



## **AUGUSTA ROWING CLUB**

### **MEMBERSHIP RULES AND GUIDELINES**

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## INTRODUCTION

The Rules, Guidelines and Procedures of the Augusta Rowing Club (ARC) are presented to facilitate the safety and enjoyment of recreational and competitive rowing and sculling. Combining good judgment and common sense on the water and on land can prevent accidents and minimize equipment damage. Together we can maintain a safe environment in with to row and socialize.

Revisions to this document will be issued periodically and will be available on the ARC website, [www.augustarowingclub.org](http://www.augustarowingclub.org), for members, and will be distributed to the head coaches of all crews.

We look forward to your cooperation in using this center in a safe and thoughtful manner.

## DEFINITIONS

The following terms shall have the following meanings:

1. **“Approved Programs”** shall mean those programs which have been approved by the ARC Board.
2. **“ARC”** or **“Augusta Rowing Club”** shall mean the Augusta Rowing Club, Inc., a non-profit corporation duly organized and existing under the laws of the State of Georgia, and tax exempt under the provisions of Section 501(c) (3) of the Internal Revenue Code of 1986, as amended.
3. **“Assistant Coach”** shall mean those persons approved by Augusta Rowing Club to take out different crews as detailed in Rule 3 (a).
4. **“Board”** shall mean the Board of Directors of the Augusta Rowing Club.
5. **“Center Users”** shall mean all persons coming into the Augusta Rowing Club Center, including the boathouse, staging area and docks, whether or not they use boats and equipment.
6. **“Coach”** shall mean those persons designated by crews as being a coach of their program. It includes coaches for regattas held at the Center and coaches for teams during spring training.
7. **“Executive Committee”** shall mean the Executive Committee as designated from time to time by the Board of Directors of the Augusta Rowing Club.
8. **“Members”** shall mean those persons who have been accepted into membership by ARC in accordance with its Bylaws and Guidelines (See Guidelines, Section I).
9. **“Program Participants”** shall mean participants in an Approved Program of the Augusta Rowing Club.
10. **“Augusta Rowing Center and Club” (ARCC)** shall mean the boathouse, ancillary buildings, access thereto, and during regattas the staging areas and the docks, all of which are operated by the Augusta Rowing Center and Club.

## RULES OF THE AUGUSTA ROWING CLUB CENTER

### 1. **GENERAL**

- (a) These Rules govern the use of the Rowing Center and are binding upon all persons using Augusta Rowing Club facilities. The Rules are mandatory, as are those portions of the Guidelines which reflect legal requirements. It is strongly recommended that all members of the ARC be familiar with and follow the Guidelines.

- (b) Failure to comply with these Rules may result in complete or partial loss of membership privileges, without refund of dues or any part thereof, or the restriction or suspension of use of the Rowing Center, without refund of Program Fees, Affiliate Dues or the like, or any part thereof.
- (c) Center Users must be:
  - (i) Members in good standing of ARC;
  - (ii) Members of the crew teams;
  - (iii) An Affiliate Group (a group, other than an Approved Program, which has been granted affiliate status by ARC for the purpose of rowing as a team);
  - (iv) Program Participants;
  - (v) An invited guest of any of the above (See Guidelines, Section I).
- (d) The various crew/team programs including, but not limited to, the junior program, any college program, the masters program, and Affiliate Group programs may adopt rules for their own programs, but in the event of a conflict, ARC rules will prevail.
- (e) These Rules govern the use of the Rowing Center by all Center Users including, but not limited to, rowers, scullers, coxswains, and launch operators. An exception may only be made with the approval of the Executive Committee of the ARC Board.

## 2. **SWIMMING TEST**

All minors who are rowers, coxswains or scullers must pass a swimming test and must produce written certification thereof. For this purpose, Swim Test forms may be obtained from each Coach.

## 3. **COACH INSTRUCTIONS**

- (a) All Center Users must comply with instructions given by a Coach, Assistant Coach, Coach's Assistant or a member of the Executive Committee.

### (b) **LIST OF COACHES AND ASSISTANTS**

A current list of Coaches, Assistant Coaches and Coach Assistants is posted in the boathouse. See Appendix A for qualification requirements for Coaches and Assistant Coaches.

