlocks first by all crew members. Waterside blades are then attached. Any other equipment is then gathered and placed into the boat.
- “Blades Across”: all crew members push their waterside blade fully into the waterside oarlock in the feathered position.
- With the seat pushed to the end of the slides and the waterside hand holding blade handles, “One Foot In and Down” directs crew members to simultaneously put one foot then the other onto the deck of the boat and sit down on the rowing seat, all the while the blade handles remain in your hands. DO NOT LET GO OF THE HANDLES AT ANYTIME UNTIL YOU EXIT THE SHELL AT THE END OF THE SESSION.

- As the rower leans over the blade shaft/handle, feet can be secured into rowing shoes and all other preparations be done prior to launching.
- “Count off When Ready”: the coxswain/bow seat calls this out to assess when to start the launch from the dock. Each crew member from the stern seat back will call out their seat number when ready to launch.
- “Lean Away and Walk it Back”: crew members shift their body weight slightly toward the waterside of the boat as their other hand is on the dock walking the boat toward the end of the dock. Launching is now in progress! As the boat clears the dock seat by seat, each rower will keep blade heads flat on the water to maintain stability of the boat once free of the dock.
- Landing at the dock: All athletes should be alert and “lean away” when commanded. All landings should be at low speed, courtesy and cooperation being the rule. The “coxswain/bow person” makes calls during the docking procedure. Once landed, the crew shall remain leaning slightly to the water side of the boat while “walking the boat” with their hand on the dock as far as possible to the shoreline end of the dock.
- “Let it Run” will be called to stop all boat movement at the dock. Feet can be removed from shoes.
- “One Foot Out” :when ready, the call is made for the crew to place their dockside foot on the dock
- “Ready UP and Blades Across”: all rowers step out of the boat onto the dock while pulling the waterside blade across at the same time.
- The crew, now on the dock, begins to remove the waterside blade FIRST together, then the dockside blade LAST, all equipment inside the shell, puts their shoes back on now ready to take the boat out of the water and walk it to the boathouse! A crew member may have to hold the boat so that it doesn’t drift away from the dock now that it is free of any blade handles holding it to the dock.

5.2 Equipment Care and Maintenance

- Each rower shall keep their seat in good condition, doing small repairs after talking with the coach. Major repairs shall be done by the boatman. Record needed repairs on the blackboard in the boathouse. No lubricant is ever used on the slides as it will attract dirt to adhere and damage the wheels/slides over time.
- Rowers shall report equipment damage promptly to the coach. Never row with broken equipment.
- Launch operators and coxswains should always have a basic tool kit handy.
- Weekly or as needed, general boat maintenance should be done by the rowers:
 - Clean oarlocks, seats and collars.
 - Wash boats and oars as needed.

- Full strength vinegar can be used to remove alkaline stains and build-up from boat deck and oarlocks/pins/spacers. A thorough rinse with water afterwards must be done to avoid metal corrosion by the vinegar
- Check for any damage or loose parts, and record on the blackboard in the boathouse.

5.2.1 Oars

- Check all screw of the collar and handle prior to rowing to ensure tightness
- Carry no more than 2 pair at a time
- Blade head should always lead the way
- Place on dock in pairs, not in a pile, in the center of the dock
- Place on the dock convex side down to protect the blade ends
- Hold convex side up when launching or landing

5.2.2 Cox boxes

- Only coxswains are authorized to handle cox boxes
- Connections are sensitive so make sure you know what you are doing, never pull on wires
- Lightly clean and Vaseline plugs and connections weekly
- Do not leave lying around where clumsy feet can kick or step on, protect at all times

5.2.3 Pre-launch Checks

- Regulation bow ball is securely attached to the shell
- Tighten all nuts and bolts of the rigging and oarlock
- Ensure oar lock is locked into place
- Oar lock gate is closed but slightly loosened to help you open it when you are ready to attach your blade to the boat when at the dock
- Shoes do not move sideways and are tight to the shoe plate
- Slides are even in their placement. They do not move side to side nor forward to back
- Shoe heel tie-downs will lift no more than 7 cm from the shoe plate
- Vent caps are attached and closed.
- Slides are clean and the seat rolls smoothly back and forth when the weight of your hand is placed on the seat
- Fin is secured to the boat and not loose

5.2.4 Post-row Maintenance and Storage

- After each training session the rowers should:
 - Wipe down the shell exterior / interior and the slides.
 - Wipe down oar handles as needed.
 - Remove vent caps for boat storage
 - Always store equipment (oars, shells, stretchers, tools, gas tanks etc.) in the designated places. After the row put away all equipment used.

5.2.5 Parts

- All removable parts are to be marked for their boat and location, by either engraving or coloured tape.
- Pirating boat parts is discouraged and forbidden except in emergencies after prior permission from head coach. If a part is removed from another boat, make a note of the removal on the blackboard in the boathouse.
- The head coach will have access to parts in order to control inventory. A well-stocked cabinet represents a large investment. Attention to proper care will reduce pressure on parts replacement cost.

