



AUGUSTA ROWING CLUB MEMBERSHIP

RULES AND GUIDELINES

(Last Revised: December 9, 2017)

Approved by:

Brandt K. Bonin

Brandt Bonin Date 1/15/18

ARC President

Bradley H. Holdren

Bradley H. Holdren Date 1/15/18

Boathouse Manager

Thomas L. Allison

Thomas Allison Date 1/18/18

Chair, Safety Committee

Lynda Lance

Lynda Lance Date 1/15/2018

ARC Vice President

Tim Jannik

Tim Jannik Date 1/15/18

ARC Treasurer

Kay Fletcher

Kay O. Fletcher Date 1/15/18

ARC Secretary

TABLE OF CONTENTS

| | | |
|------------------|--|----------|
| <u>CHAPTER 1</u> | <u>RULES OF THE AUGUSTA ROWING CLUB</u> | <u>4</u> |
| 1.0 | GENERAL | 4 |
| 2.0 | MEMBERSHIP | 4 |
| 3.0 | SWIMMING TEST AND WAIVER | 5 |
| 4.0 | COACH INSTRUCTIONS | 5 |
| 5.0 | LAUNCHES | 5 |
| 6.0 | DOCK USE | 6 |
| 7.0 | USE OF BOATS AND EQUIPMENTS | 6 |
| 8.0 | REPORTS OF SAFETY INCIDENTS OR SAFETY VIOLATIONS | 7 |
| 9.0 | PROHIBITION OF ALCOHOL AND TOBACCO | 7 |
| 10.0 | SECURITY | 7 |
| <u>CHAPTER 2</u> | <u>GUIDELINES OF THE AUGUSTA ROWING CLUB</u> | <u>9</u> |
| 1.0 | MISCELLANEOUS | 9 |
| 2.0 | BEFORE THE OUTING | 10 |
| 3.0 | SAFE CONDITIONS | 12 |
| 4.0 | ON THE WATER | 14 |
| 5.0 | EMERGENCY CONDITIONS | 16 |
| 6.0 | EQUIPMENT MOVEMENT AND STORAGE | 19 |
| 7.0 | BOATHOUSE | 21 |
| | | |
| Appendices | | |
| Appendix A: | QUALIFICATIONS | 24 |
| Appendix B: | ARC LAUNCH OPERATIONS | 25 |
| Appendix C: | INCIDENT REPORT FORM | 28 |
| Appendix D: | EMERGENCY CONTACT POSTING | 30 |
| Appendix E: | ADVERSE WEATHER POLICY | 31 |
| Appendix F: | ARC MEETING ROOMS | 33 |

INTRODUCTION

The Rules and Guidelines of the Augusta Rowing Club (ARC) are presented to facilitate the safety and enjoyment of recreational and competitive sweep 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 which to row and socialize.

The Rules and Guidelines will be reviewed annually and revisions to this document will be issued periodically. The manual will be available on the ARC website, www.augustarowingclub.org, and will be distributed to the head coaches of all crews.

We look forward to your cooperation in using Augusta Rowing Club equipment and facilities in a safe and thoughtful manner.

DEFINITIONS

The following terms shall have the following meanings:

- 1) **Affiliate Group** is meant to be a group, other than an Approved Program, which has been granted affiliate status by ARC for the purpose of rowing as a team or learning the sport
- 2) **“Approved Programs”** shall mean those programs which have been approved by the ARC Board.
- 3) **"ARC Facility"** is meant to include the Boathouse, vehicles, launches, trailers and docks under the ownership or control of the ARC. This definition may be expanded during a regatta or other events, to include structures, areas or equipment temporarily under ARC control.
- 4) **“Augusta Rowing Club”** or **“ARC”** 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.
- 5) **“Assistant Coach”** shall mean those persons approved by Augusta Rowing Club supervise different crews.
- 6) **“Board”** shall mean the Board of Directors of the Augusta Rowing Club.
- 7) **“Boathouse Users”** shall mean all persons coming into the Augusta Rowing Club, including the boathouse, staging area and docks, whether or not they use boats and equipment.
- 8) **“Coach”** shall mean those persons designated by crews as being a coach of their program, including coaches at regattas sponsored by the ARC and coaches for teams during spring training.
- 9) **“Executive Committee”** shall mean the Executive Committee as designated from time to time by the Board of Directors of the Augusta Rowing Club.
- 10) **“Members”** shall mean those persons who have been accepted into membership by ARC in accordance with its Bylaws and Guidelines.
- 11) **“Program Participants”** shall mean participants in an Approved Program of the Augusta Rowing Club.
- 12) **"Safety Incident"** for the purposes of the Rules and Guidelines, a safety incident will include injury, property damage, or a near miss with respect to personnel safety or property damage, a person overboard (e.g., flipped shell), shell swamping, improper use of ARC equipment or facilities, unsafe acts, or any non-compliance with ARCRules.

CHAPTER 1 RULES OF THE AUGUSTA ROWING CLUB

1.0 GENERAL

- 1) The Rules that govern the use of the Augusta Rowing Club and equipment are binding upon all persons using Augusta Rowing Club facilities.
 - a) The Rules are mandatory and reflect legal requirements.
 - b) It is incumbent upon all members of the ARC to be familiar with and follow the Rules and Guidelines.
- 2) The Rules apply to the use of the Augusta Rowing Club facilities and equipment by all Augusta Rowing Club facility 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.
- 3) Failure to comply with the 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 Augusta Rowing Club facilities and equipment, without refund of Program Fees, Affiliate Dues or the like, or any part thereof.
- 4) Augusta Rowing Club facility users must be one of the following:
 - a) Members in good standing of ARC,
 - b) Program participants,
 - c) An Affiliate Group,
 - d) Members of visiting crews, or
 - e) An invited guest of any of the above.
- 5) The various crew/team programs including, but not limited to, the junior program, any college program, the Master's program, and Affiliate Group programs, may adopt rules for their own programs, but in the event of a conflict, ARC rules will prevail, if more stringent.
- 6) **ALL** rowing event participants, including members of ARC, members of any crew, coaches, volunteers on the water, and guests of ARC, **SHALL** sign a waiver **BEFORE** using any ARC equipment or launching from the dock.

2.0 MEMBERSHIP

- 1) To maintain membership in good standing, members, including junior members, must annually:
 - a) Complete the waiver form required by the ARC,
 - b) View current US Rowing Safety Video,
 - c) Pay applicable membership dues for the current year and, if applicable, give minimum required service hours,
 - d) Have passed a swim test, if a minor rower.
- 2) Members must comply with ARC Rules and Guidelines and ARC Bylaws.

- 3) Active Masters rowers are expected to donate a minimum of 20 volunteer hours during the current year if the discounted membership rate was paid. Juniors and parents of Juniors are encouraged to donate time to help make their program more cost effective and enjoyable for all.
- 4) After signing the required waiver, an invited guest of ARC may row up to three times before making application for membership or paying a \$10/day fee.
- 5) Application for membership is not required if part of an organized rowing club or team participating in an ARC function or visiting for the purpose of instruction/training.

3.0 SWIMMING TEST AND WAIVER

- 1) All minors (under age 21) 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 the Head Coach.
- 2) ARC accepts no responsibility for adults who cannot swim will row or operate a launch at their own risk. Rowing, as with any water craft or sport, carries risk of injury or death.

4.0 COACH INSTRUCTIONS

- 1) All Augusta Rowing Club facility users must comply with instructions given by the Boathouse Manager, Head Coach, Assistant Coach, or a member of the Executive Committee.
- 2) A current list of Boathouse Manager, Head Coach, and Assistant Coaches is posted in the boathouse and the website.