## 4. **LAUNCHES**

A launch must accompany ARC Rowing Shells when any of the following conditions exist:

- (a) All Juniors who are rowers, coxswains or scullers (anyone under age 18) in all conditions.
- (b) Any scullers age 18 and over choosing to go out alone do so at their own risk. A Coach or Assistant Coach need not be present on the water in the case of sculling boats where the adult sculler or scullers have demonstrated competency with one of the authorized ARC club "experts." Scullers using ARC equipment must pass the ARC Sculling Certification Test.

ARC will not accept any responsibility for any consequences arising from anyone acting in disregard of this subsection. See Appendix B for launch operation guidelines.

## 5. **DOCK USE**

- (a) ARC docks are available for the purpose of launching and docking shells unless they have been closed by a Coach or member of the Executive Committee. Notification of

Closing will be posted at the Center. When closing the docks, the authorized person shall take under consideration criteria affecting boating safety as specified from time to time by the Board. When the docks are closed, no shells may be launched from them by any Center User. When the docks are closed, they shall remain closed until they have been reopened by a Coach or a member of the Executive Committee.

- (b) When the docks are open, it does not necessarily mean that it is safe to row. It is the responsibility of every rower, coxswain, sculler, Coach, Assistant Coach and Coach's Assistant to assess all the conditions, including weather and river conditions, which may affect safety, and to act in a manner consistent with the Rules and Guidelines of ARC and U.S. Rowing.
- (c) Please note the following excerpt from the U.S. Rowing Safety Bulletin:  
  
"There is a potential danger for hypothermia when the water temperature is below 80° F and (it is) **Very Dangerous** when below 50° F."
- (d) Rowers should not embark if these conditions exist:
  - (i) Whitecaps
  - (ii) A wind advisory for area lakes and/or rivers
  - (iii) Lightning or thunder
  - (iv) Fog dense enough that the other side of the river cannot be seen

## 6. FULL CREWS

Boats must carry full crew, including coxswains in coxed boats. The only exceptions are: an eight with 6 or 7 rowers, or a quad with 3 scullers.

## 7. USE OF BOATS AND EQUIPMENT

- (a) ARC boats and equipment may only be used in accordance with the boat usage agreed to in the scheduling meetings; or, if not scheduled for use, if additional equipment is available for use, with a Coach or Assistant Coach's permission, so long as such use does not impede later scheduled use. Separate rules may be made from time to time for particular ARC boats (for example, boats designated for certain competition) and these will be posted in the boathouse. See also Rule 10.
- (b) Private boats/equipment may only be used with owner's prior consent. It is recommended that private boat users pass a Sculling Certification Test, which can be obtained for a Coach.
- (c) Unauthorized use of boats/equipment is grounds for immediate withdrawal of membership privileges.
- (d) ARC launches may only be used by a qualified operator authorized by the ARC except in cases of emergency. (See Appendix B for launch operation qualifications.) A list of qualified operators is posted in the area where ARC launch keys are stored.
- (e) The Coaches shall give input and the Equipment Committee shall determine which shells and equipment are restricted for competition, for varsity, and for experienced rowers, and which are available for novice or recreational rower use.

## 8. LAUNCH EQUIPMENT

A launch less than 16 feet long **MUST** carry:

- A Coast Guard Approved Personal Flotation Device (PFD) for each person in the launch and each person in a boat not already carrying one. Since there are six PFD's in a bag, a launch must carry two bags when coaching an eight+. If the launch is escorting more than one boat, the number of PFD's will be based on the number of persons in the largest shell.
- Lights if before sunrise or after sundown.
- An efficient noise making device—whistles are attached to each launch keychain.
- Paddles/Oars.

9. **SAFETY REQUIREMENTS FOR COXSWAINS AND SCULLERS**

Coxswains and scullers shall always carry a noise-making device. Scullers should be aware that the boat is an emergency PFD, and should therefore stay with their rowing shell if they capsize.

10. **CREW LOGS**

Assistant Coaches, Coaches, and Scullers boating from the ARC dock must ensure that the Crew Log is completed before and after every outing in which a launch is not being utilized for coaching. Indicate the intended route (up or down river) and the projected return time.

11. **NAVIGATION RULES**

US Coast Guard Navigation Rules must be followed by all ARC Center users, together with local traffic rules. See also Guidelines, Section III, Paragraph 1.

12. **SHELL LIGHTS**

Appropriate nautical illumination must be attached to shells used before sunrise and after sunset.