5.3 Launches

- The launch operator is responsible for setting up the launch before and after each row (including pontoon inflation, plug IN/OUT, gas fuel level, life jackets, emergency equipment and motor start up).
- All launches shall be handled with care and floated (NOT DRAGGED) onto the trailer.
- When pulling the launch trailer with a vehicle, ensure the tow rope is attached securely, and all rowers are standing well back.
- When pulling the launch trailer manually, BE EXTREMELY CAREFUL OF YOUR FOOTING ON THE BOAT RAMP. It can be extremely slippery!
- When launches are out on the water, trailers shall be stored to the side of the launch area, so as not to impede access to the docks or launching area by other clubs.

5.4 Trailering

- Rowers shall be assigned boats for loading / unloading and it shall be done with care. No rower is to leave until their tasks are completed.
- All parts are to be secured and accounted for, riggers removed, seats tied in, feet tightened and taped, and rudder ropes taped.
- Assigned rowers are responsible for padding at contact points and ensuring each boat is securely tied down.
- It is a fact that the two most notorious causes of trailer accidents are:
 - Driver Error:
 - Lack of understanding of the forces of the shells, their weight, and aerodynamics when the trailer is underway
 - Trying to get into a parking/service area where it is difficult to maneuver the trailer in the space available
 - Not reading the road traffic when driving the trailer
 - Not watching for roof overhangs
 - Not watching for roadside obstructions
 - The driver should:
 - Avoid driving the trailer at night
 - Be aware of crosswinds from passing tractor trailer units
 - Pay attention to the weather
 - Ideally, drive on the open highway when road conditions are good
 - When weather permits, drive at a maximum speed of 80 km/h
 - Slow down for curves, downgrades and wet roads
 - Anticipate stops or slowdowns in the traffic
- Failure to align and load the shells properly:
 - May create a situation that is dangerously unstable and one that may lead to a serious accident
 - Failure to load 60% of the cargo weight in the front half of the trailer may lead to an accident
 - Failure to load up to 10% of the loaded weight on the tow vehicle hitch may lead to an accident
 - Weight in excess of 10% on the tow vehicle hitch will adversely affect headlight aim and the steering characteristics of the tow vehicle (front wheels of tow vehicle could leave the ground)

- Failure to ensure that the shells are tied down parallel to the longitudinal axis of the trailer may cause an unbalanced aerodynamic lift/sway that may break the shell-securing straps. At certain speeds, the sway may make the trailer uncontrollable.
 - Ensure that EVERY item on the trailer is secure.
- The trailer driver shall:
 - Ensure that the driver knows where he/ she is going. Is the trailer driver aware of the "hazard arc"? Ensure that the driver always has an out in every situation.
 - Anyone assigned to drive the club vehicle / trailer should not only be expected to have the necessary skills, but should be able to demonstrate the safe driving practices applicable to the safe maneuvering of the shell trailer or vehicle.
 - Ensure that the driver is aware of the physical parts of the brake system.
 - Arrange for a spotter car to follow the loaded trailer at all times and be in communication with the trailer driver. Watching for shifting loads, loosening straps and protecting the overhanging of boats off the back end of the trailer is the purpose of the spotter car.

6 DISCIPLINE FOR INFRACTIONS

Suspension shall mean cessation of rowing privileges and use of KRC facilities by all parties named under the suspension.

Permanent suspension or expulsion shall result in all named parties being required to remove all private and personal articles from KRC property without compensation. Any party that is permanently suspended or expelled shall have no recourse to return to the club as a member.

6.1 Penalties for Safety Infractions

Safety infractions shall be handled by KRC subject to the following conditions:

- First infractions may result in an immediate suspension of up to 10 days, plus a subsequent probationary period of 3 months at the discretion of the KRC Executive.
- A member who is subject to penalty must be given at least seven days written notice of the application of such penalty, and a brief description of the reason(s). The member will be given the opportunity to be heard in person or by agent prior to a vote by the KRC Executive to determine penalty.
- Subsequent conditions for reinstatement shall be determined solely by the KRC Executive.

- Suspensions may be applied to individuals, groups or programs. The scope of any suspension for safety infractions shall be decided by the KRC Executive.
- Persistent or continuing infractions may result in permanent suspension of KRC privileges.

6.2 Penalties for Property Damage

- Compensation for breakage, loss, vandalism or misuse of property of KRC or one of its members shall be the responsibility of the guilty person or persons.
- KRC Executive shall assess penalties for damage to KRC property based on input from appropriate persons.
- Penalties for property damage suffered by a member of KRC shall be handled by the member subject to the following conditions.
- Parties assessed for damage shall have all KRC privileges suspended until full compensation has been paid and reinstatement is granted by the KRC Executive.

6.3 Unauthorized Use of Equipment or Facility

- Unauthorized use of KRC facilities or equipment, or that of its members, shall result in immediate suspension of all parties involved. The KRC executive shall determine the scope and duration of any suspension for unauthorized use of equipment. Failure to respond to requests for information regarding such incidents may result in an indefinite period of suspension.

7 CODE OF CONDUCT

- Rowers and coaches are ambassadors of KRC. They are expected to conduct themselves accordingly. Members shall be well-behaved and courteous at all times while representing KRC.
- All coaches shall read and sign the Code of Conduct of the Coaches Association of B.C.
- Suspension of rowers or coaches may result for any incident which contravenes the KRC Safety and Procedures Handbook, or compromises the image of the KRC and its members.