5.0 LAUNCHES

- 1) ARC will not accept any responsibility for any consequences arising from anyone acting in disregard to this subsection. See Appendix B for launch operation guidelines.
- 2) A launch shall accompany ARC rowing shells when any of the following conditions exist:
 - a) Junior rowers, coxswains or scullers (anyone under age 21), regardless of conditions, except when with experienced adult crew members
 - b) Rowers in singles, doubles, or pairs that have not demonstrated competency to the Head Coach or Boathouse Manager, except when with a competent adult crew member in the same boat (The competency will be documented by the head coach on the back of the annual waiver).
 - c) When adverse weather is present and the docks are not closed to rowing (See Appendix E).
- 3) Accompanying launches, if any, shall carry sufficient Personal Flotation Devices (PFDs) for each crew member on the launch and for the largest shell being supported.
- 4) ARC launches shall be used by a qualified operator authorized by the ARC except in cases of emergency. A list of qualified operators is posted in the area where ARC launch keys are stored.
- 5) All launch operators shall sign the Acknowledgement that they have read and understood the ARC Launch Operations requirements found in Appendix B prior to operating any ARC owned launch or launches loaned to ARC for an event. An Acknowledgement is not required for persons or organizations operating their own equipment.
- 6) Operation of any ARC owned or operated launch shall comply with the ARC Launch Operations. (See Appendix B for launch operation and qualifications.)

6.0 DOCK USE

- 1) ARC docks are the property of the City of Augusta and are available for the purpose of launching and landing shells and launches unless they have been closed.
- 2) The docks may be closed by a Head Coach, Boathouse Manager, member of the Executive Committee or a public official.
 - a) When closing the docks, the authorized person shall take under consideration criteria affecting boating safety as specified from time to time by the Board, public officials, and/or the Adverse Weather Policy (See Appendix E).
 - b) Notification of Closing will be posted at the boathouse, and/or at the ramp with yellow caution tape, orange cones, or similar notification. An electronic notification may be sent to members with a current email address on record as soon as practical.
 - c) No ARC shells may be launched by any ARC Facility User when the docks are closed.
 - d) The docks shall remain closed until they have been reopened by the Boathouse Manager, their designee or member of the Executive Committee.
- 3) 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 their experience level and with the Rules and Guidelines of ARC.

7.0 USE OF BOATS AND EQUIPMENTS

- 1) Unauthorized use of boats/equipment will be grounds for immediate penalty up to and including withdrawal of membership privileges.
- 2) ARC boats and equipment may be restricted from use by the Boathouse Manager or Head Coach (e.g., repairs, reserved for racing crew use, prepared for sale or rental, etc.).
 - a) The Head Coach shall determine which shells and equipment, if any, are restricted for competition, for varsity, and/or for experienced rowers, and which are available for novice and/or recreational rower use.
 - b) A racing crew may request specific boats or equipment be reserved by contacting the Boathouse Manager or Head Coach.
 - c) Such equipment will be tagged to note that it is not to be used without authorization.
- 3) Boats shall carry a full crew, including coxswains in coxed boats. The only exceptions are:
 - a) an eight with 6 or 7 rowers, or
 - b) a quad with 3 scullers.
- 4) Members of a rowing crew must ensure that the Crew Log is completed before and after every outing in which a launch is not being utilized for coaching, unless it is during scheduled practice times.
 - a) The Crew Log is for the safety and accountability of the crew.

- b) The Crew Log is located near the personnel entrance (cipher lock door).
 - c) The Crew Log will indicate the intended route (up or down river) and the projected start & return time.
 - d) It is highly recommended that slings be left outside, both to indicate that a boat is on the water and to facilitate safe placement of the boat while opening/closing the bay doors.
 - e) Upon arriving at the Boathouse, it is a good practice to check the Crew Log to determine if a boat is on the water.
 - f) During scheduled practice times, it is suggested that the Crew Log be used, especially for singles and doubles.
- 5) Rowers using ARC single, pair or double shells must demonstrate competency for the Head Coach or Boathouse Manager before use without accompanying launch or experienced crew member.
 - 6) US Coast Guard Navigation Rules must be followed by all ARC facility users, together with local traffic rules.
 - 7) Appropriate nautical illumination must be attached to shells used before sunrise and after sunset or in potentially foggy conditions. Strobe lights and bow lights are available near the personnel door.

8.0 REPORTS OF SAFETY INCIDENTS OR SAFETY VIOLATIONS

- 1) All safety incidents (e.g., personal injury, property or equipment damage, or near miss) must be reported immediately to the Head Coach, the Boathouse Manager and/or a member of the Executive Committee and Safety Committee of ARC. (See Appendix C)
- 2) Should reports of such incidents be required by any governmental authority, such reports must be filed in timely fashion, and the ARC president and the Boathouse Manager must be copied.
- 3) A safety violation shall be reported to the Executive Committee of the Board of Directors and Safety Committee for ARC, who will review the violation and determine consequences, if any, which may result up to and including suspension of membership benefits.
- 4) Any new Safety Incident Report form or report of a safety violation shall be reviewed at the next scheduled ARC Board Meeting and included in the minutes.

9.0 PROHIBITION OF ALCOHOL AND TOBACCO

- 1) Alcoholic beverages are strictly prohibited on the premises of ARC unless prior approval has been granted as part of an organized event and included in the ARC meeting room responsibility agreement.
- 2) Illegal drugs or underage drinking are strictly forbidden under any circumstances.
- 3) Anyone appearing to be under the influence of alcohol or drugs will not be allowed on the premises of ARC.
- 4) Tobacco products are forbidden to be used within the boathouse or within 25 feet of the fuel storage shed. Their use on the premises is strictly forbidden by those under the age of 18.

10.0 SECURITY

- 1) Only persons specifically authorized shall be allowed access to storage bays and/or other boathouse areas.

- 2) These persons must comply with current key-holder 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.**
 - a) Access through the cipher locked door is for paid Masters members and Junior and college coaches and staff only.
 - b) The access code shall not to be given to anyone other than the persons authorized above without approval by the Board of Directors, Boathouse Manager or the Head Coach.
 - c) Keys and/or the access code may be changed periodically at the discretion of the Boathouse Manager (typically annually or when there is reason to believe the security of the access code has been compromised).
 - d) Keys and/or access codes may be provided to those renting rack space for boats.
- 3) The Boathouse shall be secured with the roll-up bay doors, sliding doors and back door closed and locked if the Boathouse is no longer occupied or if the occupants are in the rear portions of the building only. This includes when the last boat is taken down to the dock to launch. If you think you may be the last person in the Boathouse, or even if you are not sure, assume that you are the last person and secure all doors and bays before leaving.
- 4) The office upstairs is restricted to the ARC Executive Staff, Boathouse Manager and coaching staff. Entry is not permitted unless authorized by these persons.
- 5) ARC computers are restricted to only those specifically authorized by the Board of Directors and must be password protected when not in use.
- 6) A locked drop box is located near the back door for depositing notes, checks, etc. for the Boathouse Manager or ARC Treasurer.
- 7) All launches shall be either securely locked with the locks and cable provided or stored in the launch storage area in the rear bays or similar secure place when not in use. The key rings must be placed in the wooden key box near the personnel door. If stored on a trailer, the trailer hitch shall be locked.