13. **REPORTS OF INJURY OR DAMAGE**

All occurrences of personal injury, property or equipment damage must be reported immediately to an Officer of the Executive Committee of ARC. Should reports of such incidents be required by any governmental authority, such reports must be filed in timely fashion and ARC must be copied. ARC Incident Report Forms must be filed as required. See Appendix D for Incident Report Forms and Incident Report Procedure.

14. **PROHIBITION OF ALCOHOL**

- (a) Alcoholic beverages are strictly prohibited on the premises of ARC unless prior approval has been granted by the ARC Board of Directors as part of an organized event.
- (b) Anyone appearing to be under the influence of alcohol or drugs will not be allowed on the premises of ARC.

**GUIDELINES OF THE AUGUSTA ROWING CLUB CENTER**

**SECTION I – MEMBERSHIP**

- 1. To maintain membership in good standing, members, including junior members, must:
  - (1) Pay ARC dues for the current year
  - (2) Have passed a swim test, if a minor rower
  - (3) Have completed required waiver and participation forms required by the ARC and

- the minor rower's governing school board
- (4) View safety videotape
  - (5) Comply with ARC Rules and Guidelines and ARC Bylaws

Active rowers and parents of Junior rowers are expected to donate a minimum of 16 volunteer hours during the current year;

2. Duly completed waiver forms must be received by ARC for all Program Participants and any fees must be paid up to date.
3. An invited guest of ARC must complete waiver forms and then may row up to three times before making application for membership.

## SECTION II – BEFORE THE OUTING

### 1. PHYSICAL CONDITIONING

Each rower and sculler should take personal responsibility for being physically conditioned for the sport of rowing. You should consult a physician before starting any form of exercise. ***Before beginning to row, each person should go through a basic set of stretching exercises.*** Coaches, assistant coaches, and crew captains will teach appropriate pre-rowing stretches.

### 2. CLOTHING

#### (a) Cold Weather:

- Wear several layers of clothing.
- Wear flexible clothing (no jeans).
- Polypropylene or other technical clothing is best next to the skin. Such materials wick moisture away from the skin.
- Wool is the next best material, since it insulates even if wet.
- Wear a hat in cold weather. 40% of the body's heat loss is from the head.
- A windproof jacket/windshirt helps to reduce wind chill.

#### (b) Hot Weather:

- Wear light colored, slightly loose-fitting clothing.
- Wear sunscreen below the eyes and on exposed skin. The sun's rays are reflected off the water.
- Wear a hat.
- Carry a filled water bottle for each rower, sculler, or coxswain in the boat.

### 3. EMERGENCY FLOTATION DEVICES

Be aware that rowing shells and oars have been designed to provide flotation. However, shells and oars are not PFD's (Personal Flotation Devices); they are only EMERGENCY flotation devices.

#### 4. **BASIC TERMINOLOGY**

Before getting in the boat, make sure you know:

- (a) Which seat and which side you are rowing, and whether you are in the bow or the stern pair/four.
- (b) The following basic terminology:

BOW and STERN	PORT and STARBOARD
'TIE IN' and 'UNTIE'	'READY ALL, ROW'
'WEIGH ENOUGH'	'HOLD WATER'
'PORT (or STARBOARD) to ROW, STARBOARD (or PORT) to BACK'	

The terms 'WEIGH ENOUGH – HOLD WATER' are used together when the Coach, Assistant Coach, the Coach's Assistant or the coxswain wants a crew to stop immediately because of danger.

#### 5. **PRE-ROW WARM-UP**

A warm-up should precede all workouts.

#### 6. **COXSWAINS and SCULLERS**

All coxswains and scullers should:

- (a) Find out the hazards and traffic patterns of the Savannah River.
- (b) Stay clear of bridge abutments and other man-made or natural obstacles. Do not turn near any such obstacles.
- (c) Make frequent checks on both sides of the boat and to the rear, and listen for other river traffic.

#### 7. **EQUIPMENT CHECK**

Each rower is 100% responsible and accountable for their own rigging, footstretcher, seat, slide and oar(s). Check to ensure that all equipment is functioning properly before leaving the dock. If in doubt, ask the Coach, Assistant Coach, or Crew Captain. Any deficiencies which may result in further damage to the equipment or endanger safe operation must be repaired before launching. Defective or damaged equipment must be reported in writing on the Damage/Maintenance Report. (Blank copies of the Damage/Maintenance Report are located in the file folders at the entrance to the boat storage areas, and are also available in the office of the Boathouse Manager).