CHAPTER 2: GUIDELINES OF THE AUGUSTA ROWING CLUB

1.0 MISCELLANEOUS

1.1. GENERAL

- a) In order that the facilities may be available for the continued enjoyment of all ARC Facility users. Boathouse users are expected to treat the premises and equipment in a responsible manner and be duly considerate of other Boathouse users and their guests.
- b) Refrain from the use of foul language, excessive noise or discourteous behavior.
- c) Report damaged equipment, missing parts or needed repairs on the Damage/Maintenance Report, and give to the Boathouse Manager immediately, even if you verbally reported it to the Boathouse Manager or Coaches.
- d) Assist in maintaining the appearance of the grounds by properly disposing of rubbish and empty drink bottles and by leaving the indoor premises in proper condition.

1.2. BASIC TERMINOLOGY

- a) Before getting in the boat, make sure you know:
 - i) Which seat and which side you are rowing, and whether you are in the bow or the stern.
 - ii) Know the following basic terminology:
 - (1) BOW and STERN (front and rear of boat)
 - (2) PORT and STARBOARD (left and right sides of boat if looking toward the bow)
 - (3) 'TIE IN' and 'UNTIE' (placing feet into and out of the shoes)
 - (4) 'READY ALL, ROW' (begin the stroke together)
 - (5) "FEATHER" (place oar blade flat on the water)
 - (6) 'WEIGH ENOUGH' (all stop action and return to feathered on the water position)
 - (7) 'HOLD WATER' (turn oars into the water to slow/stop the boat)
 - (8) 'PORT (or STARBOARD) to ROW, (only port side or starboard side will row [or specific seat(s)] and other side feather)
 - (9) PORT (or STARBOARD) to BACK' (only port or starboard side [or specific seat(s)] will reverse the stroke direction)
 - iii) 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 the boat immediately because of eminent danger.

1.3. CLOTHING

- a) General:
 - i) Since rowers share shoes in the boat, all rowers shall wear socks.
 - ii) Wear clothing that cannot become entangled in your seat or oar handle.
 - iii) Sunglasses are suggested, especially with polarization.
- b) Cold Weather:
 - i) Wear several layers of clothing. Multiple layers help trap heat better than a single thick layer and provide more flexibility.
 - (1) Polypropylene or other technical clothing is best next to the skin. Such materials wick moisture away from the skin.
 - (2) Wool is the next best material, since it insulates even if wet.
 - (3) A water repellent outer layer is best, because some splashing will occur.
 - (4) A wind-proof jacket/wind-shirt helps to reduce wind chill.
 - ii) Wear flexible clothing (no jeans).
 - iii) Wear a hat in cold weather because 50% of the body's heat loss is from the head.
- c) Hot Weather:
 - i) Wear light colored, slightly loose-fitting clothing.
 - ii) Wear sunscreen on exposed skin. The sun's rays are reflected off the water.
 - iii) Wear a hat or visor to keep the sun out of your eyes and to avoid sunburn.
 - iv) Carry a filled water bottle for each rower, sculler, or coxswain in the boat.

2.0 BEFORE THE OUTING

2.1. PHYSICAL CONDITIONING

- a) Each rower and sculler should take personal responsibility for being physically conditioned for the sport of rowing.
- b) New rowers and scullers should consult a physician before starting any form of exercise program.
- c) Before beginning to row or conditioning workout, each person should go through a basic set of stretching exercises.
- d) Coaches, assistant coaches, and crew captains will teach appropriate pre-rowing or pre-workout stretches.

2.2. EMERGENCY FLOTATION DEVICES

- a) Federal law (Code of Federal Regulations 33CFR Ch I, 175.19 [7-1-00 edition]) Coast Guard Rules (CCR 175.3) and US Rowing rules do not require PFD's (Personal Flotation Devices) be worn or carried by members of a racing shell in inland waters even if not participating in a race.
- b) Be aware that rowing shells and oars have been designed to provide flotation. However, shells and oars are not PFDs; they are only EMERGENCY flotation devices.
- c) Accompanying launches, if any, will carry sufficient PFDs for each crew member on the launch and for the largest shell being supported.

2.3. STANDARD PRECAUTIONS

- a) A warm-up should precede all workouts.
- b) All coxswains and scullers (bow seat) should:
 - i) Find out the hazards and traffic patterns of the Savannah River.
 - ii) Stay clear of bridge abutments and other man-made or natural obstacles. Do not turn near any such obstacles.
 - iii) Make frequent checks on both sides of the boat and to the rear, and listen for other river traffic.
- c) Novice rowers must be accompanied by either experienced rowers or a coach until approved for solo rowing.
- d) Inexperienced rowers should follow the Rule of Four Oars. If rowing a single or pair, always go with another boat to have at least four oars on the water. Experienced rowers should also follow this rule in colder weather.

2.4. EQUIPMENT CHECK

- a) ARC members are allowed the use of any club owned shell and oars in which they have been cleared to row. Some shells and oars are privately owned and cannot be used without the express authorization by the owner. These privately-owned shells and oars will be segregated and the rack marked as private.
- b) Each rower is responsible and accountable for their own rigging, foot stretcher, seat, slide and oar(s).
 - i) All shells should be placed in slings after exiting the boathouse and before being placed in the water.
 - ii) Check to ensure that all equipment is functioning properly while in the slings and before leaving the dock. If in doubt, ask the Coach, Assistant Coach, or an experienced rower.
 - iii) Any deficiencies which may result in further damage to the equipment or endanger safe operation must be repaired before launching or equipment must be swapped out.
 - iv) All damaged equipment must be tagged to inhibit further use until repaired. Defective or damaged equipment must be reported to the Boathouse Manager so repairs can be made. If a Damage/Maintenance Report cannot be filed, then send an email with the applicable information
 - v) Tagged equipment shall not be used until repaired or released for use by the Boathouse Manager. Minor damage not affecting the safety of the rower or potentially resulting in further damage may be used with permission from the Boathouse Manager.

- c) Before the row, check the following:
 - i) That quick-release devices are functional.
 - ii) That nuts on the rigging are tight, the position of the foot stretcher and the smoothness of your slide are correct., and that the rigging is the correct height
 - iii) That the forward ends of the slides are covered and will not injure your calves. (Keeping your knees together as much as possible will also help to prevent injury.)
 - iv) That you have the correct oar and that the collar is tight.
 - v) That water bottles, gloves, tape, sun glasses, sun screen, extra clothing, and hats are with you in the boat if the conditions warrant them.

3.0 SAFE CONDITIONS

3.1. ADVERSE WEATHER POLICY

- i) The Adverse Weather Policy (See Appendix E) will be posted in a prominent place within the Boathouse and on the website.
 - ii) A RED FLAG will be placed outside the boathouse by the Boathouse Manager, a coach, assistant coach, or member of the executive board, if Adverse Weather conditions are known to exist. However, the absence of a RED FLAG does not mean that conditions are necessarily favorable to row. In situations where the Boathouse Manager has not made a clear decision on the status of questionable weather conditions, the responsible authority present (coach, assistant coach, Executive Committee member, coxswain (if over 18), or individual rower, in that order), shall take into account all prevailing conditions and render a decision based on the Adverse Weather Policy and the skill of the rowers.
 - iii) A NOTICE OF CLOSURE will be placed on the doors of the boathouse if either; the government officials have declared the river to be closed to all boaters, public officials have made a public announcement of conditions unsafe to all boaters, or the Boathouse Manager has determined that no club boats may be launched from the docks.
 - iv) Be aware of changing 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 warningsigns.
- b) If sudden strong winds develop, return to the Boathouse if safe to do so. Look for the calmest water or take the boat to the nearest suitable shore to wait for the winds to subside.
- i) Cross winds make it difficult for the coxswain to maintain control over a boat's course and present even more difficulty for boats without a coxswain.
 - ii) Winds blowing against the current, or high winds blowing with the current create white caps which compromise the safety and quality of a practice or can swamp a boat.
 - iii) Winds can increase the speed of objects on the surface of the water and introduce the same need for rapid response to accidents as a fast river condition would warrant.
 - iv) Wind speed alone is not the sole predictor of water conditions on the river. The size of waves is determined by the direction of the wind relative to the water flow. Some parts of the river may be

calm while other portions exhibit significant waves.

- 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 lighting, 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. If lightning or thunder occurs, wait at least 30 minutes after the last occurrence before launching or re-launching a boat or launch.
- e) Do not row in fog, unless your visibility is at least 100 meters. A sound making device (horn or whistle) shall be taken in the boat and a beacon light shall be mounted to the bow if rowing in poor visibility conditions. 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. Follow the shore back to the boathouse, as much as possible. Use your sound-making device (horn, whistle) to advise other boats of your location.

3.2. WATER CONDITIONS

- a) Waves are generated by winds, currents or wakes from passing boats. Because shells are so vulnerable to high waves, special care is needed in dealing with wakes.
 - i) 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 because shells may split under those conditions. Rowers should stop rowing and lean away from the approaching wake, lifting the gunwale on the wake-side slightly.
 - ii) 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 close to a 90° angle. Going to half slide helps in controlling the boat.
 - iii) 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.
- b) Boats must be operated at a rate of speed that will not endanger the life or property of any person.
- c) Regardless of other water conditions, the presence of a large amount of debris in the river severely compromises the safety of rowers and equipment.
- d) Water flow speed is affected by the water level and rate of release rate from the dam. When the river is flowing rapidly, control of the boats, particularly the smaller boats, becomes more difficult, especially near bridges or near stream entry points. In addition, the potential for floating or slightly submerged debris is increased. Extreme caution must be exercised if permitted to launch in these conditions.
- e) The height of the river is related to the water flow speed, but is not, in and of itself, a danger to the rower and is not a restrictive criterion. High water levels are also common with excessive debris, both floating and slightly submerged.

3.3. LIGHT CONDITIONS

- a) The greatest danger while rowing is a 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.

- b) Appropriate nautical lighting should be attached 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 beacon light (either blinking or constant) marking the bow and stern of the boat is required.

3.4. TEMPERATURE

a) WATER TEMPERATURE.

- i) Although water temperature will not increase the likelihood of on-the-water accidents, it can drastically worsen the results. Rapid response to an accident becomes critical in low temperature conditions. Plan your own rescue before you launch in very cold weather.
- ii) The presence of a rescue boat in proximity to the shell will permit rowing in colder conditions than the absence of a rescue boat.
- iii) Keep in mind that hypothermia can set in quickly and even the best swimmers can be overcome and drown. Hypothermia can set in when the body core temperature reaches only a few degrees below normal body temperature. However, "cold shock" or "dry drowning" may occur before hypothermia. The body loses warmth much faster (25 - 30 times faster) in the water than in the air, so it is important to minimize exposure.

b) AIR TEMPERATURE

- i) Colder air temperatures can cause hypothermia or frostbite. This can be exacerbated by moisture on the skin or clothing that cause increased heat loss. Sweat or splashing can increase the moisture on a rower. Time on the water is also a factor.
 - ii) Always wear layers of clothing in extreme cold conditions. Shed outer layers as the rower begins to warm due to exertion but replace outer layers if chills set in.
 - iii) Warm clothing is especially important to a coxswain, those in a launch, or those otherwise not rowing.
- c) All rowers and coaches should observe others on the water and look for signs of hypothermia.
 - d) Hotter air temperatures can cause overheating and dehydration. Always take plenty of fresh water along and stop for breaks.
 - e) Warmer weather brings sunshine and sunburns can result from overexposure.

4.0 ON THE WATER

4.1. TRAFFIC RULES

a) Dock Area (Launching and Landing)

- i) Launch and land with bows upstream.
- ii) Before launching and after landing, place all oars clear of traffic area on the dock.
- iii) Incoming crews have the right of way over launching crew.
- iv) When landing and launching in situations where there are multiple boats, always use the most upstream section of available dock space and walk the boat up as space opens up.
- v) When other crews are waiting for dock space, tie in and adjust foot stretchers on the water.

- vi) Keep oarlocks locked until everyone is out of the shell.
- b) Channel
- i) Keep to the left-hand side (from the coxswain's perspective) of the river unless modified for an event.
 - ii) When traffic patterns are altered for an event, follow posted course traffic rules.
 - iii) Boats not participating in a race should stay off the marked course until released to start.
- c) Right of Way Rules.
- i) Vessels with the least maneuverability have the right-of-way. Rowers should be cautious and take action to avoid all other types of boats. For example:
 - (1) 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.
 - (2) A sailboat without wind has right-of-way, but a sailboat with wind must give right-of-way to a rowing shell.
 - (3) Large river boats, like the Patriot, have very limited maneuverability, so that they always have right of way over rowing shells. Also, pilots of large boats cannot see small craft easily. If in doubt, always yield the right-of-way.
 - (4) Boats without coxswains have right of way over boats with coxswains.

4.2. PACE OF ROW

- a) Outings should gradually and safely build up to full intensity.
- b) Under no circumstances should a crew race or sprint upon initially entering the shell.
- c) No one should intentionally jump from or leave the shell to swim, relieve themselves, or cool down, unless permitted by a Coach or Assistant Coach.
- d) Rowers in multi-person shells should remain 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.
- e) Keep at least one hand on the oar(s) while on the water.

4.3. END OF ROW

- a) Always "paddle down" at the end of your workout. It is important to your health that you cool down prior to approaching the dock.
- b) Boats normally approach the dock from downstream and at just a slight angle to the dock.
- c) All shells will be removed from the water following the row using a coordinated removal procedure using all crew members to lift it overhead and carry it up the ramp before lowering to shoulders if other boats are on the dock. One person should call out the commands so all act in unison. Be aware of other people on the dock that may not see your boat as you leave the dock area.

- d) All shells will be placed in slings before entering the boathouse. Equipment should be checked and tagged as needed and notify the Boathouse Manager with a Damage/Maintenance Report or an email if repairs are needed.
- e) After rowing, clean and dry equipment as soon as possible.
- f) Once the boat and oars have been stored, it is important to take another few minutes to go through your basic cool down exercises.

4.4. LAUNCH SAFETY

- a) See Appendix B for launch safety requirements, minimum required safety equipment, useful launch information, and general maintenance requirements.
- b) A copy of the ARC Launch Operations guidelines (Appendix B) will be posted on or near the key box to serve as a reminder. Additional copies of the ARC Launch Operations and the Launch Operator Acknowledgement form will be located near the personnel door.
- c) Signed acknowledgement forms may be dropped in the locked box or given to the Boathouse Manager for the ARC files.

5.0 EMERGENCY CONDITIONS

5.1. WEIGH ENOUGH – HOLD WATER

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

5.2. STAY WITH LAUNCH

- a) Shells should stay within hailing distance of accompanying launch.
- b) 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 is there for rapid response.

5.3. DISTRESS SIGNALS

- a) Use these distress signals to communicate to other boats;
 - i) Wave your arms or shirt above your head,
 - ii) Raise one oar in the air (this method is not used in singles or pairs), or
 - iii) Shout or use a whistle to attract attention.

5.4. PERSON OVERBOARD

- a) If a rower is unexpectedly thrown from a shell, immediately use the command “WEIGH ENOUGH – HOLD WATER” and signal the launch, if accompanying the shell.
- b) If a launch is nearby, it will have PFDs that can be thrown to the person(s) in the water. An oar serves as an emergency flotation device and can be thrown toward the person in the water. Do not leave your shell, even if you

consider yourself to be a strong swimmer. Historically, a large percentage of cold water drownings are with competent swimmers.