Check the following:

- That quick-release devices are functional
- That nuts on the rigging are tight, the position of the foot stretcher and the smoothness of your slide are correct
- That the forward ends of the slides are blunt and will not gouge you calves. (Keeping your knees together as much as possible will also help to prevent gouging.)
- That the people behind and in front of you have sufficient room for their complete stroke.
- That you are wearing socks. Socks are mandatory.
- That you have the correct oar and that the collar is tight.

- That your rigging is not too high.
- That clothing can not become entangled in your seat or oar handle.
- That water bottles, gloves, tape, sun glasses, sun screen, extra clothing, and hats are with you in the boat if the conditions warrant them.

### **SECTION III – ON THE WATER**

#### **1. TRAFFIC RULES**

##### **(a) Right of Way Rules.**

Vessels with the least maneuverability have right-of-way, but rowers should be cautious and take action to avoid all other types of boats. For example:

- A boat going upstream in the channel has more maneuverability than one going down stream and therefore a boat going upstream must give way to a boat coming downstream.
- A sail boat without wind has right-of-way, but a sail boat with wind must give right-of-way to a rowing shell.
- Large river boats, like the Princes Augusta, have very limited maneuverability, so that they always have right of way over rowing shells. Also pilots of large boats can not see small craft easily. If in doubt, always yield the right-of-way.
- Boats doing power pieces must yield the right-of-way.
- Boats without coxswains have right of way over boats with coxswains.

##### **(b) Dock Area (Launching and Landing)**

- Launch and land with bows upstream.
- Before launching and after landing, place all oars clear of traffic area of the dock. After rowing, clean equipment as soon as possible.
- Incoming crews have the right of way over launching crew.
- When landing and launching in situation in which there are multiple boats, always use the most upstream section of available dock space and walk the boat up as space opens up.
- Boats may not turn in front of or between the docks, unless there is no other traffic.
- When other crews are waiting for dock space, tie in and adjust foot stretchers on the water.

##### **(c) Channel**

- Keep to the right hand side (from the coxswain's perspective) of the river.

2. **PACE OF ROW**

Outings should gradually and safely build up to full intensity. Under no circumstances should a crew race or sprint upon initially entering the shell. No one will intentionally jump from or leave the shell to swim, relieve themselves, or cool down, unless directed by a Coach or Assistant Coach.

3. **COMPLINACE WITH INSTRUCTIONS**

Rowers in multi-person shells should always be quiet and attentive to the Coxswain, Coach or Assistant Coach. All users of ARC equipment must comply with instructions given by a Coach or Assistant Coach.

4. **OARLOCKS LOCKED**

Keep oarlocks locked until everyone is out of the shell.

5. **HAND ON OAR**

Keep at least one hand on the oar while on the water.

6. **WEATHER CONDITIONS**

Be aware of weather conditions at all times. Always listen to the weather report before going out. Watch for gathering clouds, changes in wind speed and direction, temperature changes, other boats returning home and debris, all of which are warning signs.

- (a) Do not row in whitecaps under any circumstances.
- (b) If sudden strong winds come up, return to the boathouse if the trip is safe (look for the calmest water), or take the boat to the nearest suitable shore to wait for the winds to die down.
- (c) Try to minimize equipment damage, but remember that you are more valuable than your boat.
- (d) Do not row in an electrical storm. If you are on the water and see lightning, hear thunder or notice your hair standing on end with static electricity, head for the nearest shore. If the storm is not yet upon you, stay close to the shore and quickly return to the boathouse. If the storm is upon you, take the boat ashore and wait for the storm to pass.
- (e) Do not row in fog, unless your visibility is at least 100 yards. Be sure to have land reference points in front and at least one shore in sight. If fog sets in while you are on the water, move slowly and be prepared to stop quickly. Use your sound-making device (horn, whistle) to advise other boats of your location. Use the following signals:
  - Shells – at intervals of not more than two minutes, one prolonged blast, followed by two short blasts.
  - Power launches making way through the water – one long blast at least every two minutes.
  - Power launches underway, but stopped in the water – two long blasts with two seconds between blasts, every two minutes.