- c) The launch can stabilize the shell for re-entry.
- d) Reentry with two or more rowers in the water should be from opposite sides and simultaneously to avoid tipping of the shell.
- e) Reentry by a sculler in a single should be from one end and crawl to the center. Make sure the oars are fully extended to help in keeping the boat upright.
- f) If re-entry is difficult, lie on the stern and swim the boat to shore, using the shell as a paddleboard.
- g) When the launch retrieves the rower, the Coach determines if the rower will return to the shell or return to a safe location.
- h) In very cold weather, you can abandon the 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.

5.5. BOAT EMERGENCY

- a) Under no circumstances (except in extreme cold weather as stated in 5.4.h) should a person in the water leave a floating boat, unless directed by the coach. The only exception to staying with the boat would be if you faced a worse life-threatening danger by staying with the boat (e.g., If you are in the path of a large boat and cannot move the boat away fast enough to avoid being hit).
- b) If entering the water is unavoidable, stay with the boat and attempt to get back into or onto the boat, if possible.
 - i) In very cold water, it may be better to pull yourself onto the upturned hull rather than expend energy trying to turn it over.
 - ii) Remember that body heat loss occurs 25 -30 times faster in water.
- c) If the shell is taking on excessive water:
 - i) Signal the launch and decide whether to get the rowers and coxswain out of the boat. This decision will depend on various factors, including water temperature.
 - ii) 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.
 - iii) Take a head count. The coxswain should buddy with the sternpair.
- d) If a shell is swamped because the interior water reaches the gunwales, rowers should NOT stay in the boat, because the weight of the water in the bow and stern ends may cause the boat to break apart.
 - i) Immediate command – “WEIGH ENOUGH”.
 - ii) Command – “UNTIE”. Be prepared to assist someone who is having difficulty releasing their feet from the foot stretchers.
 - iii) A launch can shuttle rowers to the nearest shore.

- iv) Remove a swamped shell from the water 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 to allow further draining of the water.
 - v) If the ends of the shell have filled with water, they must be drained before the boat can be removed from the water.
- e) If the shell is capsized
- i) Immediate command – “UNTIE.”
 - ii) Be sure that all rowers and the coxswain are accounted for.
 - iii) Remove oars or place them parallel to the shell.
 - iv) All persons should move to the ends of the shell (it is dangerous to roll a shell near riggers).
 - v) Roll the boat to form a more stable flotation platform
 - vi) If you cannot roll the boat upright, rowers can either lie on top of the hull, or buddies can hold onto each other across the hull. Do not attempt to roll the boat if rescue is on the way.
 - vii) Stay with the boat until assistance arrives.
 - viii) Follow same procedures as for swamped shell.
- f) If shell is broken or sinking
- i) Immediate command – “UNTIE.”
 - ii) Get out of the boat and follow the same procedures as for swamped shell.
 - iii) Do not leave a floating boat.
 - iv) Hold onto your oar and use it as a flotation device if boat sinks.
 - v) Move to shore as quickly as possible.

5.6. ROWER INJURED

- a) Immediate command – “WEIGH ENOUGH”.
- b) Follow the emergency protocol found in Appendix D.
- c) If first aid is warranted, signal the launch, if available, or row to the nearest location with emergency supplies (e.g., Boathouse has a first aid cabinet near the personnel door)
- d) Notify emergency responders as soon as possible if first aid is not sufficient. If no working phones are available, the fire station is across from the cut in the levee.

5.7. ANOTHER BOAT IN DISTRESS

- a) Assist in any way that does not jeopardize the lives in your boat.
- b) If a distress signal is seen and insufficient assistance is nearer that craft, maneuver your shell to the distressed boat.

- c) Attempt to summon other launches or stable boats with a distress signal or seek help.

5.8. APPROACH OF LAUNCH

- a) 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.
- b) Keep the propeller away from anyone in the water. The engine should be turned off as soon as it is no longer essential for maneuvering.
- c) Avoid overloading the launch.

5.9. INCIDENT REPORT

- a) All occurrences of personal injury, property or equipment damage must be reported immediately (See Rules Section 9.0).
- b) An Incident Report should also be filed in a timely manner for any "near miss", including, but not limited to, flipping a shell/launch, person overboard, boat impacts without damage or injury, etc.).
- c) The Safety Committee should review the report and make a recommendation on any further actions.
- d) See Appendix C for the Incident Report Form. Blank forms will be available near the bulletin board.

6.0 EQUIPMENT MOVEMENT AND STORAGE

6.1. BOAT MOVEMENT

Boat Transportation guidelines have been developed to protect equipment from damage while transporting from one location to another:

- a) Before removing a shell from the water, there should be at least as many people to carry the boat as there are seats in the boat.
- b) All shells should be placed in slings when returned from the water.
- c) All boats must be wiped down after use. On Saturdays or if exceptionally dirty, rowing shells should be washed before being returned to the storage racks.
- d) Shells being transported over the highways must be de-rigged and placed upside down on the trailer rack and securely strapped to the trailer using the straps provided. A loading plan developed by the Head Coach shall be used to guide the placement of the shells and oars on the trailer.
- e) A red or orange flag or similar safety indication must be placed on the end of the boat that extends farthest to the rear of the trailer. The position of the truck must be considered when placing boats so they will not be clipped or damaged during turns.
- f) Drivers shall be properly licensed and insured. Drivers must be approved by the Head Coach. The driver is responsible for ensuring all boats and straps are secure before moving the trailer. Driver shall follow laws of the road in the states being driven in.
- g) When backing a shell trailer, a spotter should be present at all times.

6.2. EQUIPMENT STORAGE

- a) Boats must be properly stored on the racks or rollers designated for the boat or returned to the rack/rollers from which they were taken, unless instructed otherwise by coaches or the Boathouse Manager.
 - i) A small sign will indicate the boat designated for each rackspace.
 - ii) A marker may be placed on the outside of the gunwales to indicate where the boat should be consistently placed on the rack to avoid contact with riggers on other boats.
 - iii) From time to time, visiting teams may place boats in certain racks or in slings or the Boathouse Manager may request that certain boats be temporarily placed in slings or alternate storage locations.
 - iv) Boats must be placed on the rack in a stable manner that fully provides support. If possible, the rack should be under or near a boat structural rib. Avoid placement that causes contact with structural members, other boats or riggers.
 - v) Except for the top rack, boats that may extend into the aisle near the rollup doors must be placed such that the end does not cross the red tape or painted line on the floor.
- b) Sweep oars will be placed by color-coded groups in the oar rack by the steps, with the blade towards the launch storage area and the handle toward the shell storage area.
- c) Sculling oars will be placed in pairs either upright in the rack beyond the steps or in the private oar rack near the men's change room.
- d) Cox-boxes will be placed in the wooden charging cabinet and left connected to the appropriate charger.
- e) PFDs, paddles, etc., are to be placed in the designated storage space in a neat and orderly arrangement that does not cause interference with the aisle or bays.
- f) Trailers should be parked in an authorized space of sufficient length for all boats on board and sufficient space alongside the trailer to remove boats safely.

6.3. FUEL STORAGE

Fuel storage guidelines are provided to help prevent fire, spill or theft of fuel.

- a) All fuel containers are to be returned to the outside storage locker, placed inside the fire safe cabinet, which is then locked, and the wooden door closed and locked. The keys shall be returned to the proper key box.
- b) No fuel will be left on the docks or brought into the boathouse, unless in an equipment fuel tank.
- c) Flammable or combustible liquids or gases should be stored in the safety cabinet outside. Small hand-held cans in the original manufacturer's container may be kept in tool storage area, cleaning supply areas or near the back door.