Follow the shore back to the boathouse, as much as possible.

## 7. **WAVE CONDITIONS**

WAVES are generated by winds, tides, currents or wakes from passing boats. Because shells are so vulnerable to high waves, special care is needed in dealing with wakes.

- (a) If approaching wakes are higher than the gunwale, the shell should be turned parallel to the wake to avoid having parts of the shell unsupported by the water (shells can split under those conditions). Rowers should stop rowing and lean away from the approaching wake, lifting the gunwale on the wake side slightly
- (b) If wakes are lower than the gunwale and widely spaced, continue to row without course adjustment. Deep and closely spaced wakes that are lower than the gunwale may be taken at 90° angle.
- (c) When turning in waves, take particular care. Spend as little time as possible perpendicular to the current or wind direction, since the boat is very vulnerable in this position. Keep the boat absolutely level through the turn. If need be, use half the crew to set the boat level and the rest to turn.
- (d) Boats must be operated at a rate of speed that will not endanger the life or property of any person.

## 8. **LIGHT CONDITIONS**

The greatest danger while rowing is collision caused by poor lighting conditions, limited vision or carelessness – either yours or another boat’s. Great care should be taken when rowing in darkness or near darkness. Take extra care to look and listen. Do not get too close to shore and known hazards - only row in familiar waters under these conditions. The safety of life is more precious than a few more minutes practice. You must attach appropriate nautical lighting to the bow of your shell before sunrise and after sunset. It is advisable to wear light colored tops, especially scullers, bow rowers and coxswains. A red light (either blinking or constant) marking the bow and stern of the boat is suggested.

## 9. **END OF ROW**

Always “paddle down” at the end of your workout. It is important to your health that you do not race up to the dock. Once the boat and oars have been stored, it is important to take another few minutes to go through your basic stretching exercises to heal any unnoticed strains or sprains that began during your row, thus eliminating soreness and unnecessary pain. Coaches, Assistant Coaches, and Crew Captains will be responsible for ensuring that crews stretch after a workout.

## **SECTION IV – EMERGENCY CONDITIONS**

### 1. **STAY WITH BOAT**

Under no circumstances should a rower in the water leave the floating boat. Even if a swamped boat seems to be a swimmable distance from shore, the rower should swim the boat to shore. Do not leave your flotation, even if you consider yourself to be a strong swimmer.

The only exception to this would be if you faced a worse life-threatening danger by staying with the boat – for example, if you are in the path of a large boat and can not swim the boat away fast enough to avoid being hit.

Remember that an oar is an emergency flotation device.

### 2. **WEIGH ENOUGH – HOLD WATER**

If someone should give the command “WEIGH ENOUGH – HOLD WATER”; don’t ask questions, just respond immediately by stopping all forward body movement. Square the blades quickly into the water to bring the boat to a halt.

3. **DISTRESS SIGNALS**

Use these distress signals to communicate to other boats; wave your arms or shirt above you head, raise one oar in the air (this method preferable only in eights or doubles and quads), use air horn/whistle, or marine radio.

4. **MAN OVERBOARD**

If a rower is unexpectedly thrown from a shell, immediately call the command “WEIGH ENOUGH – HOLD WATER” and signal the safety launch. In an eight or quad, stroke removes an oar from the oarlock to throw to the person in the water as an emergency flotation device. This rower should lie across the oar, remain close to the shell and not try to swim sway, but tread water, moving no more than necessary. When the safety launch retrieves the rower, the Coach determines if the rower will return to the shell.

5. **ROWER INJURED**

Immediate command – “WEIGH ENOUGH”. Signal launch if first aid is needed.

6. **SHELL DAMAGED BUT AFLOAT AND NOT TAKING WATER**

Immediate command – “WEIGH ENOUGH”. Make adjustments or signal launch for assistance.

7. **SHELL SWAMPED**

Immediate command – “WEIGH ENOUGH”. A shell is swamped when the interior water reaches the gunwales. If rowers stay in the boat, the flotation in the bow and stern ends may cause the boat to break apart.