6.4. RESPONSIBILITIES

- a) The Augusta Rowing Club will hold the coaches accountable for the completion of these activities. It is imperative that coaches of all Approved Programs hold their participants accountable for these items.
- b) If another program is still conducting a practice or will be beginning a practice soon after your

program finishes, some of the following 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.)

- i) All equipment must be retrieved from the dock and all launches must be securely locked up (See Rules Section 11.0).
- ii) Oars, launch paddles, life preservers, and fuel cans must be put in their designated storage locations in an orderly fashion.
- iii) Storage areas must be locked unless another program's practice is in session and they are using the storage area.
- iv) Prior to exiting the boathouse, all lights should be turned off.
- v) Prior to leaving the river, all entrances to the Boathouse must be secured. This includes all buildings accesses, including the back door!

7.0 BOATHOUSE

7.1. FIRE SAFETY AND EMERGENCY PREPAREDNESS

- a) There are three exits from the boathouse; the personnel or back door with the cipher lock, the door in the weight room, and the door in front in the Launch/Equipment storage area. Each is clearly marked with an EXIT sign. All three doors shall be left unobstructed and unlocked from the inside at all times. If you find an exit door obstructed or locked against egress, please report it immediately using an Incident Report (See Appendix C).
- b) The building is equipped with an automatic sprinkler system to protect it against fire.
 - i) Do not tamper with the sprinkler system.
 - ii) Do not hang anything on or near any part of the sprinkler system, especially the piping and sprinkler heads.
 - iii) If an alarm should sound, exit the building immediately and call 911.
 - iv) Extreme care should be taken when carrying a boat into or out of bay 1. The sprinkler heads are very low and can be damaged easily.
- c) The Boathouse Manager's phone number is posted near the back door in case of emergency or accident.
- d) Per the Fire Code, boats must not extend beyond the tape or painted red line on the floor so an adequate aisle is maintained (an exception is the boat on the top rack because it is over 6' 8" above the floor) (See Section 6.2 above).
- e) All fuel shall be stored outside the boathouse unless in an equipment fuel tank. Gasoline and other flammable liquids shall be stored only in the designated fuel containers (be careful to not mix different fuels) and placed in the locked fire-safe cabinet locked in the locked shed across the parking lot (See Section 6.3 above).
- f) Fire extinguishers are for emergency use and shall not be tampered with or obstructed.

7.2. EQUIPMENT STORAGE AREA

Equipment Storage Area guidelines have been developed to stow boats, oars, launches, and other equipment in an organized and safe manner.

- a) Tools kept in the boathouse are the property of the ARC or private parties and shall not be handled or removed without authorization.
- b) Only authorized individuals are permitted to enter or access the work bench and tools/parts rack in the weight room or enter the storage closets (back of bay 3 and in weight room).
- c) Boats or other equipment may be undergoing repairs in several areas of the boathouse. Please approach with caution and do not disturb the equipment/parts/tools without authorization.

7.3. WEIGHT ROOM

Weight Room guidelines have been developed for the safety of the personnel and the equipment.

- a) The weight room is for the use of ARC members only, with the following exceptions:
 - i) Guests are permitted to use the equipment or free weights by prior arrangement of Boathouse Manager or Head Coach.
 - ii) Spring training or publicity events (e.g., Learn-to-Row Day, etc.) will be handled on a case by case basis, but always under the supervision of an experienced ARC Member or coach.
- b) Before using any exercise machines or free weights, persons must be familiar with the proper way to use the equipment (see coaches or read labels for instruction before first use).
- c) Middle school and high school students must have a coach or other adult present when working on any exercise machines or free weights in the weightroom.
- d) Roll-up and sliding doors in the weight room provide ventilation and may be opened while working out. However, no one is permitted to go beyond the protective rail or to access the small platform. All doors must be closed and locked when the work out is concluded.
- e) Prior to leaving the weight room, ensure all equipment has been returned to the proper staging location and the equipment that was used has been wiped/sanitized.

7.4. CHANGE AREA

- a) Two change areas are available for ARC members and guests.
- b) The change areas have separate rooms for restroom, shower room and change room. These areas must be kept clean. There is no cleaning staff so the cleaning responsibilities fall upon all ARC members.
- c) Cleaning and toilet supplies are provided in the small storage rooms located in each change area.
- d) Only those of the designated gender are permitted in a change area unless properly announced and the area is cleared.
- e) There are no lockers in the change areas so personal items left unattended are at the owner's risk.

7.5. MEETING/PARTY ROOM

- a) The small Party Room upstairs is available for ARC functions, regattas, meetings, and training. To rent the room for other private functions, please contact the Boathouse Manager. The room has a bar area, access to restrooms, and is air-conditioned. Tables and chairs are provided.
- b) On-site security is required if alcohol is served at any function, per City ordinance.
- c) The large party room is under the control of the City of Augusta, but may be available to rent for functions. For information, contact (706) 821-2870 or www.augusta.gov.

7.6. PARKING LOT AND GROUNDS

Parking lot and grounds guidelines are provided to help enhance safety and maintain adequate traffic lanes.

- a) Handicap parking spaces are clearly marked and shall not be used except by those with a valid need and a handicapped parking decal.
- b) The lanes between the boathouse bay doors and the lane to the dock shall be kept clear of all vehicles to permit boats to be carried, rigged, or serviced. This is a towing zone.
- c) Parking is not permitted by city ordinance along the road way. Overflow parking is available on the other side of the boathouse and beyond the boat ramp.
- d) Be mindful of and obey any posted traffic and parking signs in the vicinity of the boathouse.

APPENDIX A: QUALIFICATIONS

1) Coaches:

All Coaches are subject to a criminal background check before being hired and if the need arises during employment. The cost of this check will be borne by the ARC program.

a) Head Coach

The head coach oversees all ARC rowing programs, including the Junior and Masters programs, for both men and women. The head coach will coordinate all boathouse activities, recruiting, and community involvement.

The minimum qualifications include:

Bachelor's degree

USRowing Level II Rowing Certification

Maintain First Aid, CPR, AED, Safesport and boating safety certifications

4+ years coaching experience in a combination of sweep and sculling

Demonstrate a sound understanding of human anatomy and physiology/kinesiology of both strength and conditioning bio-metrics

Previous experience effectively working with and relating to diverse groups to include middle and high school aged children and adult rowers

Excellent oral and written communication and interpersonal/organizational skills

b) Assistant Coaches:

Assistant Coaches shall be certified as passing the US ROWING SafeSport training program (available on-line at no charge). This training addresses topics such as bullying, harassment, hazing, emotional misconduct, physical misconduct, and sexual misconduct, all of which are strictly prohibited in any ARC program. Any such conduct must be reported immediately to the Executive Board.

Assistant Coaches are encouraged to be certified as a Level Two 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.

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.

2) Staff Members:

Any staff members, volunteers, chaperones, or officials that are expected to be alone with children under the age of 18 who are not related, shall be certified as passing the US ROWING SafeSport training program or arrange for another person to accompany them.