- (a) Command – “UNTIE”. Be prepared to assist someone who is having difficulty releasing their feet from the foot stretchers.
- (b) If the boat is taking on excessive water, signal the safety launch and decide whether to get the rowers and coxswain out of the boat. This decision will depend on various factors, including water temperature. If the decision is made to get the rowers and coxswain out, then unload by pairs – starting in the middle of the boat – as soon as possible, to avoid damage to the boat. Pairs should form “buddies” and keep watch on each other. Take a head count. The coxswain should buddy with the stern pair.
- (c) If rescue is not imminent, take the following steps:
  - Remove oars or place them parallel to the shell. All persons should move to the ends of the shell (it is dangerous to roll a shell near riggers).
  - Roll the boat to form a more stable flotation platform, so rowers can either lie on top of the hull, or buddies can hold onto each other across the hull.
  - Remember that body heat loss occurs 25 times faster in water.
  - Do not attempt to roll the boat if rescue is on the way.
  - A launch can shuttle rowers to the nearest shore.
  - If the ends of the shell have filled with water, they must be drained before the boat can be removed from the water. Remove the shell carefully to avoid injury to the rowers or damage to the rowing shell. A boat full of water is very heavy, so bail first, then lift it slowly and remove it from the water.

8. **SHELL RE-ENTRY**

If a sculler falls out, the rescue launch can stabilize the re-entry. Entering the shell directly from the water can cause splashboard damage, so if re-entry is difficult, swim the boat to shore, lying on the stern, using the shell as a paddleboard. In very cold weather, you can abandon your shell and lie on the stern deck of your buddy's boat to be taken to shore. Loss of muscle control can occur very quickly and dramatically in cold water – stern deck rescue may be your only option.

9. **SHELL CAPSIZED**

Immediate command – “UNTIE.” Be sure that all rowers and the coxswain are accounted for. Stay with the boat until assistance arrives. Follow same procedures as for swamped shell.

10. **SHELL BROKEN AND SINKING**

Immediate command – “UNTIE.” Get out of the boat and follow the same procedures as for swamped shell. Do not leave a floating boat. Hold onto your oar and use it as a flotation device if boat sinks.

11. **ANOTHER BOAT IN DISTRESS**

If a distress signal is seen and insufficient assistance is nearer that craft, maneuver your shell to the distress boat. Attempt to summon other launches or stable boats with a distress signal. Assist in any way that does not jeopardize the lives in your boat.

12. **APPROACH OF LAUNCH**

The launch should approach a rowing shell or rowers in the water against the current or leeward, against the wind, in order to avoid being pushed into the shell or the rowers. Keep the propeller away from anyone in the water. The engine should be turned off as soon as contact is made. Avoid overloading the launch.

13. **STAY WITH LAUNCH**

Shells should stay within hailing distance of the launch (or within radio contact). The launch has been outfitted to provide assistance to rowers and/or the rowing shell if needed. Most frequently, the tool box and coach's expertise are available for small equipment adjustments or breakdowns, which allow the shell to continue rowing after a short stop. If more serious needs arise, the launch and expert are there for rapid transportation.

14. **INCIDENT REPORT**

All occurrences of personal injury, property or equipment damage must be reported immediately to the Executive Board of ARC or an Officer of the Executive Board of ARC. Should reports of such incidents be required by any governmental authority, such reports must be filed in timely fashion and ARC must be copied. See Appendix D for an example of the Incident Report Form.

**SECTION V – MISCELLANEOUS**

1. In order that the facilities may be available for the continued enjoyment of all center users, ARC Center users are expected to treat the premises and equipment in a responsible manner and be duly considerate of other Center users and their guests.

For example:

- (a) Refrain from the use of foul language, excessive noise or discourteous behavior;
- (b) Return equipment to its proper location; wipe down boats, blades, or ergs after use;

- (c) Report damage equipment, missing parts or needed repairs on the Damage/Maintenance Report in the bays, and file with the Boathouse Manager immediately.
- (d) Assist in maintaining the appearance of the grounds by properly disposing of rubbish and by leaving the indoor premises in proper condition.

## 2. Security

- (a) Only persons specifically authorized shall be allowed access to storage bays and/or other boathouse areas. These persons must comply with current keyholder procedures and security access codes and are responsible for the security of any area which they have access (including locking and unlocking doors). This responsibility may not be delegated to an unauthorized person. Failure to observe this rule will result in loss of authorization.
- (b) Keys or access codes to ARC storage bays may be given to the following: (i) those renting space in the bay; (ii) coaches/assistant coaches; (iii) certified scullers; (iv) members of the Board of Directors; (v) team officers of junior program.

## 3. Launches and ARC Rowing Shells

- (a) ARC launches may only be signed out and in by a Qualified Operator in the ARC Launch Log, showing condition of launch and contents, before and after the outing.
- (b) All ARC shells must be reserved by way of the Shell Reservation Log or by agreement with the scheduling practice times of coaches.

## SECTION VI – AFTER THE ROW

The following actions should be conducted at the conclusion of any practice. It is imperative that coaches of all Approved Programs hold their participants accountable for these items. Therefore, the Augusta Rowing Club will hold the coaches accountable for the completion of these activities.

If another program is still conducting a practice or will be beginning a practice soon after you program is completing theirs, some of the steps may be omitted. (NOTE: Leaving ergs, weights, and other equipment out for another program's use should only be done if the other program has indicated a desire to use the equipment. It should not be assumed that the other program will want it. It is not their job to clean up after your practice.)

1. All equipment must be retrieved from the dock and all launches must be securely locked up.
2. Oars, launch paddles, life preservers, and gas cans must be put in their designated storage locations in an orderly fashion.
3. Storage areas must be locked unless another program's practice is in session and they are using the storage area.
4. All boats must be wiped down after use. On Saturdays, rowing shells should be washed before being returned to the storage racks.
5. Prior to exiting the boathouse, all lights should be turned off.
6. Prior to leaving the river, all entrances to the Augusta Rowing Center must be secured. This includes all buildings accesses, **including the back door!**

## **APPENDIX A**

### **QUALIFICATIONS FOR COACHES AND ASSISTANT COACHES**

#### **Coaches:**

Coaches are encouraged to be certified as a Level One Coach by USRowing or, if not, be certified by an ARC approved clinic or program in: (i) CPR, (ii) First Aid, and (iii) Boating Safety; and have (iv) Knowledge of River and Practice sites.

#### **Assistant Coaches:**

Assistant Coaches are encouraged to be certified in the following by qualified program acceptable to ARC Board: (i) CPR, (ii) First Aid, (iii) Safety Video, (iv) Swim Test (or validation from reliable source, and (v) Boating Safety. It is recommended, but not required, that Assistant Coaches be certified on rigging and shell care by the head coach or by the boathouse manager.

## **APPENDIX B**

### **LAUNCH OPERATION GUIDELINES**

Only individuals who have qualified to use the Rowing Center's launches are allowed to do so. Such use of the Rowing Center's launches shall be in accordance with the following guidelines.

#### **1. CERTIFICATION**

- a. The ARC Board designates which members have the authority to certify other members for use of ARC launches. A list of these designees will be posted at the boathouse, near the launch keys.
- b. The certification process must include (but is not limited to):

#### **Understanding:**

- The different gas requirements for the various ARC motors.
- The different motor requirements of the various ARC launches.
- The appropriate oil quantities to create the proper gasoline to oil ratios for each launch engine's gasoline requirements, which are posted with the gasoline containers.
- Proper technique for entering the launch from the water.
- The potential consequence of leaving gasoline in the carburetor if bringing the engine in for maintenance.
- The water cooling system and the consequences of starting a motor when the water intake is not submersed.
- The effect that the underwater grass has in binding a propeller. Before removing underwater grass from the propeller blade, the engine must be in neutral, and the propeller blade must have stopped spinning.
- The underwater obstacles which pose a threat to motor shafts when the river is low.

- The operating guideline below.

**Demonstration/performing:**

- Proper approach to a shell with the launch for on-the-water hot seating or emergency rower extraction.
  - Ability to drive launch comfortably (manipulation of forward, neutral, and reverse to maneuver properly around a shell).
  - Proper landing of the launch (on either the inside or outside part of the dock).
- c. Only individuals who have received the above certification may utilize the ARC launches.

2. **OPERATION**

a. **Before Leaving The Dock Ensure That:**

- The motor being used is appropriate for the launch.
- The gas is of the proper mixture and that you have enough to conduct your practice.
- The launch is equipped with a paddle, life preservers, a noise making device, a bailer, and lights if dusk might occur before the practice is over.

b. **On The Water**

- Try not to wake the dock if rowing shells are present.
- Do not carry too many passengers.
- Keep the kill switch cord attached when the motor is running.
- Try to avoid waking rowing shells on the water.

c. **After the Practice**

- If it is likely that a motor will not be used again for a prolonged period of time, run the gas out of the engine.
- Lock the launch to the dock in an appropriate location.