APPENDIX B: ARC LAUNCH OPERATIONS

a) Launch Safety Requirements

The following safety rules shall be followed when using an ARC launch or participating in an ARC activity with an ARC or privately-owned launch:

- 1) No person shall operate a launch if under the influence of alcohol or drugs or any prescription drug having a warning about operating heavy equipment.
- 2) Launch operators and all passengers shall wear Personal Flotation Devices (PFDs).
- 3) Drivers must have a kill switch device in place and lanyard connected to their person while the launch is underway.
- 4) Launches accompanying shells are for the safety of the rowers. Do not carry more than two passengers at any time and be mindful of the weight restrictions for a given launch. Plan ahead for potential emergencies.
- 5) Launch operator shall be approved and sign a Launch Operator Acknowledgement form before being allowed to drive for ARC activities.
- 6) No minor (under age 21) will be permitted to drive at any time on their own (Exception: Emergency situations in which the normal launch operator is incapacitated.) They may drive with a qualified adult (See item 7 and 8).
- 7) Any launch operator born after January 1, 1998 shall have passed a Department of Natural Resources (DNR) approved boat education course and have their DNR card and driver's license on board when driving for ARC activities.
- 8) Any launch operator born before January 1, 1998, shall have a valid driver's license on board when driving for ARC activities.
- 9) Launch operator shall operate the launch from a seated position or standing at the driver's seat, as needed.
- 10) If the launch is accompanying a crew, the launch shall remain in close proximity to all accompanied shells at all times (CAUTION: Do not allow faster or slower shells to move too far away.). Close proximity is defined as being in both visual and audible range where all actions in the shell can be observed and distress calls can be heard.
- 11) Launch operators should be aware of their wake and avoid creating a wake for shells or the docks, if possible.
- 12) Launches and shells shall follow normal traffic patterns at all times unless an event calls for a different pattern and the launch should slow in the no wake zones.
- 13) Launch operators and passengers should be vigilant for swimmers in the water, maintain a course clear of their path, and alert crews to the presence of swimmers. In particular, Triathlon swimmers use the river in the fall to train, but generally stay on the Georgia side.
- 14) Always assume other watercraft in the area will not be following proper boating etiquette and operate the launch defensively.
- 15) Launch operators should be aware of submerged vegetation and underwater obstacles, especially when the water is low. The launch engine shall be turned off and placed in neutral before attempting to remove vegetation from the propeller.

b) Safety Equipment

The following equipment shall be on board when operating a launch:

- i) Coast Guard Approved Life Jacket or PFD for driver and all passengers. (PFD I, II, II for <16 ft boats, PFD IV >16 ft boats)
- ii) Block(s) of life preservers for all rowers assigned to a particular launch on that day (largest shell).
- iii) Paddle.
- iv) Whistle on each key ring.
- v) Coach to carry a cell phone (May wish to place in a sealed plastic bag).
- vi) Certificate of Boat Registration
- vii) Type B-1 (Dry Chemical) fire extinguisher, where required (inboard motors or enclosed chambers where vapors can collect).

c) Launch Equipment

The following information pertains to the operation of launches:

- i) Each launch is assigned a number which matches the key ring and the fuel can number.
- ii) Each key ring contains keys for the launch, gas shed, cable lock, and a kill-switch holder (gas shed and blue cable lock keys are interchangeable but launch keys are typically unique).
- iii) All ARC launches use regular gas. If possible, use ethanol free gas from Greg's Gas (93 octane). Certain launches loaned for ARC use require mixed gas (50:1 mix in blue cans) for two stroke engines.
- iv) Each gas can is assigned a number correlating to the associated launch. RED and YELLOW gas cans are for regular gas ONLY; BLUE gas cans are mixed gas ONLY.

d) Launch Maintenance

The following pertains to the required maintenance of ARC owned launches and motors:

- i) Normal maintenance is handled by Augusta Marine on Belair Frontage Road (or an approved alternative). Launches and motors should be given routine scheduled maintenance at least annually, or as needed in case of damage or unusual wear.
- ii) When taken off the water, launches and trailers are stored in the launch storage area. Additional launch and trailer parking/storage is in the back lot of Portable Services.
- iii) When not in use, every launch and trailer must be securely locked with the key lock and cable or placed in a locked area. Drivers and coaches are responsible for ensuring the boats are properly locked after each use. Blue locks are keyed alike.

LAUNCH OPERATOR ACKNOWLEDGEMENT

I, _____, acknowledge that I have received a copy of the ARC Launch Operations guideline. I acknowledge that I have participated in a seminar and/or discussion of the ARC Launch Operations. I agree to abide by the guidelines as set forth by the Augusta Rowing Club.

(Print name)

(Signature)

(Date)

APPENDIX C: INCIDENT REPORT FORM

PROCEDURES FOR USE OF INCIDENT REPORT FORMS

An Incident Report Form (IRF) shall be completed and filed for any incident involving a/an:

Incident: Any unplanned event that results in personal injury or any unplanned event involving a shell, launch, motor vehicle, security, property damage, environmental incident (spills), or a near miss of any of the these.

Such incidents could include a collision, person overboard, or swamping.

Boat/Motor Vehicle/Property/Equipment Damage – Event in which a boat or vehicle is involved or there is damage to property/equipment that does not result in an injury.

Property/Equipment Damage – Unplanned event involving the damage to real, personal, or equipment property that does not involve personal injury and has an estimated loss or damage to property of \$250 or more.

Near Misses – A near miss is a situation where an immediate action taken by an individual prevents an actual incident from occurring, or where for an undetermined reason an incident was avoided (e.g., boat trailer narrowly misses a parked car or bystander).

The IRF is provided below. Blank IRFs are available on the Club webpage and the bulletin board located in Bay 1. The person responsible for filing the IRF is:

The Coach (or assistant coach) in charge at the time of the incident,

The ARC member involved in the incident, or

Anyone who observes a breach of the rules or a situation which they consider to be unsafe.

The IRF may be filed anonymously. However, the IRF should be filed as soon as possible (within 24 hours) with the ARC President. Members of the Executive Committee of ARC will be copied. All incidents for which an IRF has been filed will be reported to the ARC Board at its monthly meetings, if not sooner considering the seriousness of the incident.

INCIDENT REPORT FORM

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

Brief title of incident _____

Date and time of incident _____

Location of incident _____

Number of persons involved _____

Number requiring treatment _____

Bow numbers and boats involved _____

Light conditions at time of incident _____ Visibility range _____ Water conditions _____

Describe incident in detail _____

Damage _____

Diagram:

Names and affiliations of persons involved:

Name _____ Affiliation _____ Phone _____ Name

Affiliation _____ Phone _____ Coach _____ Affiliation _____ Phone

Witness name _____ Address _____ Phone _____

Equipment Owner _____ Insurance Company _____ Policy Number _____

Person Filing Form

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

Signature _____ Date _____

Name (print) _____

APPENDIX D: EMERGENCY CONTACT POSTING

CALL FOR HELP – EMS (EMERGENCY MEDICAL SERVICE)

1. DIAL 911 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. 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 ¼ MILES FROM THE ENTRANCE.”

3. IDENTIFY THEIR MEANS OF CONTACTING YOU AND THE BOATHOUSE MANAGER BY TELEPHONE:

“THE ARC BOATHOUSE MANAGER’S TELEPHONE NUMBER IS 734-904-6685.” (ALSO INDICATE USE OF MARINE RADIO OR CELLULAR PHONE NUMBER, IF APPLICABLE.)

4. IDENTIFY WHICH TELEPHONE YOU WILL BE ATTENDING (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

PATIENT’S 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.)

APPENDIX E: ADVERSE WEATHER POLICY

THE ADVERSE WEATHER POLICY IS APPLICABLE TO ALL ARC MEMBERS, GUESTS, PROGRAMS AND VISITING CREWS OPERATING FROM THE AUGUSTA ROWING CLUB.