**APPENDIX C  
INCIDENT REPORT FORM**

(Use a separate sheet for further information and attach to this form)

Date and time of incident \_\_\_\_\_ Location of incident \_\_\_\_\_

Brief description of incident \_\_\_\_\_

Number of persons involved \_\_\_\_\_ Number requiring treatment \_\_\_\_\_

Bow numbers and boats involved \_\_\_\_\_

Light conditions at time of incident \_\_\_\_\_

Visibility range \_\_\_\_\_

Water conditions \_\_\_\_\_

Coach \_\_\_\_\_ Affiliation \_\_\_\_\_

Witness name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Describe incident in detail \_\_\_\_\_

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Diagram:

Names and affiliations of persons involved:

Name \_\_\_\_\_ Affiliation \_\_\_\_\_

Name \_\_\_\_\_ Affiliation \_\_\_\_\_

Damage \_\_\_\_\_

Owner \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

I HERBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PROCEDURES FOR USE OF INCIDENT REPORT FORMS**

1. An Incident Report Form (IRP) shall be completed and filed for any incident involving:
  - a. A person-overboard situation, or swamping.

- b. Any personal injury.
  - c. Any collision.
  - d. Damage to equipment (including any situation in which a boat is towed back to the boathouse).
2. The person responsible for filing the IRF is:
    - a. The Coach or Assistant Coach in charge at the time of the incident.
    - b. The Crew Captain.
    - c. The sculler involved in the incident.
  3. Anyone who observes a breach of the Rules or a situation which they consider to be unsafe may file an IRF.
  4. The IRF should be filed as soon as possible (and in any case within 24 hours) with the ARC President. Members of the Executive Committee of the ARC will be copied.
  5. All incidents for which IRF's have been filed will be reported to the ARC Board at its monthly meetings.
  6. Blank forms will be circulated to all coaches and adult volunteers, and will be available from the Executive Director.
  7. IRF's may be filed anonymously.

#### **APPENDIX D**

##### **CALL FOR HELP – EMS (EMERGENCY MEDICAL SERVICE)**

1. **DIAL 9911 (TOLL FREE) or CHANNEL 16 (Marine Radio)**
2. **IDENTIFY YOURSELF AND YOUR LOCATION:**  
  
**FROM BOATHOUSE: “MY NAME IS \_\_\_\_\_. I AM CALLING FROM THE AUGUSTA ROWING CLUB BOATHOUSE COMMUNITY CENTER. THIS BUILDING IS LOCATED AT 101 RIVERFRONT DRIVE ON THE SAVANNAH RIVER. THE ENTRANCE TO RIVERFRONT DRIVE IS ACCESSIBLE FROM THE INTERSECTION OF REYNOLDS STREET AND EAST BOUNDARY AT THE NUMBER ONE FIRE STATION. THE BOATHOUSE AND THE DOCKS ARE LOCATED ON THE LEFT ABOUT ¼MILES FROM THE ENTRANCE.”**
3. **IDENTIFY THEIR MEANS OF CONTACTING YOU BY TELEPHONE:**  
  
**“THE ARC OFFICE TELEPHONE NUMBER IS (706) 821-2875. (ALSO INDICATE USE OF MARINE RADIO OR CELLULAR PHONE NUMBER, IF APPLICABLE.)**
4. **IDENTIFY WHICH TELEPHONE YOU WILL BE ATTENDING, THE OFFICE PHONE, CELLULAR PHONE, OR MARINE RADIO)**
5. **REQUEST AMBULANCE AND/OR RIVER RESCUE AS REQUIRED.**
6. **EMS WILL NEED TO KNOW:**
  - **TOTAL NUMBER OF PATIENTS**

- **WHERE PATIENTS ARE LOCATED**
- **AGE AND GENDER OF PATIENTS**
- **CHIEF COMPLAINT**
- **IS PATIENT CONSCIOUS/UNCONSCIOUS**
- **IS PATIENT BREATHING/NOT BREATHING**
- **IS CPR BEING PERFORMED**
- **IS CPR REQUIRED**
- **TIME OF INCIDENT**

**(THIS FORM IS TO BE LAMINATED AND POSTED AT THE BOATHOUSE.)**