It is not the intent to unnecessarily prevent normal rowing activities for our ARC members and guests. The primary concern is for the safety of the rowers and it should be recognized that all members and guests may not have the necessary experience to make an objective determination regarding adverse weather conditions in a given situation. To ensure consistency in making and applying these decisions, the ARC Boathouse Manager, by virtue of experience and of availability at the Boathouse, or on call on a daily basis, is the logical person to make the final decision. Also, see Rules Sections 5.0 and 6.0 and Guidelines Section 3.0 for additional information.

a) RESPONSIBILITY

- i) Every individual accepts responsibility for their own safety and that responsibility is NOT relented by decisions made by the authorities mentioned here. Always be aware of weather conditions and possible safety hazards and NEVER attempt to row if conditions are beyond what you feel capable of handling safely.
- ii) Each ARC member is responsible for protecting and maintaining the assets of the Augusta Rowing Club (ARC) so that all members may continue to enjoy the club equipment and facilities. Conditions or events that can or have caused damage should be corrected or avoided if possible or reported to the Boathouse Manager as soon as possible.

b) UNSAFE CONDITIONS

- i) Using available weather information, the Boathouse Manager will make the final determination on whether the weather or water conditions observed or projected warrant suspension of rowing activities for a given period of time.
- ii) Only in the absence of a Boathouse Manager ruling, the responsibility for the decision for safe rowing conditions will fall on the following in the order presented. However, any subsequent Boathouse Manager decision will take priority once made.
 - (1) Head Coach
 - (2) Assistant Coach
 - (3) Executive Committee member
 - (4) Coxswain, if over 18
 - (5) Individual rower

EXCEPTION: For official events sanctioned by the ARC, the decision for safe rowing conditions will be made by the head referee or official of the event, after consulting with other officials, if necessary.

- iii) In some instances, the Boathouse Manager may make a determination to permit launching of boats, but may limit the type of shell that will be permissible to launch (i.e., 1x, 2x, 2+, 4x, 4+, 8+) or may place compensatory measures in place (e.g., require launch with rescue capabilities, require boat pickup at alternate location, etc.). Given certain conditions, smaller boats may not be able to make meaningful headway, whereas a larger boat or more accomplished crew would be able to handle the conditions and still have available rowers if an emergent situation arose.

- iv) If the Boathouse Manager determines that conditions are unsafe:
 - (1) A RED FLAG will be displayed in a prominent location outside the boathouse and a notice may be placed on the boathouse entry door if conditions are determined to be unsafe for rowers.
 - (2) If the river is declared unsafe for boating, either by public officials or the Boathouse Manager, a NOTICE OF CLOSURE will be displayed on the door of the boathouse.
 - (3) If conditions may last for an extended period, a notice may be placed on the website and/or communicated through e-mail or similar electronic means. Every effort will be made to make decisions in a timely manner and to quickly communicate those decisions to all affected parties.
- v) Specific conditions that will result in restrictions on rowing are shown in Table 1. Additional conditions to consider include, but are not limited to, the following:
 - (1) AIR TEMPERATURE - ambient and wind chill factor or heat index resulting in extremes of cold under 30 degrees F or heat above 100 degrees F, will require a launch to accompany boat(s).
 - (2) VISIBILITY - When fog or darkness prevent visibility over 100 meters, boats shall not be launched until visibility improves (A good rule of thumb is the ability to clearly see the SC shoreline from the GA shoreline). If such conditions might occur during a row, bow lights must be provided.
 - (3) ELECTRICAL STORMS - If lightning is observed or thunder heard, boats shall not be launched until at least 30 minutes have passed from the last occurrence. If on the water already, the boats and launches shall return to the boathouse as soon as possible or otherwise seek shelter.
 - (4) HIGH WINDS - If winds are causing sustained whitecaps, boats should not be launched until the winds subside.
 - (5) EXCESSIVE DEBRIS or HIGH-WATER LEVEL/CURRENT - If currents are judged to be beyond the abilities of the rowers or if there are dangerous amounts of floating debris in the river, boats should not be launched. High water levels do not necessarily cause dangerous conditions but often will lead to high currents or excessive debris.

TABLE 1 - LIMITING ROWING CONDITIONS

| Limitation Level | Debris | Water Speed | Wind Condition |
|-------------------|-----------------------------------|----------------------|---------------------------------|
| No Flag | No appreciable debris | normal | 0-15 mph, no whitecaps |
| RED FLAG | Consistent debris | noticeable increase | 15-20 mph, consistent whitecaps |
| NOTICE OF CLOSURE | possible whole trees or chemicals | significant increase | >20 mph, continuous whitecaps |

ANY QUESTIONS, ASSISTANCE NEEDED IN MAKING WEATHER RELATED DECISIONS, OR DISCUSSION OF ANY ACTIONS TAKEN TO SUSPEND NORMAL ROWING ACTIVITIES SHOULD BE DIRECTED TO THE BOATHOUSE MANAGER.

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

APPENDIX F: ARC MEETING ROOMS

Information Sheet and Responsibilities Agreement

1) Arranging for Room Use:

- a) All requests for use of the upstairs Augusta Rowing Club (ARC) meeting room shall be coordinated through the ARC Boathouse Manager. Requests shall be made in writing or email and include the following:
 - i) Requestor's name/organization
 - ii) Requestor's contact phone number and address
 - iii) Date of event and start and end times being requested
 - iv) Brief description of the event
 - v) Indicate presence of alcohol and/or music
 - vi) Estimated number of people attending
 - vii) Restroom access needed
- b) No request shall be considered final until approval notification is received in writing. While ARC controls the ARC meeting room spaces, the Augusta Richmond County Parks and Recreation Department owns the building. The ARC Boathouse Manager will coordinate dates with the Parks and Recreation Department to ensure no conflict with the requested date and time.

Boathouse Manager: Cell Phone: 734-904-6685

2) ARC Meeting Room Rates:

- a) ARC MEMBER RATE (Club related purpose) - No charge
- b) ARC MEMBER RATE (Non-club related purpose) - \$75 with no downpayment
- c) NON-ARC MEMBER RATE - \$100 rental fee with an ARC Member present, or pay the Boathouse Manager an additional \$20/hr to be present instead.

3) General Information:

- a) Room rental includes the use of all available room tables and chairs. All tables and chairs are to be used inside the building unless pre-arranged with the ARC Boathouse Manager.
- b) NO SMOKING inside the building
- c) Maximum room capacity: 100 persons
- d) All events must end by 12:00 AM, including breakdown and cleanup
- e) Grilling and/or barbecuing are not permitted inside of the building or on the wooden deck areas. They may take place in designated areas at least 10 feet from the building
- f) Propane fueled cooking pots shall be kept a minimum of 10 feet away from the building and not located under the

deck.

- g) If alcohol is to be present, the renter (responsible party) must arrange for a Richmond County Deputy to be present. (Estimated at approximately \$18/hr with 4 hour minimum, CASH ONLY.)
- h) Restrooms are available with prior arrangement and coordinated with the Boathouse Manager. Responsible Party in charge is to ensure restrooms are clean and lights turned off prior to departing.

4) Responsible Party:

- a) Minimum age for renting is 21 years
- b) All events must have at least one person in charge (minimum age 21 years) and present at all times.
- c) Responsible party will ensure room is cleaned and secured following the event.

5) Cleanup:

- a) Responsible party will ensure room is cleaned and vacuumed upon completion of the event (unless other arrangement have been pre-approved), all lights and fans turned off, restroom access door closed and locked, and ARC entrance door closed and locked.
- b) Trash must be bagged and carried to the dumpster located on the upriver side of the Boathouse Building.
- c) Vacuum cleaner is located in closet in ARC office (if accessible) or arrangements can be made for vacuum to be available for event.
- d) Restrooms cleaned and lights turned off.

6) Agreement and Signature:

Responsible party hereby acknowledges they have read the above agreement and agrees to the terms and conditions for use of the ARC meeting room,

Name (printed): _____

Signature: _____

Date: _____

